MINUTES
OF THE 19th ANNUAL GENERAL MEETING OF
THE CHARTERED INSTITUTE OF ARCHITECTURAL TECHNOLOGISTS
HELD AT THE SPINE, 2 PADDINGTON VILLAGE, LIVERPOOL, L7 3FA
AND VIA MICROSOFT TEAMS
SATURDAY 15 NOVEMBER 2024 AT 10:30

Present: **Voting Delegates:**

Michael Huston	Region 01	Northern	
Jacques Pienaar	Region 01	Northern	
Nik Wilson	Region 02	Yorkshire	
Liam Crowther	Region 02	Yorkshire	
Natasha Coles	Region 02	Yorkshire	
Dr Colin Stuhlfelder	Region 03	North West	
Louise Grimes	Region 03	North West	
Nooshin Akrami	Region 03	North West	
Chris Yorke	Region 04	East Midlands	
Scott Harrison	Region 04	East Midlands	*Remote*
Paul Burton	Region 05	West Midlands	
Mike Turner	Region 05	West Midlands	
Mike Cook	Region 05	West Midlands	
Usman Yaqub	Region 06	Wessex	
Giles Boon	Region 06	Wessex	
Adrian Fleet	Region 07	East Anglia	*Remote*
Stephen Nixon	Region 07	East Anglia	
Graham Terry	Region 07	East Anglia	
Gordon Cole	Region 08	Central	
Tony Keller	Region 08	Central	
Niall Healy	Region 09	Greater London	
Elliott Peters	Region 09	Greater London	
Dayle Wheeler	Region 09	Greater London	
Hywel Davis	Region 10	South East	
Tom Gray	Region 10	South East	
Michael Fountain	Region 10	South East	
Miles Pengelley	Region 11	Channel Islands	
David Handcock	Region 12	Western	
Ben Honey	Region 12	Western	
Robert Mason	Region 13	Scotland West	
Stefan Mason	Region 13	Scotland West	
Magdalena Blazusiak	Region 14	Scotland East	
Martyna Kulesza	Region 14	Scotland East	
Oliver Hibbs	Region 14	Scotland East	
Adam Savage	Region 15	Northern Ireland	
John Stevenson	Region 15	Northern Ireland	
Aled Rees	Region 16	Wales	
Adrian Williamson	Region 16	Wales	
Simon Gallagher	Centre 01	Hong Kong	
Mel McGerr	Centre 02	Republic of Ireland	
Roger Bell	Centre 02	Republic of Ireland	
Emmett Tolan	Centre 02	Republic of Ireland	
No representative	Centre 03	Australasia	
Peter Drew	Centre 04	The Americas	
No representative	Centre 05	Asia	

Paula Bleanch	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	
Ann Vanner	Region 03	North West	
Chris Yorke	Region 04	East Midlands	*Also Voting Delegate*
Stacey Taylor	Region 06	Wessex	
Stephen Nixon	Region 07	East Anglia	*Also Voting Delegate*
Gordon Cole	Region 08	Central	*Also Voting Delegate*
Adam Newell	Region 09	Greater London	
Josie Hodges	Region 10	South East	
Barry Le Beauvant	Region 11	Channel Islands	
Ian Newcombe	Region 12	Western	
Martin Robertson	Region 14	Scotland East	
William Holland	Region 15	Northern Ireland	
Aled Rees	Region 16	Wales	*Also Voting Delegate*
Simon Gallagher	Centre 01	Hong Kong	*Also Voting Delegate*
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
Gordon Souter	Honorary Secretary
Doug Fewkes	Honorary Treasurer
Paul Laycock	Vice-President Education
Dan Rossiter	Vice-President Technical
Joe Hyett	Overarching aspiration Chair
Chris Pexton	Auditor
Kevin Crawford	Immediate Past President

Past Presidents:

Karl Grace
Gary Mees

Members and affiliates:

