

AGM PAPERS

Time: 1:00 to 2:00pm

Date: Thursday 20th October 2022

Venue: Online via Microsoft Teams (registration details will be sent Wednesday 19th October 2022)



To attend this meeting and to receive the meeting invite or to send your apologies, please go to our [website](#).

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1 Present and Apologies (Fiona Fanning)

Apologies so far - Greg Keeling, John Richardson, Philip Jordan, Richard Hopton

2 Approval of the minutes of the last SPACES AGM (Jackie Lowe)

The Minutes of the last AGM held on can be downloaded [here](#).

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

You can download a copy of the 2021-22 accounts [here](#).

The accounts for SPACES have now been completed by our accountants and they indicate an overall profit of £4,450 on a turnover of £36,676. This was as predicted and forecasted by the board and returns to a stable position post COVID.

The activities in 2020/21 resulted in:

Study Day – net surplus of £8,739 which was lower than in some years but the Study Day moved on-line during the pandemic and resulted in less sponsorship and a different style of event.

Building of the Year Award and Yearbook – net profit of £6,678 which was significantly more than in previous years and was a result of the yearbook going digital and therefore less costs

The President's Dinner – didn't run due to the pandemic

Subscriptions – increased this year to £11,821 up from £6,680 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 2021/22 accounts.

4 Reports

4.1 Presidents' Report (Jackie Lowe)

4.2 Vice President's Report (Steve Rufus)

4.3 Events Director's Report

4.3.1 Study Day (Greg Keeling)

After the challenges of covid, this year saw the return of an 'in person' Study Day at De Montfort University. On the topic of Climate change. Due to a national rail strike, the event had to be replanned at the last minute by the SPACES manager. This was a huge amount of work but through her hard work the day was a great success. We were delighted that Lord Redesdale agreed to be our keynote speaker, and was professionally interviewed by Alex Gee, so we had a podcast to listen to on the day. and we had a number of excellent speakers who managed to make the event as well over 60 delegates. Because a number of speakers were unable to attend due to the rail strike, they all agreed to present webinars for SPACES through the Autumn and Winter months. So SPACES has been able to offer a lot of high quality CPD throughout the year and this has been helpful to those unable to travel to events.

Once again I would like to thank all of our generous sponsors, [Atkins](#), [Bauder Roofing](#), [Faithful+Gould](#), [Norse Consulting](#), [Pick Everard](#) and [Willmott Dixon](#) for their support.

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4.3.2 Building of the Year Awards and Yearbook (Richard Hopton)

Due to Covid restrictions last year's awards ceremony was held online and you can watch a video [here](#). My thanks go to Alex and Jackie who presented the ceremony. The yearbook was also online and can be viewed [here](#).

This year we had just over 50 submissions for the yearbook and awards. From these 16 projects were shortlisted for the awards. These 16 projects have been visited by at least two judges and my thanks goes to all those that carried out the visits. The category winners and CBOY winner have been chosen and will be announced at the [Presidents' Dinner and Awards ceremony](#) held on the 3rd November in Reading. We have two sponsors for the awards this year:

- Civic Building of the Year (CBOY) – Faithful+Gould
- Mike Britch Award for Innovation – Norse Consulting

All projects are included in the yearbook which will also be launched on the 3rd November.

4.3.3 Webinars (Greg Keeling)

Webinars have been held throughout the year on a range of topics and have proved to be very popular. Opening up these webinars to non-members, has been good marketing for SPACES as a society, and provides extra value for our sponsors. Webinars are now a normal part of our CPD offerings.

4.4 Finance Director's Report (Andrew Rowe)

The finance in 2021/22 moved from a loss during the pandemic back to a place of relative stability with a small profit. Although not all the events in 2021/22 were able to run or took place in the same format the efforts by everyone involved meant the 2021 virtual Study Day was a real success and became a key event for delivering a revenue and profit for the society.

We continue to use our key events and sponsorship to deliver low membership fees or offer free membership to all public sector members. This has been helped by the three year [Partnership deal](#) we have agreed with Norse Consulting.

The society reserves remain healthy, however, we remain heavily reliant on sponsorship.

