MINUTES
OF THE 20th ANNUAL GENERAL MEETING OF
THE CHARTERED INSTITUTE OF ARCHITECTURAL TECHNOLOGISTS
HELD AT THE RADISSON BLU ROYAL HOTEL, GOLDEN LANE, DUBLIN 8, D08 VRR7, REPUBLIC OF IRELAND
AND VIA MICROSOFT TEAMS
SATURDAY 22 NOVEMBER 2025 AT 10:00

Present: **Voting Delegates:**

Michael Huston	Region 01	Northern
Jacques Pienaar	Region 01	Northern
Dr Matthew Brooke-Peat	Region 02	Yorkshire
Natasha Coles	Region 02	Yorkshire
Sam Lambert	Region 02	Yorkshire
Louise Grimes	Region 03	North West
Ray Ockenden	Region 03	North West
Dr Colin Stuhlfelder	Region 03	North West
Robert Aspey	Region 04	East Midlands
Tahir Caratella	Region 04	East Midlands
Scott Harrison	Region 04	East Midlands
Paul Burton	Region 05	West Midlands
Doug Fewkes	Region 05	West Midlands
Mike Turner	Region 05	West Midlands
Lee Donadel	Region 06	Wessex
Ben Macey	Region 06	Wessex
Adrian Fleet	Region 07	East Anglia
Graham Terry	Region 07	East Anglia
Benjamin Thomas	Region 07	East Anglia
Gordon Cole	Region 08	Central
Tony Keller	Region 08	Central
Ian Shirvell	Region 08	Central
Niall Healy	Region 09	Greater London
Sandeep Saddal	Region 09	Greater London
Joe Turner	Region 09	Greater London
Tom Gray	Region 10	South East
Alex Judd	Region 10	South East
Dr Poorang Piroozfar	Region 10	South East
Miles Pengelley	Region 11	Channel Islands
Ian Coote	Region 12	Western
David Handcock	Region 12	Western
Robert Nickels	Region 12	Western
Stefan Mason	Region 13	Scotland West
Jonathon Offord	Region 13	Scotland West
Oliver Hibbs	Region 14	Scotland East
Martyna Kulesza	Region 14	Scotland East
Emma Sanderson	Region 14	Scotland East
Harshul Singh	Region 15	Northern Ireland
Gillian Stuart	Region 15	Northern Ireland
Ryan Davies	Region 16	Wales
Wezley Morgan	Region 16	Wales
No representative	Centre 01	Hong Kong
Patrick Clarke	Centre 02	Republic of Ireland

Siubhan Criostoir	Centre 02	Republic of Ireland
Genève Nolan	Centre 02	Republic of Ireland
No representative	Centre 03	Australasia
Craig O'Halloran	Centre 04	The Americas
No representative	Centre 05	Asia
Robert Barrie	Centre 06	Europe
Simon Coggins-Hill	Centre 06	Europe
No representative	Centre 07	Middle East and Africa

Non-Voting Representatives — Councillors:

Jacques Pienaar	Region 01	Northern	*Also Voting Delegate*
Alastair Kennedy	Region 02	Yorkshire	*Remote*
Ann Vanner	Region 03	North West	
Chris Yorke	Region 04	East Midlands	
Carl Mills	Region 05	West Midlands	
Giles Boon	Region 06	Wessex	
Stephen Nixon	Region 07	East Anglia	
Gordon Cole	Region 08	Central	
Adam Newell	Region 09	Greater London	
Josie Hodges	Region 10	South East	
James Gavey	Region 11	Channel Islands	
Ian Newcombe	Region 12	Western	
Kevin Crawford	Region 13	Scotland West	
Martin Robertson	Region 14	Scotland East	
William Holland	Region 15	Northern Ireland	
Aled Rees	Region 16	Wales	
Patricia Mulvey	Centre 02	Republic of Ireland	
Peter Drew	Centre 04	The Americas	*Also Voting Delegate*
Paula Bleanch	Centre 06	Europe	*Also Voting Delegate*

Non-Voting Representatives — Honorary Officers and Auditor:

Eddie Weir	President	
Usman Yaqub	President Elect	
Gordon Souter	Honorary Secretary	
Stacey Taylor	Honorary Treasurer	
Paul Laycock	Vice-President Education	*Remote*
Dan Clements	Vice-President Practice	*Remote*
Dan Rossiter	Vice-President Technical	
Joe Hyett	aspiration Chair	
Andrew Brooker	Auditor	

Past Presidents:

Professor Sam Allwinkle PPBIAT FCIAT
Karl Grace PPCIAT FCIAT
Mark Kennett PPCIAT FCIAT
Barry Le Beuvant PPCIAT FCIAT
Robert Mason PPBIAT MCIAT
Gary Mees PPCIAT MCIAT
Alex Naraian PPCIAT FCIAT
Paul Newman PPSAAT PPBIAT MCIAT

Members and affiliates:

David Adams FCIAT	Region 01	Northern
Dr Gihan Badi FCIAT	Region 02	Yorkshire
Jane Bush	Region 15	Northern Ireland
Chao Chen MCIAT	Centre 02	Republic of Ireland
Michael Christiansen MCIAT	Centre 06	Europe
Eamon Cushnahan MCIAT	Region 15	Northern Ireland
Hywel Davis MCIAT	Region 10	South East
Velina Drakalieva ACIAT	Region 09	Greater London
Timothy Erkiert MCIAT	Region 02	Yorkshire
Oscar Farrow	Region 07	East Anglia
Jennifer Gordon ACIAT	Region 14	Scotland East
Gareth Horton ACIAT	Region 06	Wessex
Jakub Karásek	Centre 06	Europe
Christophe Krief MCIAT	Centre 02	Republic of Ireland
John Lunny MCIAT	Centre 02	Republic of Ireland
Valentine Nyakpenu MCIAT	Region 09	Greater London
Caoimhe Cunningham O'Connor	Region 15	Northern Ireland
Michael O'Keeffe FCIAT	Centre 02	Republic of Ireland
Milosz Samek	Centre 06	Europe
Kathy Thurman MCIAT	Region 07	East Anglia
Emily Wakely	Region 07	East Anglia
Rebecca Wakely ACIAT	Region 07	East Anglia
Will Watts MCIAT	Region 12	Western

Central Office Staff:

Tara Page	Chief Executive
James Banks	Head of Membership
Sharon Boyd	Head of Finance
Adam Endacott	Head of Creative & Communications
Dr Noora Kokkarinen	Head of Education
Natalia Simon	Acting Head of Practice & Technical
Megan Brown	Membership Executive
Laura Buck	Practice & Technical Officer
Ashton Burns	Education Executive
Simone Cort	Education Officer
Lily Donaldson	Education Officer
Jack Fleming	Policy & Public Affairs Executive
Steve Fox	Acting Practice & Technical Executive
Tim Fraser	Publications Executive
Hannah Head	Finance Assistant
Wendy Ly	Practice & Technical Assistant
Sarah May	Technical Coordinator
April McKay	Web & Digital Executive
Stefania Mindrut	Registrations Administrator
Sandra Pecenkova	Business Support Assistant
Mervyn Pilley	Business Development & External Affairs Executive
Joanne Rowlands	Business Support & Events Executive
Jayne Thomas	Network & Engagement Coordinator
Anneka Weekes	Membership Officer

Apologies:	Simon Gallagher	Centre 01	Hong Kong
	John O'Sullivan	Centre 03	Australasia
	Peter Drew	Centre 04	The Americas
	Patrick Deo	Centre 05	Asia

1. Chair's opening remarks

The meeting opened with a welcome from the Chair, who greeted all attendees and acknowledged those joining online. The Chair remarked that it was to be the Institute's 20th AGM and its second time being held in Dublin. The Chair expressed delight at the strong turnout and commented on the enjoyment of the previous evening's Centre's Night Event at the Sin Bin Bar, noting both the social atmosphere and the successful fundraising for Laois Down Syndrome. Thanks were extended to the Centre 02 Councillor Patricia Mulvey and the Centre 02 Chair Michael O'Keeffe, and other Centre organisers, and the Chair invited the room to offer a round of applause in recognition of their efforts.