Matthew Thompson	Region 02, Yorkshire
Dr Mohataz Hossain	Region 02, Yorkshire
Stephen Nicholls	Region 03, North West
Paul Marshall	Region 03, North West
Tyrell Richardson	Region 03, North West
Emma Coulson	Region 03, North West
Colin Savage	Region 03, North West
Sorwar Ali	Region 05, West Midlands
Ryan Davies	Region 16, Wales
Christophe Krief	Centre 02, Republic of Ireland
Michael O'Keeffe	Centre 02, Republic of Ireland

Central Office Staff:

Tara Page	Chief Executive
Joanne Rowlands	Business Support & Events Executive
Sandra Pecenkova	Business Support Assistant
Adam Endacott	Head of Creative & Communications
James Banks	Head of Membership
Dr Noora Kokkarinen	Head of Education
Sharon Boyd	Head of Finance
Natalia Simon	Practice & Technical Executive

Apologies:	Dan Clements	Vice-President Practice	
	Carl Mills	Region 05	West Midlands
	Liam Donohue	Region 08	Central
	Tom Warren	Region 13	Scotland West
	John O'Sullivan	Centre 03	Australasia
	Mark Scott Jeffs	Centre 05	Australasia
	Patrick Deo	Centre 05	Asia
	Sam Allwinkle	Past President	

Item 1 Chair's opening remarks

The Chair wished everyone a good morning and welcomed them to CIAT's 2024 Annual General Meeting. He hoped those who attended the North West Regional event the previous night had enjoyed it as much as he had. The Chair announced that a good amount was raised for the nominated charities, Alder Hey House in Liverpool and Reuben's Retreat in Glossop. He initiated a round of applause for the Regional organisers led by Dr Colin Stuhlfelder.

The Chair explained that before the official business of the AGM started, the Honorary Secretary, Gordon Souter, was going to say a few words on housekeeping for the day. The Honorary Secretary explained the housekeeping procedures.

The Chair welcomed everyone again, in particular; Past Presidents, those who were joining remotely, and those members and affiliates who had travelled from across the UK, Ireland and from around the globe to attend the AGM.

The Chair said that as he was coming to the end of the first year of his second Presidential term, he felt lucky to be able to represent the Institute's membership and the Architectural Technology discipline all over again. He said it was especially important that he was able to stand up and speak to all present, rather than having to log on to Zoom as he had during his first Presidency. He joked that it is nice for it to be someone else's job to make sure his microphone was switched on this time.

He continued to comment that the delegates were gathered, in person, mostly, in Liverpool, a wonderful city with a rich architectural history, often called England's finest Victorian city; though of course it contained a variety of architectural styles of the past 300 years, from the 16th Century to impressive modern structures like the one the meeting was being hosted in.

He recalled seeing many of the present faces at the AT Awards the previous month, at the new venue of Christ Church, Spitalfields. He continued to describe the building saying that the design was led by legendary Baroque architect Nicholas Hawksmoor and consecrated in the early Eighteenth Century, it's over-sixty-metre spire towered over those present. He elaborated that inside was a wide-open and fittingly grand interior to celebrate excellence in building design and function, and a bespoke dancefloor in the crypt. He joked that he didn't know what he was more impressed by: the building, or the dance moves.

The Chair congratulated all the winners and finalists and said it really was a glorious night celebrating the most outstanding AT projects and people that were ensuring the future of the profession was in safe hands. He wanted to especially congratulate the Chartered Architectural Technologist of the Year, Claire Raftery MCIAT, and High Rise by Zed Pods, the Project of the Year. He mentioned that all the winners were listed in the autumn issue of ATJ, via the Institute's social media channels and AT Weekly.

The Chair shared that it had been an action-packed year for Architectural Technology, and fittingly the Institute had formed many collaborative partnerships to further raise the profile of the discipline and profession. CIAT had entered into a five-year collaborative agreement with the Chartered Institution of Civil Engineering Surveyors in April, had become a Corporate Supporter of Building a Safer Future in July, signed a Memorandum of Understanding with the Building Association of Australia in August, and was a founding participant of The Arc, an historic built environment online resource. The Institute had also been working with the Department of Further and Higher Education, Research, Innovation and Science in Ireland to promote careers in the built environment.