4.5 Scrutiny Director's Report (Mark Dunne)

4.6 Membership Advisor's Report (Fiona Fanning)

SPACES membership currently stands at 373 members from 113 organisations with approximately two thirds from the Public Sector. As far as total membership goes this is only a slight overall increase on last year but there has been considerable growth from the Public Sector. If you work in a local authority or government organisation, please encourage your colleagues to join – it is free and there is no limits on number of members.

Over a third of our members would like to hear information about activities in all regions, which with the roll out of webinars is encouraging. We have a broad spread of membership by profession, though how accurate this is we are not sure as we are aware of cross over between the professions.

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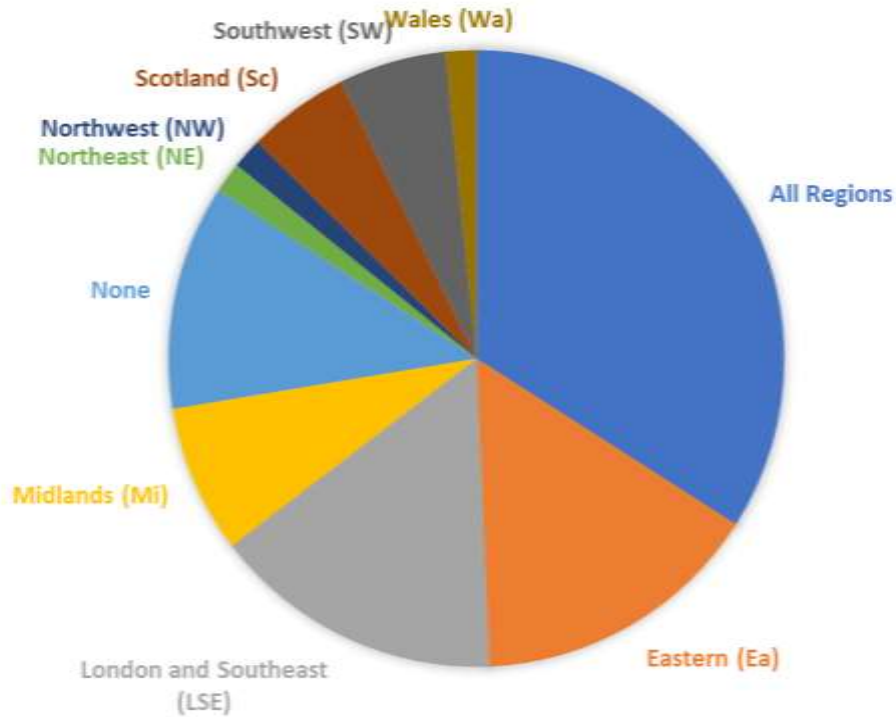


