

AGM AGENDA

Time: 12:30 to 1:30pm

Date: Thursday 7th October 2021

Venue: Online via Microsoft Teams



To attend this meeting and to receive the meeting invite or to send your apologies, please go to our website.

1. Apologies Fiona Fanning
2. Minutes of the last SPACES AGM Jackie Lowe
3. Approval of last year's Accounts and Financial Statement Andrew Rowe
4. Reports
 - 4.1. Presidents' Report Jackie Lowe
 - 4.2. Vice President's Report Steve Rufus
 - 4.3. Finance Director's Report Andrew Rowe
 - 4.4. Scrutiny Director's Report Mark Dunne
 - 4.5. Membership Report Fiona Fanning
 - 4.6. Events/Activities Reports
 - 4.6.1. Study Day Greg Keeling
 - 4.6.2. Yearbook and Awards Richard Hopton
 - 4.6.3. Zero Carbon Alex Gee
 - 4.6.4. Electrical Committees Charles Tanswell
 - 4.7. Technical Advisor's report Richard Daniels
 - 4.7.1. Architecture Helen Newman
 - 4.7.2. Engineering Steve Rufus
 - 4.7.3. Surveying Shaun Lunn
 - 4.7.4. Construction Mark Appleyard
 - 4.8. Marketing Advisor's report Paul Inch
5. Election of Directors Mark Dunne/Fiona Fanning
 - 5.1. Director of Scrutiny – Mark Dunne has agreed to re-stand
6. Approval of Advisors Mark Dunne/Fiona Fanning
 - 6.1. Membership – North – Position Vacant – Nominations requested
 - 6.2. Membership – South – Position Vacant – Nominations requested
 - 6.3. Head of Profession – Engineering – Steve Rufus is now Vice President and we would like another person to take on this role – Nominations requested
 - 6.4. Head of Profession – Project Management - Position Vacant – Nominations requested
 - 6.5. Head of Profession – Surveying – Shaun Lunn has agreed to re-stand
 - 6.6. Advisor: Technical – Richard Daniels has agreed to re-stand.
 - 6.7. Advisor: Events Coordinator – Study Day – Greg Keeling has agreed to re-stand

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- 6.8. Advisor: Events Coordinator – Yearbook and Awards – Richard Hopton is currently co-opted and is happy to stand.
- 6.9. Advisor: Zero Carbon Co-ordinator – Alex Gee is currently co-opted and is happy to stand.
- 6.10. Advisor: Marketing and Communication – Position Vacant – Nominations requested

We are always looking for members to join the board, if you are interested in the roles above or feel there is another way you can be involved, please email Fiona Fanning in the first instance.

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| 7. Any other matters brought to the attention of the President | Jackie Lowe |
| 8. Date of AGM 2022 | Fiona Fanning |
| 9. Close of Meeting | Jackie Lowe |

All nominations and any resolutions must be sent to Mark Dunne, Director of Scrutiny, via the SPACES Manager, manager@thespaces.org.uk, by cop Thursday 9th September 2021 and all reports must be sent to the SPACES Manager, manager@thespaces.org.uk by cop Friday 17th September 2021 to enable papers to be circulated prior to the meeting.

You can find information on Governance of SPACES on our [website](#). Please note:

Nominations – Any member can nominate themselves for the vacancy announced in the notice of the AGM. A nomination must be supported and seconded and received by the SPACES Manager, at least 28 days before the AGM. Nominated candidate must supply an overview of what they would bring to the role and written consent that he or she is willing to serve, if elected

Resolutions - Board must give notice of any resolutions that it wants tabled at the AGM, with the notice of AGM.

Members wishing to table a resolution at the AGM, must do so in writing to the Director of Scrutiny, at least 28 days before the AGM. Such a resolution must be supported by at least 10 members.

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