

## AGENDAS

Technical Presentation and AGM

Time: 10:30

Date: Friday 14<sup>th</sup> September 2018

Venue: [Atkins Offices, Euston Tower, 286 Euston Road, London, NW1 3AT](#)



### Technical Presentation Agenda

10:00 to 10:30	Teas and Coffee
10:30 to 10:40	Welcome and House Keeping, Mike Shaw, President and Mark Dunne, Technical Director
10:40 to 11:25	Soft Landings - Michael Chater, Hampshire County Council
11:25 to 11:35	Changeover
11:35 to 12:20	SEN Schools - Mark Pratt, MACE
12:20 to 12:30	Changeover
12:30 to 13:15	New BB101 - Richard Daniels, EFA
13:15 to 13:45	Lunch
13:45	AGM

### AGM Agenda

1	Present and Apologies (Fiona Fanning) .....	2
2	Minutes of the last SPACES AGM (Mike Shaw) .....	2
3	Approval of the last year's Accounts and Financial Statement (Andrew Rowe) .....	2
4	Reports .....	2
4.1	Presidents' Report (Mike Shaw) .....	2
4.2	Finance Director's Report (Andrew Rowe) .....	2
4.3	Scrutiny Director's Report (Mukund Patel) .....	3
4.4	Membership Directors' Report (Martin Kent and Leslie Morrison) .....	3
4.4.1	The North .....	3
4.4.2	The Southwest .....	3
4.5	Events Director's Report (Greg Keeling) .....	3
4.6	Technical Director's Report (Mark Dunne) .....	4
4.6.1	Engineering .....	4
5	Future of SPACES, (Mike Shaw) .....	4
6	Election of Directors (Mike Shaw) .....	4
6.1	Scrutiny Director .....	4
6.2	Membership Director – North .....	4
6.3	Marketing and communications .....	4
7	Any other matters brought to the attention of the President (Mike Shaw) .....	4
8	Date of AGM 2019 (Fiona Fanning) .....	4
9	Close of Meeting (Mike Shaw) .....	4

## AGENDAS

Technical Presentation and AGM

Time: 10:30

Date: Friday 14<sup>th</sup> September 2018

Venue: [Atkins Offices, Euston Tower, 286 Euston Road, London, NW1 3AT](#)



### **1 Present and Apologies (Fiona Fanning)**

### **2 Minutes of the last SPACES AGM (Mike Shaw)**

Minutes of the last AGM [attached](#).

### **3 Approval of the last year's Accounts and Financial Statement (Andrew Rowe)**

A draft copy of the accounts are [attached](#).

The accounts for SPACES have now been completed by our accountants and they indicate an overall loss of £6,800 on a turnover of £49,000. This was as predicted and forecasted by the board when the budget was monitored during the year.

The activities in 2017/18 resulted in:

- Study Day – net surplus of £12,725 compared to a surplus of £16,948 the previous year. This was principally due to higher costs for the study day and fewer sponsors
- Building of the Year Award and Yearbook – net loss of £4,412 compared to a loss of £2,462 the previous year, due to a different publishing arrangement for the yearbook, rising costs for publication and printing and less sponsorship
- The President's Dinner – net loss of £1,443 compared to a surplus of £671 the previous year
- Subscriptions – decreased this year to £5,668 from £6,872 the previous year

I would like to thank all those that have been involved with helping to manage the figures and events but special thanks for Fiona for her guidance and help through-out the year.

I would like to recommend that the AGM approves the 2017/18 accounts.

## **4 Reports**

### **4.1 Presidents' Report (Mike Shaw)**

### **4.2 Finance Director's Report (Andrew Rowe)**

The finances this year have broadly been break-even, but this outcome continues to rely heavily on a profitable and successful Study Day supported by company sponsorship. Sponsorship continues to be hard to secure and significant member time and support is required to gain this sponsorship, which relies heavily on a few dedicated members and if events do not secure this sponsorship it is a big financial risk to the society.

