



The Insurance
Institute of Exeter
Chartered Insurance Institute

Annual General Meeting 2021 Minutes

Subject: Annual General Meeting

Location: Virtual via Zoom (*in view of ongoing restrictions due to Covid-19*)

Date and Time: Wednesday 31 March 2021 at 13:00

Meeting Closed: 13:18

Present:

Theresa Atal	Claire Lashbrook
John Blake	Marie Macfarlane
Graham Brown	Luke Parsons
Mark Fowles	Andrew Philpott
Trudy Herniman	Matthew Pyke
Sara Langdon-Clince	Philip Wilson

Apologies:

Sylvia Jane	Ben Mear
Helen Jones	Rosie O'Neill
Tony Jones	Darren Siwec

Convening of Meeting:

The President called the meeting to order and welcomed all members to the Annual General Meeting.

The President asked the Secretary, Marie Macfarlane, to read the notice dated 10 March 2021 calling the meeting and which she then read out.

Housekeeping arrangements were noted accordingly.

Apologies for absence were read out by the Secretary, Marie Macfarlane, and duly noted.

AGM minutes 18 March 2020 were previously signed off by Philip Wilson.

AGM minutes 18 March 2020-Proposed by Trudy Herniman, seconded by Theresa Atal and agreed unanimously. There were no matters arising.

ORDINARY BUSINESS

Annual Report of Council

President

Report previously circulated to attendees. A copy of the report can be found at the end of the minutes. There were no comments raised regarding the President's Annual Report.

Council:

NA

Accounts for the year to 31 December 2020

The end of year accounts to 31 December 2020 are due by 31 May 2021. They are prepared on the basis of a financial tool provided by the Chartered Insurance Institute (CII) and we have encountered an operational error using such a tool. This is currently being explored with the CII in order to resolve and in order to finalise the end of year accounts before the due date.

A Summary of Accounts to 31 December 2020 was circulated in advance of the meeting and which can also be found at the end of the minutes. There were no comments raised regarding the Summary of Accounts to 31 December 2020. Therefore, the end of year accounts have not yet been professionally examined and have not yet been circulated to attendees for consideration and adoption.

The motion "THAT the Annual Report and Accounts for the year ended 31 December 2020 be received and considered." is to be proposed by the treasurer, Graham Mark Brown, seconded by Theresa Atal and agreed [unanimously or by majority vote], is to be postponed to the Council Meeting on 24 May 2021.

Appointment of an Examiner of Accounts

The motion "THAT xxx be re-appointed as the Examiner of Accounts for the Presidential Year 2021-2022" being proposed by the treasurer Graham Mark Brown, seconded by Theresa Atal and agreed [unanimously or by majority vote] is postponed to the Council Meeting on 24 May 2021 as the Treasurer is currently exploring this in order to achieve the most cost effective solution for the Insurance Institute of Exeter.

Elections of Council

The secretary, Marie Macfarlane, read out the names of the nominated members for election to Council in the year 2021-2022, all of whom had been formally selected and agreed by Council members at the Council Meeting of 25 January 2021, save for Rosie O'Neill who had recently been nominated.

The following Officers were elected:

President:	Claire Lashbrook
Deputy President:	Matthew Pyke
Treasurer:	Graham Mark Brown
Secretary:	Marie Macfarlane
Education Secretary:	Sylvia Jane
Education Secretary (CPD)	Theresa Atal
Regional Forum Officer	
<i>(including LI Regional Representative & National Forum Officer)</i>	Matthew Pyke
Membership Secretary:	Marie Macfarlane
Dinner Secretary:	Helen Jones
Careers Liaison Officer:	Ben Mear
Charities Representative:	NA – Vacant
Communications Officer:	Trudy Herniman
<i>(including public relations, social media and website admin)</i>	
Diversity Co-Ordinator	Tony Jones
Young Professional Group:	John Blake

Council Members:

Mark Fowles

Philip Wilson

Rosie O' Neill

Election of officers was proposed by Trudy Herniman, seconded by John Blake and agreed unanimously.

SPECIAL BUSINESS**Constitution**

The President advised that the CII had distributed a draft Constitution to the Insurance Institute of Exeter and which was subsequently reviewed, amended and adopted by Council at the Council Meeting held on 25 January 2021.

The adoption of the Constitution dated 25 January 2021 was proposed by Matthew Pyke, seconded by Philip Wilson and agreed unanimously.