All of this would help Architectural Technology immeasurably, encouraging the next generation and highlighting the importance of the profession to those in the built environment sector, governments, and members of the public. He remarked that though in their early stages, all the collaborations were bearing fruit, and he was looking forward to finding out how the organisations and Institutes could mutually benefit each other in the future.

The Chair discussed that the Institute had launched its publicly available Principal Designer Register in May this year to recognise those who work on higher-risk buildings and non-higher risk buildings. Although it was not mandatory to be on a Register at the time, Chartered Architectural Technologists would find it advantageous to be able to demonstrate their competence to clients and other duty holders through the Register. He commented that it had been heartening to see all those coming through so far, and he was looking forward to many more in the coming year demonstrating their competence further.

The Chair shared that this year, the Professional Standards Framework (PSF) had been revised in line with external changes, not least the need for more explicit building safety. The new PSF would be published at the close of the AGM, and Associate members and Affiliates would have six months to decide whether they wished to qualify as Chartered Architectural Technologists under the 2015 version or the 2025 version. This would be covered in more detail during a presentation in the afternoon by the Head of Membership and Head of Education. He commented that a working group had been set up in response to ARB's plans to only accredit Masters level education and training, and the Institute was currently reviewing its Code of Conduct to maximise transparency. Progress continued on the development of the Architectural Technologists' Register, in the Republic of Ireland, with many new milestones having been met during the year.

He shared that he was truly delighted for the Institute to have a Public Affairs duo who had started this year and were picking up so much, so quickly. He voiced that the Institute's membership would notice the real benefit of their work in no time at all. CIAT had also issued its recommendations to the UK Government before the election, which focussed on low carbon and retrofit, building safety, and skills shortages and recognition.

The Chair summarised that the creation of the Policy and External Affairs Team was part of a recruitment push at Central Office to help further promote Architectural Technology and provide the best service for our members and affiliates. Two further roles had been created and filled this year: the Publications Executive and the Technical Coordinator, who were both making their mark already, whether that be through co-editing the AT Journal or providing vital research on industry trends.

The Chair continued that the Institute's next President had been elected in September, and the Chair was proud to say it was Usman Yaqub FCIAT who would be leading CIAT into its sixth decade. The Chair shared he was excited to work with him and the Board and Council to ensure that the Institute remained relevant, inclusive, and the natural home for all those within the Architectural Technology sphere. Usman would become the President Elect at the end of the meeting.

The Chair encouraged all to read the Annual Review which covered the past year in more depth as he had covered just some of the important highlights.

He announced that the meeting would move onto the business of the AGM, and he passed over to the Honorary Secretary to explain the AGM protocol.

The Honorary Secretary had explained the AGM protocol.

Item 2 To approve the Minutes of the Annual General Meetings No.18 held on Saturday 11 November 2023
The Honorary Secretary asked for a Proposer and Seconder and for any changes to the minutes. There were none.

Proposer:	***Barry Le Beuvant***			
Seconder:	***Chris Yorke***			
Vote:	***For: 45***	***Abstention: 0***	***Against: 0***	***Motion carried***
Decision:	***Unanimous. The Minutes approved as an accurate record.***			

Item 3 To receive the Annual Review
The Annual Review was received.

Item 4 To approve the Accounts and Balance Sheet as at 30 April 2024 together with the Report of the Auditors
The Chair invited a Proposer and Seconder on this item:

Proposer:	***Josie Hodges***		
Seconder:	***Simon Coggins-Hill***		
Vote:	***For: 41***	***Abstention: 4***	***Against: 0***
Decision:	***The audited accounts as at 30 April 2024 were approved.***		

The Honorary Treasurer welcomed the President, Voting Delegates, members and affiliates and said he was giving his presentation with mixed emotions as it would be his last time as the Honorary Treasurer.

