



**Institute of
Explosives
Engineers**

VOICE OF THE EXPLOSIVES INDUSTRIES

44th ANNUAL GENERAL MEETING (AGM)

Sunday 29th April 2018

11.00 am

Arnage Suite

Crewe Hall

Cheshire

CW1 6UZ

AGENDA

44th ANNUAL GENERAL MEETING

SUNDAY 29TH APRIL 2018 AT 11.00 AM

**ARNAGE SUITE, CREWE HALL, WESTON ROAD,
CREWE, CHESHIRE, CW1 6UZ**

No:	Item:	Owner:
1.	President's Opening Address	D Welch
2.	Apologies	D Welch
3.	Minutes of the 43 rd Annual General Meeting	D Welch
4.	The Annual Report for Y/E 31.12.17	D Welch
5.	To receive the Statement of Accounts for Y/E 31.12.17	D Welch
6.	Membership vote on Motion 1 Amendment to the Constitution	T Slate
7.	Announcement of Officers of Council and Council Members for 2018 / 2019	D Welch
8.	Any other competent business	D Welch

MINUTES OF 43RD ANNUAL GENERAL MEETING

Monday 3rd April 2017 at 4.00 pm

Hampshire Barn, Sutton Scotney, Winchester, SO21 3NB

1. Welcome and Apologies

- 1.1 Dave Welch, the President in the chair, welcomed all members in attendance.
- 1.2 Apologies have been received from Alan Morley, Jason Hogg, Nick Barlow, John Boshier, Martin Underwood, Gour Sen, Brian Roberts, Graham Feddon, Norman Bonney, Mark Hatt, Nigel Rees, James Gleeson, Kristan George, Martin Shilston.

2. Minutes of the 42nd Annual General Meeting held on 12th April 2016

- 2.1 The President invited comments on the draft minutes of the 42nd Annual General Meeting.
- 2.2 No comments were received from those present.
- 2.3 Ken Cross proposed and Nigel Taylor seconded the motion that the draft minutes of the 42nd Annual General Meeting held on the 12th April 2016 be accepted as a true and accurate record. The membership present voted in favour of the motion.

3. To receive and consider the Statement of Accounts for the period ended 31st December 2016

- 3.1 The President invited comments on the Statement of Accounts for the period ended 31st December 2016 as contained within the AGM booklet.
- 3.2 No comments were received from those present.
- 3.3 Andy Pettitt proposed and Andy Hubble seconded the motion that the Statement of Accounts for the period ended 31st December 2016 be accepted as a true and accurate record. The membership present voted in favour of the motion.

4. President's Overview

The President provided a presentation to membership detailing specific achievements over the preceding 12 months, as follows:-

- 4.1 Ongoing Liaison: Liaison with Government Departments regarding Brexit, CITB / CSCS, EFEE, RISC, EUExCert, SSB, HSE, Track and Trace, BS5607

MINUTES OF 43RD ANNUAL GENERAL MEETING

4.2 Key Achievements: Institute Procedures, new offices, introduction of 'Special Registration Events', SSSG, website upgrade, commercial and financial efficiencies.

4.3 Networking Events: Organised by individual members and Institute team, venues include Bristol, Stafford, Aberdeen, Houston (USA). Future events planned in Portsmouth, Berlin and USA. Professional Registration Events. Regional Representatives in USA, Singapore, Germany and Australia.

4.4 Marketing: Social Media increased presence on Twitter and Facebook. Events. Merchandise.

4.5 Future Plans and Initiatives: Marketing effort and member numbers. Company Member verification (supplier due diligence). Industry guidance documents (all sectors). Course Endorsement. CSCS alignment. WOME apprenticeships.

5. To receive and consider the Reports of Council

5.1 The President referred to the Reports of Council contained within the AGM booklet and asked for any matters arising from the reports from those members present.

5.2 No comments or matters arising were received.

5.3 Martyn Sime proposed and Roy Davis seconded that the Reports of Council as contained within the AGM 2017 booklet be accepted as published. The membership present voted in favour of the motion.