Figure 1: Breakdown by Region

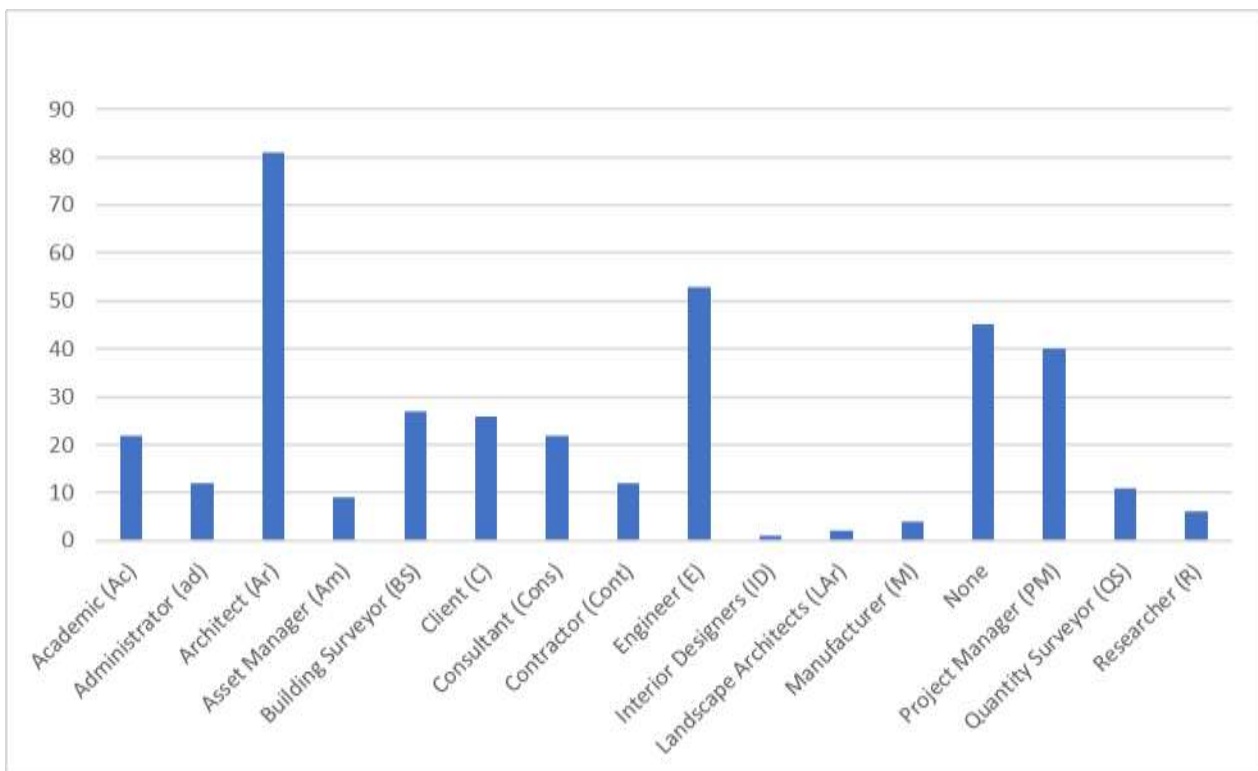


Figure 2: Members by Profession

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4.7 Technical Advisor's report (Richard Daniels)

4.7.1 Architecture (Helen Newman)

4.7.2 Engineering (Steve Rufus)

In December 2021, we had a joint meeting in London with CIBSE Home Counties North East (HCNE) with a presentation on '[Competence, Compliance & Carbon: understanding the Building Safety Bill and updates to Building Regulations](#)' by Dr Hywel Davies, Technical Director, CIBSE. Unfortunately, Covid numbers were rising again and we had a few people unable to attend. Those that were able to attend enjoyed the presentation, networking and being able to meet in person again.

A small group of SPACES members have been through the Output Spec Technical Annexes 2E and 2G for Schools with a member of the DfE Design Team during February and March. This was followed by a Technical Meeting on 22nd March with discussions on the Output Specs and Electrical Vehicle Charging.

I have facilitated a number of webinars over the last year, including:

- Implications of Net Zero on School Design
- Integration of Heat pumps in existing buildings
- EnergiRaven – Building Carbon Management Tool
- Schools and Ventilation

Copies of the videos can be found on [SPACES Collaboration in Public Sector Construction - YouTube](#).

I would like to take this opportunity to thank both Charles Tanswell, who is stepping down from his role on many of the electrical wiring regulation committees and to Keith Scott who is stepping into his shoes. My thanks also go to those that have been involved with the engineering meetings.

4.7.3 Surveying (Shaun Lunn)

4.7.4 Construction (Mark Appleyard)

4.8 Marketing Advisor's report

4.8.1 Website (Fiona Fanning)

The website contains the following information:

- About us, including background, our objectives, governance, member organisations and history
- News
- Join us – information and registration process for joining SPACES
- Events – information on our events, including a calendar view of our webinars.
- Information Suite – presentations, useful Information, and links to videos of our webinars (to access some of these you must be logged on)
- Links and Partners

We have a new maintenance contract for the website so in the last couple of months there have been less issues with the website due to updates with wordpress.

4.8.2 E-newsletter (Fiona Fanning)

The E-newsletter is distributed monthly to all members and others that have signed up to receive our communications. It contains information on:

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- Events and Activities
- Technical Enquiries
- Useful Information (typically is shared on LinkedIn and summarised in the e-newsletter)

NB If you do not receive our e-newsletters and information on events, please log into your account and check your marketing settings. You should check the box 'Opt in to receive our newsletters'. NB We will not share your details with any third parties. This opt in is purely to receive our newsletters and invites to events. You will be able to unsubscribe at any time.

Non-members and those that have accidentally pressed unsubscribe can subscribe to our e-newsletter [here](#).