He shared, that remarkably, he had been in the post since November 2015 and had served CIAT for almost a decade. He said it has been an absolute honour and a privilege and that together the delegates could reflect on the Institute's financial position and be assured that it was in a very stable position as the Institute entered its 60th Anniversary. He continued that ensuring that the Institute's financial position had remained sound was not something undertaken alone, and he wanted to take the opportunity to thank all those who had been a part of the Finance Committee and to the Finance Department.

He shared he would also like to thank all in allowing him to be a part of such a dynamic and progressive Institute. He added he had no doubt that by being a part of such a positive group of people it had allowed him to grow both personally and professionally and without being in such a privileged position he would not have been able to progress as he had done so. He remarked that whilst there were for him significant changes in his professional career, he did so with the knowledge and skills he had learnt from being the Institutes Honorary Treasurer and he was truly blessed.

He announced he would be returning to the West Midlands Regional Committee and looking to support its growth back to strength and he was in support of the Region & Centre Review that was being developed for consideration by the Head of Creative & Communications, something he added he would encourage all at the AGM to do. He explained that for him it was the mantra of "Ask not what CIAT can do for me, but what I can do for CIAT".

He announced that he would be handing over the reins to Stacey Taylor after that AGM. He explained Stacey had been an active member for several years with involvement as Regional Councillor first for the South-East Region and currently for the Wessex Region. As a member of the Finance Committee, she had been a great support and voice with her 'can do' attitude and positive input. He commented he was sure he was leaving the role in very capable hands and wished her the very best for her term.

He continued, that before he would relinquish this role, he would give a brief summary of CIAT's accounts to 30 April 2024 and then hand the over to Chris Pexton, the Institute's auditor, to answer any questions.

He said that CIAT's accounts year ended 30 April 2024 showed a surplus of £492,404. He added that the Institute had exceeded target forecast Income by reaching 100.9% of total forecast Income. Total expenditure was below budget reaching 79% of total budgeted expenditure.

He shared that the total subscription income year ended 30 April 2024 was £1,777,993, just over £61K higher than target forecast subscription income to 30 April 2024. He added that other fees and interest totalled £249,183 compared to £97,718 the previous year.

He elaborated that the expenditure was just under 9.4% lower than year ending 30 April 2023. He explained that the main reason for this was due to legal fees being £183,320 2023 compared to £10,245 in 2024.

He remarked that CIAT continued to show a surplus for the last five years which had enabled the Institute to invest funds in an office refurbishment and a new CRM, which was in progress and set for implementation at the end of March 2025. He summarised that we had a very healthy balance sheet showing a net asset value of just under 3.763 million.

He concluded that his time as Honorary Treasurer had come to an end and again thanked all for allowing him to help shape the Institute and ensure that it was on a sound financial footing for the future. He hoped Stacey would have as much fun in the role as he had and wished her all the success for her time as the new Honorary Treasurer.

He handed over to Chris Pexton to take all present through the accounts in detail.

The Auditor, Chris Pexton, shared that the audited accounts had been reviewed by the Finance Committee in August and approved by Council in September. He commented that this was the first time in a while that he had been able to carry out the audit on site, as previously this wasn't possible due to the pandemic, and then the subsequent refurbishment of the central office.

He summarised that the audit went very well with no major issues to report. He stated that it was a clean audit report and thanked the Head of Finance for her assistance with the audit and preparation of accounts. He continued that the Honorary Treasurer had gone through most of the numbers in brief and highlighted the main points. He went on to delve into the Profit and Loss account: statement of income on page 8. He explained that this showed an increase in subscriptions and fees, and a reduction in administrative expenses.

The interest received had shown a big increase, as the Institute had good interest rates on its cash deposits. As a result, the Institute had to pay tax on the interest but as for the rest of the surplus, the Institute didn't have to pay any tax on, as it was what is called mutual trading, it was within ourselves. After the tax, the Institute had a surplus of £492 444, compared to the £233 761 in the previous year.