Honorary Life Vice President

The President was honoured to support the election of Graham Mark Brown, Treasurer, to the position of Honorary Life Vice President and announced that she understood Graham had been a long serving, competent and tireless treasurer. His sensible approach to spending and keeping the books straight was noted. He has been a constant and valued asset to the Insurance Institute of Exeter. His certificate was shared on screen to support the election.

The election of Graham Mark Brown to the position of Honorary Life Vice President was proposed by Claire Lashbrook, seconded by Marie Macfarlane and agreed unanimously.

Date of next year's AGM

The date of next year's AGM was agreed as 30 March 2022.

Time of 13:00 and venue as the Exeter Golf & Country Club was also previously agreed by Council.

Other

The President advised that her presidency continues for 2021-2022 and acknowledged that it had been a difficult and challenging past year in the light of Covid-19. Despite that, the Insurance Institute of Exeter have been assessed in the exceeding expectation category by the

CII. We have also had record numbers attending CPD events. The President expressed her thanks to Council accordingly.

The President asked if there were any questions. There were none.

Graham Mark Brown thanked the President for leading Council forward in this unprecedented and difficult year.

President *C. Lashbrook* Date 20/04/2021

Claire Lashbrook

Dip CII

**Insurance Institute of Exeter (IIE)
AGM Reports 31st March 2021**

Annual Report of Council 2020/2021

The year commenced with the institute's first partially virtual AGM due to the developing COVID-19 situation. Nine members were present at Exeter Golf and Country Club and a further six attended virtually via Zoom. All council meetings and special meetings of the council this year have subsequently been carried out virtually through this platform.

Claire Lashbrook was elected as President for a term of two years and Darren Siwiec continuing as Deputy President.

We welcomed two new council members in Trudy Herniman from Cornish Mutual and Laura Board from Brunel Insurance with Trudy subsequently accepting the role of Charities Representative. Julian Harris stepped down from council and his role of Public Relations Officer with Luke Parsons taking on this position.

Later in the year Laura left council due to relocation and Joff Von Tyska stepped down from administering the CII aspects of the CPD programme, the President and Secretary are caretaking this important CPD role whilst we recruit. Luke Parsons left council and the role of Public Relations Officer has now transferred to Trudy, as such we also have a vacancy for Charities representative. Details of the vacancies are available on our website and LinkedIn pages and we welcome new applications to council or to these roles from members.

With all face to face events cancelled or postponed, we quickly adapted to a fully online CPD offering. We have held a phenomenal and record breaking 52 CPD events this year. There has been a large variety of subjects from technical competency, topical webinars brought about by the pandemic and soft skills sessions designed to help members navigate through these uncertain times. We have supported our YPG members by offering a bespoke CPD programme for them, centering around optimism and emotional resilience.

Our PFS engagement remains strong with the continuing support of our PFS representative Theresa Atal, a record breaking 100 attendees attended our defined benefit pensions and lifetime allowance event, which is testament to the fantastic work being done with this group of members.

It is with regret that we cancelled the 2021 Annual Dinner due to Covid-19 but we remain optimistic for 2022 and very much look forward to planning an even bigger and better event for when we can all meet again. The Institute was also successful in securing a Special Grant from the CII this year which is to be spent on a YPG members celebratory event, and we are very excited to be able to reunite our YPG members face to face as soon as we possibly can.

Despite the challenging circumstances we are proud to have maintained our membership at 1779 and be offering a large variety of virtual events for our members to enjoy.

Summary of Accounts for the year to 31st December 2020

The formal accounts for the 2020 period are in the process of being prepared, finalised and will then be submitted to the CII by 31st May 2021.

To summarise the provisional figures, the IIE received a grant of £19,451.66 from the CII to carry our functions locally. Excluding the general administrative expenses of running the Institute, the percentages below show approximate areas of expenditure include:

- 67% CPD Events and Training
- 9% Young Professional Group – Networking and training events

The Annual Dinner in 2020 provided a small surplus but the figures are also subject to the formal accounts due by 31 May 2021.

As noted above, we also received a Special Grant from the CII which will now be utilised hopefully in the 2021 or 2022 financial accounting period. We are retaining a necessary surplus of our annual funding grant as recommended by the CII.

Nominations for Council 2020/2021

These are as follows:

Theresa Atal	Tony Jones
John Blake	Claire Lashbrook
Graham Brown	Marie Macfarlane
Mark Fowles	Ben Mear
Trudy Herniman	Rosie O'Neill
Sylvia Jane	Matthew Pyke
Helen Jones	Philip Wilson

The above nominations for office bearers include:

Name	Office
Claire Lashbrook	President
Matthew Pyke	Deputy President
Marie Macfarlane	Secretary
Graham Brown	Treasurer