Before formal business commenced, the Honorary Secretary outlined housekeeping matters.

The Chair then formally welcomed the members and affiliates to the AGM and noted the presence of nearly all Central Office staff in recognition of the Institute's anniversary. The Chair reflected on the Institute's growth from one staff member in 1965, Dr. George Cooper, supported by founding members, to 25 staff members today.

The Chair paid tribute to Past Presidents and expressed particular sadness at the passing of George Lowe, describing him as a foundational figure, a dedicated advocate, and a major influence on the Institute over several decades. The Chair reported representing CIAT at George's funeral and invited attendees to stand for a minute's silence in his memory and in memory of all members and affiliates who had died during the year.

The Chair then shared a message from Past President Bob Kay MBE PPBIAT MCIAT and his wife Carol, who sent their best wishes for the celebrations. Bob extended thanks for the congratulations he received following the presentation of his President's Medal. He fondly recalled his time with CIAT and encouraged representatives from Northern Ireland and the Republic of Ireland to maintain their tradition of being the last to retire after the evening's dinner.

The Chair reviewed the progress made in Architectural Technology over the past two years, noting the growing recognition of the discipline among government officials, publications, and industry stakeholders. He highlighted members'/affiliates' ongoing contributions in areas such as net-zero initiatives, housing delivery, and emerging technologies such as generative AI.

Key achievements from the past year were then outlined.

- The Chair reported on the celebration of excellence in Architectural Technology at the annual AT Awards, this year held at One Marylebone, London. He congratulated all winners and finalists and offered special recognition to Sam Lambert MCIAT, who received the Chartered Architectural Technologist of the Year Award in 2025 and had been the recipient of the aspiration Award for Emerging Talent in AT in 2022.
- The Chair noted the publication of the CIAT report *Beyond the Warm Homes Plan: A National Retrofit Programme for People and Planet*, which provided 25 recommendations for a comprehensive, design-led retrofit strategy to support the UK's net-zero goals.
- He informed Members that the Institute had published a revised strategic plan and highlighted the appointment of the Vice-President Technical to a number of governmental review panels. The Chair reported that CIAT had responded to over 40 consultations during the year and had increased its engagement with parliamentarians, resulting in the first tabling of parliamentary questions relating to the Institute since 1996.
- The Chair advised that work continued on reviewing CPD requirements for Chartered Practices.
- He reported that the Institute's portfolio of Accredited and Approved programmes had reached 59, one short of 60 for its 60th-anniversary milestone, including new Accreditation for London Metropolitan University's BSc (Hons) Architectural Technology.

- The Chair announced the publication of the *Architectural Technology d*ocument, offering a clear definition of the discipline.
- He also reported the completion of a major internal project to implement a new CRM system in March, followed by the launch of a new website in April.

Members were encouraged to review the Annual Review for further detail.

The Honorary Secretary then explained the AGM voting and speaking protocols. Members wishing to speak would be identified by staff and asked to state their name, and Region/Centre for the record. He noted that any proposed amendments from the floor might require a short recess for review.

The Honorary Secretary clarified that 27 votes constituted a simple majority and that the day's resolution required a two-thirds majority of 32 votes. He then returned the meeting to the Chair.

2. To approve the Minutes of the Annual General Meeting No.19 held on Saturday 16 November 2024
The Chair moved to item two on the agenda: approval of the minutes of Annual General Meeting No. 19, held on Saturday, 16 November 2024.

The Chair asked whether there were any questions regarding the minutes, noting that only substantive matters could be raised and not spelling or grammatical corrections. No substantive questions were raised.

The Chair then called for a vote to confirm that the minutes represented a true and accurate record of the previous AGM.

Proposer: Dan Rossiter
Seconder: Tom Gray
Vote: Unanimous

The Chair thanked all attendees and noted the efficiency with which the item had been completed.