6. Membership vote on amendments to the Constitution

The President introduced Ruth Barber.

6.1 Ruth Barber advised that in accordance with the requirement of the Constitution for members to be asked to vote upon proposals to amend that document, all members should have received the Special Resolution, the proposed revised constitution subject of that resolution and the Explanatory Note. For clarity Ruth Barber read the Special Resolution as follows:-

That the current Constitution of the Institute of Explosives Engineers be discarded and replaced with the revised Constitution as attached'

6.2 Ruth Barber confirmed that to validate the number of votes cast at the meeting any members who had not already done so should sign the attendance record.

6.3 The Special Resolution requires a $\frac{3}{4}$ majority vote from members who choose to vote. Ruth Barber confirmed that in addition to those members present who would be voting in person, 69 votes have been received by post and email.

MINUTES OF 43RD ANNUAL GENERAL MEETING

6.4 Ruth Barber moved to the vote on the Special Resolution circulated on the 1st March 2017 from members present at the meeting. On a show of hands, there were only 2 votes against. The vote tally was -

6.4.1 Votes in favour

6.4.1.1. 69 votes received via post and email

6.4.1.2. 55 votes by members present in person

6.4.2 Votes against

6.4.2.1 2 votes by members present in person

6.4.3 Abstentions. There were no abstentions either from members present or notified by post or email.

6.4.4 The vote was 124 in favour and 2 against the Special Resolution, the majority in favour being above the $\frac{3}{4}$ of voting members threshold required to confirm the resolution.

6.4.5 The motion to accept the revised Constitution was carried.

7. Announcement of President, Section Heads and Council Members for 2017/2018

7.1 The President confirmed the list of Section Heads and Council Members for 2017/2018 as contained in the AGM booklet.

7.2 The President welcomed new Council Members Steve Miller who was to be allocated to Education and Training Section, and Roy Davis who was to be allocated to the Marketing Section.

7.3 All Council Members identified themselves to assist membership present in identifying those on Council.

8. Any other competent business

8.1 Following previous discussions Ken Baker asked for an update on developing career opportunities in terms of advertising career opportunities. The President confirmed that there were many avenues for this to be addressed, the IExpE website now has a jobs area. Rob Parry encouraged members to register for access to the upgraded website where such information can be accessed.

8.2 Rupert Scott-Jackson enquired if there was a facility within the Institute which enables members to equate qualifications gained in the UK to be relevant for a job in the US. The President advised that there was certainly sufficient knowledge within IExpE for this to be examined and referred the matter to both Andy Pettitt and Ken Cross for consideration.

8.3 No further items of any other business were received.

8.4 There being no further items of business to be considered the President declared the meeting concluded. The meeting closed 16.52.

THE ANNUAL REPORT FOR Y/E 31ST DECEMBER 2017

The Institute has had another successful year with some exciting new projects being undertaken. Success can be determined in a number of ways, but in our case I believe the increased levels of membership, continued representation of membership and delivery of a consistently professional service are integral to that assessment.

We have seen a number of changes to the Institutes policies and structure over the last few years and despite some initial concerns these changes have started to reap rewards in terms of the way we operate and respond. Our increased memberships and new business streams have allowed for some new faces to join our office team and we are extending our office footprint. The increased office space will allow us to accommodate the additional members of staff but also ensure safe storage of our marketing equipment/ stock items. In addition, we will also have a venue capable of hosting up to 80 attendees.

The members of Council continue to deliver a huge amount of effort on behalf of the membership and all areas have been incredibly busy over the past 12 months. Much of the work is routine but equally vital to the running of the institute, such as membership applications and ensuring our compliance with UK laws and special provisions relating to companies etc.