4.8.3 Social Media (Fiona Fanning)

Apart from its Website and E-newsletters, SPACES uses [LinkedIn](#) and [Twitter](#) to communicate with its members. Both are used to share information on what is happening in industry and also information about our events. We have found that LinkedIn is the preferred method. Information that is shared by this method is summarised in the monthly E-newsletter.

Our followers on LinkedIn have increased by a third in the last year.

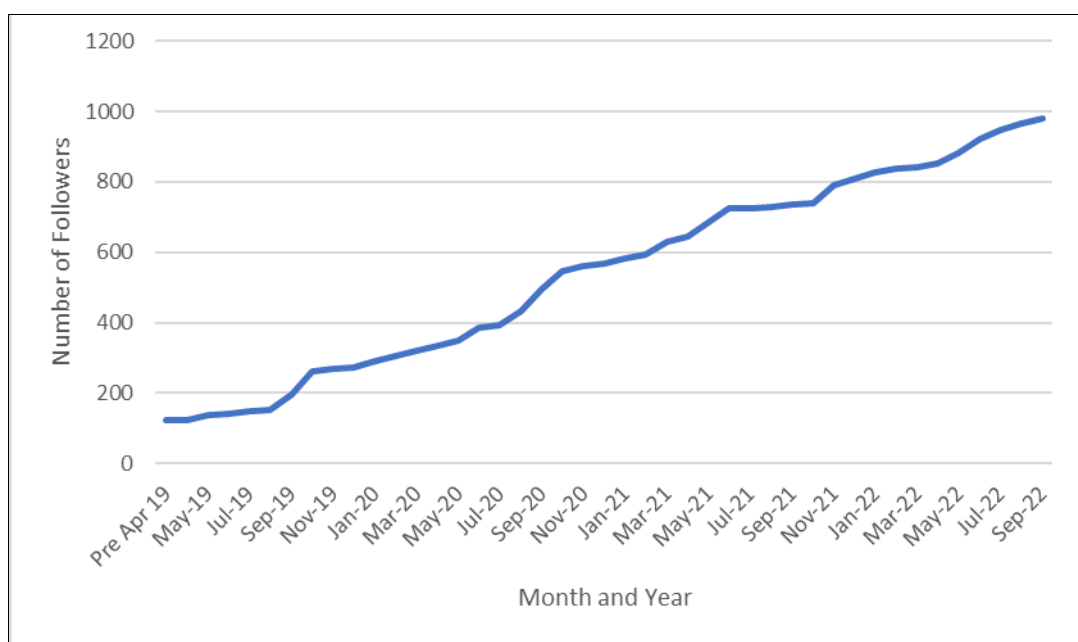


Figure 3: LinkedIn Followers

4.8.4 YouTube (Fiona Fanning)

In the last year, we have increased our content on YouTube with webinars, recorded presentations and podcasts. You can find it [here](#).

5 Investiture of Presidents (Mark Dunne/Fiona Fanning)

5.1 Steve Rufus – President, and incoming President's address

5.2 Alex Gee – Vice President

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6 Election of Directors (Mark Dunne/Fiona Fanning)

6.1 Director of Finance

[Andrew Rowe](#) has agreed to re-stand.

7 Approval of Advisors

7.1 Advisor: Marketing and Communication (2 year term)

Position Vacant - Nominations requested and will be voted for during the AGM

7.2 Advisor: Membership (2 year term)

Position Vacant - Nominations requested and will be voted for during the AGM

7.3 Head of Profession – Architecture (3 year term)

[Nicola Lorenzo Prandini](#), London Borough of Havering and [Declan Douglas](#), Essex County Council have both volunteered to be Head of Profession – Architecture. They have agreed to share the role and this has been agreed by the Board and will be ratified at the AGM.

7.4 Head of Profession – Engineering (3 year term)

Nominations requested and this will be ratified at the AGM

7.5 Head of Profession - Project Management (3 year term)

Nominations requested and this will be ratified at the AGM

7.6 Chair – Yearbook and Awards

This position because vacant, following the issuing of the calling notice. If you are interested, please let us know.

8 Any other matters brought to the attention of the President (Steve Rufus)

9 Date of AGM 2023 (Fiona Fanning)

10 Close of Meeting (Steve Rufus)