The board however, believe sponsorship by private companies remains the only viable way of funding the society and so we are continuing to look at sponsorship of all events and this year we have agreed to introduce free membership to local authority members from April. We believe this will encourage more local authority members to join and attend events which in turn will help to gain private sector sponsors at events because of the greater exposure and reach they will gain.



However, whilst we currently retain a healthy cash reserve with the lack of attendance from the membership at events and the lack of support to help organise events this reserve will soon be depleted and if an event is not profitable this will significantly impact our reserve account very quickly.

#### **4.3 Scrutiny Director's Report (Mukund Patel)**

#### **4.4 Membership Directors' Report (Martin Kent and Leslie Morrison)**

##### **4.4.1 The North**

During the year there have been a few meetings in the Scotland East Group as members meet and network with each other on a number of local issues. There was good representation at two events where last year's CBOY awards were handed over in West Lothian and Fife Councils respectively.

There has not been any update from the north east Hub or any news from the West Hub in Scotland.

I shall be standing down as membership director at the AGM and wish to take this opportunity to thank all my colleagues and friends in SPACES and SCALA before that, along with Fiona Fanning, the SPACES Manager, who has worked tirelessly for both organisations, for all their support to me during my membership. I have enjoyed my time over many years and it has been a real privilege to be part of a very professional group of people working in the public sector which has seen and will continue to see many changes and challenges ahead.

I wish you all continued success for the future.

Leslie Morrison

Membership Director

##### **4.4.2 The Southwest**

The Beast from the East did not stop a group getting together in Swindon on the 27<sup>th</sup> February for a meeting at STEAM the Museum of the Great Western Railway.

STEAM is housed in a beautifully restored Grade II listed railway building in the heart of the former Swindon railway works. The Grade II listed structure is a complex piece of industrial archaeology. It consists of a number of buildings built over a long period. The earliest structure is the 1846 machine and fitting shop – part of Brunel's original works complex.

There were approx. 15 attendees who enjoyed a tour of the buildings and networking opportunities.

Fiona Fanning

#### **4.5 Events Director's Report (Greg Keeling)**

## AGENDAS

Technical Presentation and AGM

Time: 10:30

Date: Friday 14<sup>th</sup> September 2018

Venue: [Atkins Offices, Euston Tower, 286 Euston Road, London, NW1 3AT](#)



### 4.6 Technical Director's Report (Mark Dunne)

#### 4.6.1 Engineering

There have been two engineering technical meetings this year both of which were held in London and we were joined by colleagues from the CIBSE Home Counties Groups. The first one was held on 5<sup>th</sup> December 2017 in London with approx. 20 attendees. There were two presentations:

- Energy Management Systems Assessments by Professor Andrew Geens, Head of CIBSE Certification, CIBSE Certification Ltd, and
- The calibration of environmental design and MEP services (update) by Richard Daniels, Environmental Engineer, Education and Skills Funding Agency

Followed by networking.

The second one was held on 17<sup>th</sup> April 2018 with approx. 30 attendees. The day consisted of presentations and discussions around Modular Buildings, led by me, with input from Paul Inch, Innovare and Stuart Ince, Expended Ltd.

My thanks go to all those that presented.

James Bourne

Head of Profession, Engineering

### 5 Future of SPACES, (Mike Shaw)

Paper [attached](#).

### 6 Election of Directors (Mike Shaw)

#### 6.1 Scrutiny Director

Jackie Lowe has already been co-opted to the board following Mukund Patel's resignation in July. There have been no other nominations, so this position will be confirmed at the AGM.

#### 6.2 Membership Director – North

No nominations

#### 6.3 Marketing and communications

No nominations

### 7 Any other matters brought to the attention of the President (Mike Shaw)

### 8 Date of AGM 2019 (Fiona Fanning)

### 9 Close of Meeting (Mike Shaw)