3. To receive the Annual Review
The Chair introduced item three of the agenda: receipt of the Annual Review. The Chair noted that the document had been emailed to all members several weeks earlier and had also been made available in the Thursday edition of *AT Weekly*. Members who had not received the document were advised that it could be accessed via the Institute's website under the Resources tab in the Resource Library. The Chair encouraged all members to review the Annual Review and confirmed that any specific questions could be addressed after the meeting.

4. To approve the Accounts and Balance Sheet as at 30 April 2025 together with the Report of the Auditors
The Chair introduced item four of the agenda, the approval of the accounts and balance sheet as at 30 April 2025, together with the report of the auditors. The Chair then invited the Honorary Treasurer to present an overview of the accounts and to introduce the auditor, Andrew Brooker.

The Honorary Treasurer addressed the meeting for the first time in her role. She reported that the Institute had remained financially strong, transparent, and well positioned to support members and affiliates and the wider profession. She highlighted that the year had been one of growth and adaptation, with CIAT achieving a surplus of £140,927, representing 104% of forecasted income, largely due to £76,000 of additional interest. Total expenditure was 92% of budgeted forecasts. Subscription income totalled £1,876,065, slightly above forecast, and other fees and interest totalled just under £400,000, compared with £250,000 the previous year. Expenditure was broadly as forecast but increased by 13% due primarily to staffing costs. The Institute maintained a healthy balance sheet with net assets of just under £3.9 million.

The Honorary Treasurer also noted strategic milestones, including the implementation of a CRM system to modernise member data management and improve engagement, as well as the appointment of a dedicated Network & Engagement Coordinator. She emphasised that financial processes remained robust and aligned with best practice before handing over to the Auditor, Andrew Brooker, for a detailed review.

The Auditor introduced himself as the new signing audit partner and explained that the audit had been conducted principally in July, with subsequent review by the Finance Committee and Council. He reported that the audit went well, with no major issues or recommendations, and confirmed that the Institute's systems and controls were reasonable and robust. He reviewed key aspects of the accounts, including income growth from subscriptions and fees (from £1.895 million to just over £2 million), increases in overheads from £1.5 million to £1.96 million primarily due to staffing and operational costs, and consultancy costs related to the CRM project (from £22,000 to £60,000).

The Auditor confirmed that the Institute had generated a material surplus before taxation (£173,000), leading to an after-tax surplus of £140,927 for the year, which was added to reserves. The balance sheet remained strong, with reserves of £3.9 million, including the CRM system capitalised at £250,000 and amortised over 10 years, property, plant, and equipment primarily at the City Road premises valued at just under £1.6 million, and cash at bank and in hand of £2.3 million. He also confirmed that the UK subsidiaries continued to operate at a surplus.

A question was raised by Past President, Barry Le Beuvant, regarding the £30,000 spent on building repairs, which the Auditor clarified related partly to damp course issues in the basement of the property.

Past President Alex Naraian raised a question about the CRM system investment and depreciation policy, which the Auditor confirmed was based on an estimated useful life of 10 years. Alex Naraian also queried the scope of the audit, and whether advice was provided on future spending and forecasting. Clarification was provided, confirming that it primarily focused on the year-end accounts but included a review of the post-balance sheet period. Members also discussed potential future budget forecasting and reporting against the strategic plan, which the Honorary Treasurer acknowledged as an area to consider for future reporting.

The Councillor for Region 13 queried the management costs regarding the CRM project. The Honorary Treasurer clarified that this was regarding training related to the CRM.

Following discussion, the Chair moved to the vote on approval of the accounts and balance sheet as at 30 April 2025, together with the auditors' report.
Proposer: Doug Fewkes
Seconder: Jacques Pienaar
Vote: Unanimous

5. To appoint the Auditors and authorise Executive Board to fix their remuneration
The Chair introduced item five of the agenda: the appointment of auditors and the authorisation of the Executive Board to fix their remuneration. The Chair then moved to the vote to approve the appointment and remuneration of the auditors.