CIAT had a total income of £449 773, which transferred to the balance sheet. He explained there was a statement of financial position on page 9, which showed the start of the CRM project, where £48,900 had been spent so far. It was an ongoing project, and he added it was expected that it would potentially come to a quarter of a million eventually.

He shared that the statement also showed the completion of refurbishment costs of £450,000, which was to be depreciated over 10 years. The property had been professionality reevaluated post the refurbishment, and it came to just under £1.6 million. This presented a slight reduction to the previous revaluation before the refurbishment, and a deficit on the revaluation.

The auditor stated that the audit procedures were straightforward on the balance sheet. The assets consisted of two items, the property, and the rest was in bank deposits. The cash balance was £2.26 million. This presented a big difference to some years ago when the institute was on the verge of bankruptcy.

The auditor discussed the subsidiaries, namely the ATSL, that made a profit of £9,000. This was also to be considered a big success. There were reserves of £90,000. This subsidiary had proven to be another strength for CIAT.

The auditor shared that the detailed expenditure income account could be found on page 18, and that it gave the real detail on what had been spent.

The auditor commented that the Institute had solid financial controls and management. He invited the present attendees to ask any questions. There were none.

He added he couldn't finish without a couple words for the outgoing Honorary Treasurer, Doug Fewkes. He remarked that Douglas was not a usual name and reminisced of a Douglas he met years ago while working in the insolvency world. The Douglas in question worked for the North West bank on the debt recovery side, and did not have much patience with his clients. He was quick to put companies into receivership and as such, he used to give Chris quite a lot of work, and was nicknamed "Pull the rug Doug". He continued, that over the time of Doug Fewkes's role as the Honorary Treasurer, he had seen an increase in the value of CIAT, with net funds going from £1.3 million to the current £3.7 million. He summarised that his careful management of finances had been appreciated and said it had been an enormous pleasure to work with him over the years.

Lastly, the auditor announced that this would be the last time he would be standing as the Institute's auditor. This was due to regulations that stated after 10 years of auditing a company, another auditor should be assigned. The reason being that it could be seen as there may be a degree of familiarity and threat to independence. He joked that CIAT were indeed far too familiar to him. He thanked all for hospitality and friendship and announced that he would be handing his role over to colleague, Andrew Brooker.

Item 5 To appoint the Auditors and authorise Executive Board to fix their remuneration

The Chair invited a Proposer and Seconder on this item:

Proposer:	***Aled Rees***		
Seconder:	***William Holland***		
Vote:	***For: 44***	***Abstention: 1***	***Against: 0***
Decision:	***Begbies to continue as CIAT's Auditors, and for CIAT Council to fix their remuneration.***		

Item 6 To consider the ONE Resolution dated 7 September 2024

The Chair invited a Proposer and Seconder on this item:

Proposer:	***Tom Gray***		
Seconder:	***Jacques Pienaar***		
Vote:	***For: 44***	***Abstention: 1***	***Against: 0***
Decision:	***The Resolution was approved.***		

The Honorary Secretary spoke to the item and said that the one resolution to be approved came from the Conduct Committee and there was a plan to do a detailed review of the Code of Conduct overall. In preparation for the review support was sought to move the disciplinary procedures to the Executive Board rather than the AGM. He we on to explain that the resolution related to the procedures undertaken by the Conduct Committee to progress a case and did not impact on the Code of Conduct itself. He clarified that changes to the Code of Conduct would continue to be approved only at the AGM. He said the resolution had been put forward by the Conduct Committee and had the support of the Executive Board and Council. As it was a special resolution it would require a two thirds majority vote. The Honorary Secretary invited questions from the floor.