Proposer: Chris Yorke
Seconder: Tom Gray
Vote: Unanimous

6. To consider the ONE Resolution dated 13 September 2025
The Chair introduced item six of the agenda, which was to consider the one Resolution dated 13 September 2025. The Honorary Secretary explained that the Resolution aimed to continue the Institute's efforts to engage future and new professionals by giving them a stronger voice. The Resolution proposed amending Bye-law 40 to include the aspiration Chair as a Trustee on the Executive Board, granting them full voting rights.

No questions were raised regarding the resolution. The Chair then moved to the vote.

Proposer: Kevin Crawford
Seconder: Jacques Pienaar
Vote: Unanimous

7. To receive the results of the election of members to Council, Executive Board, Regional/Centre Committees and aspiration Groups
The Chair introduced item seven, which was to announce the results of the election of members to Council, the Executive Board, Regional and Centre Committees, and aspiration Groups, effective from the close of business of the AGM. The item was presented for receipt only, in accordance with the circulated paper. All Regions, Centres, and aspiration Groups had been contacted in October to verify the accuracy of the information. Any amendments were to be submitted directly to the Head of Creative & Communications after the meeting, as amendments could not be taken from the floor.

8. Chair's closing remarks and inauguration of Usman Yaqub as President
The Chair thanked all attendees for their participation and formally concluded the business of the meeting. It was noted that this AGM marked the final attendance of Gordon Souter as Honorary Secretary after 14 years of service, setting a new record within the Institute. The Chair expressed gratitude for his dedication, attention to detail, and significant contributions. The outgoing Honorary Secretary was presented with a token of appreciation.

The outgoing Honorary Secretary addressed the meeting, expressing his honour in serving the Institute, acknowledging ongoing involvement in various Committees, and endorsing the appointment of new leadership to continue the engagement of younger members/affiliates.

The Chair then invited Doug Fewkes, former Honorary Treasurer, to the stage to receive a small gift of appreciation for his service. Doug Fewkes expressed gratitude and reflected on his commitment to supporting CIAT and its members.

Finally, the Chair expressed thanks to all volunteers, members, affiliates, staff, and partner organisations for their contributions to the Institute and profession. The Chair reflected on the honour of serving as President, reiterated ongoing commitment to CIAT, and thanked everyone for their support.

The Chair formally announced the handover of the office of President. Eddie Weir passed the chain of office to Usman Yaqub, who was appointed as the 32nd President of the Chartered Institute of Architectural Technologists. Usman Yaqub, Director at Studio Yaqub and part-time staff member at the University of the West of England, had previously served as Chair of the Wessex Region and led the successful CPD and 43 initiative. The Chair extended congratulations and expressed confidence in Usman's ability to represent the Institute and profession with pride and dedication.

Usman Yaqub addressed the meeting, acknowledging the support of Council, peers, and Regions and Centres, and expressing gratitude for his election as President during the Institute's 60th anniversary. He reflected on the legacies of Past Presidents and highlighted the significance of the role as a pinnacle of the profession. Usman referenced the Institute's founding principles and emphasised the importance of continuing to unify and strengthen the profession for the future.

He paid tribute to the outgoing President Eddie Weir, recognising his combined eight years of service as President Elect, President, and Immediate Past President. Eddie's dedication, leadership, and contribution to the Institute's activities, both domestically and internationally, were formally acknowledged. Eddie was presented with a second Past President's medal in recognition of his service.

Usman Yaqub outlined his aspirations for his term, highlighting the Institute's ongoing challenges, including climate change, building safety, and the integration of new technologies. He emphasised the importance of diversity, inclusion,

and representation within the profession, and expressed a commitment to creating opportunities for the next generation of Chartered Architectural Technologists.

He reaffirmed his commitment to delivering on manifesto pledges, including the development of member value, retention initiatives, continuing professional development, and engagement across Regions, Centres, and aspiration Groups. Usman also acknowledged the support of staff, volunteers, and outgoing and incoming Executive Board members and Councillors.

Usman formally closed the AGM, expressing his enthusiasm for working with the new Executive Board and Council, and thanking all members, affiliates and volunteers for their continued dedication to the Institute and the profession.

Signed: Date:
Chair