Niall Healy Voting Delegate Region 09 Greater London said he thought the resolution was a good idea in principle. He thought handing over the authority from the AGM to the Executive Board make the Institute more agile in the way it managed affairs but questioned whether there would be a notice of any changes approved by the Board, sent to the members. The Honorary Secretary confirmed that would be the case, as the details would be available to members as a document on the CIAT website. He went on to say that any member could request access to the information at any time, once it had been approved by the Executive Board. Niall Healy sought further clarification on how members would be informed of any change made to the procedure. Would it be a notice to the members or an item on the website that members would have to find themselves. He added that he believed with the shift of authority from Members at the AGM to the Executive Board to make changes, some thought should be given to publicise changes to the wording of any documents. The Honorary Secretary said he would see no issue with that, and it could be considered for the wider Institute when changes were made to any policy. He confirmed he would raise this at the next Executive Board meeting.

There were no other questions.

Item 7 To receive the results of the election of members to Council, Executive Board, Regional/Centre Committees and aspiration Groups

This report was to be read as received. All Regions, Centres and aspiration groups had been contacted in October to check the accuracy of the paper and any amendments should be sent to the Head of Creative & Communications after the meeting as amendments could not be taken from the floor.

Item 8 Chair's closing remarks

The Chair thanked all for their attendance. He said the formal business of the meeting had been successfully concluded.

He remarked that he had two significant thank-yous to make as both the Immediate Past President and Honorary Treasurer were stepping down.

He firstly thanked Kevin Crawford who had dedicated the last four years as President Elect, President and Immediate Past President. To show the Institute's appreciation for everything that he had done for CIAT, a gift of thanks had been arranged, he joked, for inclusion in his man cave and said he hoped Kevin would think of CIAT every time that he sat on it! A small gift for Kevin's wife Susan was also presented to thank her for her support during this time. The Chair commented that Kevin had been a dedicated President, and hoped he would stay involved with the Institute.

The Chair went on to thank the outgoing Honorary Treasurer, Doug Fewkes, who had been involved with CIAT for several decades and in the last one as Honorary Treasurer. The Chair stated that he had led the Finance Committee admirably and ensured important decisions were made and left the finances in a sound position ready for the next Honorary Treasurer. His work on the refurbishment was to be commended and the Executive Board would miss his wise words, and jokes. He hoped he enjoyed his newly found spare time and that he would stay actively involved.

The Chair further thanked outgoing Councillors Stacey Taylor for Wessex, Barry Le Beuvant for Channel Islands and Steve Scaysbrook for West Midlands during the year who had chosen not to renew his membership as he had retired. The Chair said congratulations to Dan Rossiter who was re-elected as Vice-President Technical and a warm welcome to incoming Councillors, Carl Mills for West Midlands, Giles Boon for Wessex and a first for CIAT, a shared Councillor role for Channel Islands with James Gavey, Miles Pengelley and Daniel Tibbs.

The Chair also welcomed new Honorary Treasurer, Stacey Taylor, who he said he was sure would be amazing and Usman Yaqub, as President Elect. He remarked that Usman would be the Institute's 32nd President and the first from the Muslim community. He was a Director at Studio Yaqub, a part time member of staff at the University of the West of England and a truly passionate Chartered Architectural Technologist. He had been a remarkable force as Regional Chair for Wessex and the mastermind behind the highly successful CPD in 43 initiative. He would be a greatly valued President Elect, and the Chair was looking forward to working with all newly welcomed at Council and on Executive Board.

Before the Chair drew the AGM to a close, he wanted to remind everyone that next year was the Institute's 60th anniversary, and to mark the occasion the Institute would be hosting a 60th Anniversary Diamond Celebration in Dublin. It was going to be a weekend to remember, and he asked all to make a note of 21-23 November 2025. The Chair joked he was hoping to see even more of everyone's dance moves there.

He continued that as the Institute approached its 60th, it gave him great pride to be able to say he had been a small part of the Institute's history – it was a great privilege to be involved in the wonderful AT community. But that didn't mean there wasn't still work to be done – and he added he was looking forward to his second year as President as CIAT would continue to do more for its members and continue working hard to elevate the profile of Architectural Technology. He concluded cheers to everyone and that he looked forward to seeing everyone next year.

The Chair closed the AGM.

Signed: ____ Date: ____
Chair

END