Some highlights from section activities include:

The Education and Training team have been pushing the training agenda forwards across the sector, responding to the closure of Homeland Security Qualifications and changing our endorsement process to better support potential learners. In particular focussing on:

- + OME level 6 apprenticeship near completion – levy funding approved at £24,000 per apprentice
- + Successfully gained approval as an Centre to deliver credit based awards and qualifications through Open Awards
- + Created the requirement for a level 2 WOME course with the Sector Skills Strategy Group and in the process of endorsing courses from a number of providers
- + Updated our endorsement process to; align with our centre approval, provide better information to learners and provide a drive for further professionalisation
- + Delivered our first “Badge of Excellence” course through Event Horizon
- + Supported major changes within the SSSG to refocus its activities
- + Supported the OME Symposium (and achieved significant discounts for members) and supported the organisation of the Early Careers Symposium

THE ANNUAL REPORT FOR Y/E 31ST DECEMBER 2017

The Affiliations team have continued to develop and maintain relationships with other organisations, including:

- + We have opened up a conversation with the Institute of Quarrying, looking for ways in which we can work together for the benefit of explosives workers in that sector
- + Continued IExpE support to EUExImp. the most recent project in the EUExcert programme, which published a 'Step-by-Step Guide to the Implementation of Occupational Standards' and a 'Manual for the Implementation of Occupational Standards', both of which can be found on the IExpE website.
- + Active maintenance of our link with the European Federation of Explosives Engineers (EFEE)
- + Continued liaison with SAFEX International (we have received their newsletters and incident reports, which are re-published on the members' side of our website)

In addition, and of significance, we (as a Professional Affiliate of the Engineering Council) have submitted our documentation in preparation for the 5-yearly review of our membership. We have added 2 Incorporated Engineers and 7 Chartered Engineers to our ranks and I am particularly pleased to be able to say that one of our CEng achieved this from a completely experiential and vocational background, i.e. without any academic qualifications.

It seems to be an annual message that *'this last year was busier and better than the one that went before'*, and so is the case again. But perhaps the crucial point of our growth, development and continued success, is the recognition of those who make it happen. I often report on the efforts of our council members and outstanding office team, but the efforts of numerous members, company and individual, in offering support, providing links or spreading a good message, providing challenges or merely being engaged is often not recognised. All of these efforts and engagements are crucial if we are to continue our representation of the membership as a whole.

I would like to offer my personal thanks to all of those attending this first weekend AGM for some years, and sincerely hope that the revised programme, with the inclusion of partners can become a firm marker in the annual calendar of events.

David Welch FCMI, MIEpE, MIABTI
President

STATEMENT OF ACCOUNTS FOR Y/E 31ST DECEMBER 2017

Institute of Explosive Engineers

(Registration number: 07905911)
Balance Sheet as at 31 December 2017

	Note	2017 £	2016 £
Fixed assets			
Tangible assets	4	17,413	13,217
Current assets			
Stocks		3,058	100
Debtors	5	33,518	30,931
Cash at bank and in hand		222,809	221,186
		259,385	252,217
Creditors: Amounts falling due within one year	6	(62,620)	(97,225)
Net current assets		196,765	154,992
Net assets		214,178	168,209
Capital and reserves			
Profit and loss account		214,178	168,209
Total equity		214,178	168,209

For the financial year ending 31 December 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Approved and authorised by the Board on and signed on its behalf by:

.....
D Welch
Chairman

The notes on pages 8 to 11 form an integral part of these financial statements.
Page 6

MEMBERSHIP VOTE ON MOTION 1

Company number 7905911

**WRITTEN RESOLUTION
of the
Institute of Explosives Engineers (the “Company”)
A PRIVATE COMPANY LIMITED BY GUARANTEE**

CIRCULATION DATE: 1st March 2018

The directors of the Company propose that the following resolution is passed as a special resolution (the “Resolution”).

SPECIAL RESOLUTION:

That the current Constitution of the Institute of Explosives Engineers be discarded and replaced with the revised Constitution as attached.

OFFICERS OF COUNCIL AND COUNCIL MEMBERS 2018 / 2019

+ Officers of Council

Dave Welch	President
John Wolstenholme	Immediate Past President
Andy Carr	VP Education & Training
Ken Cross	VP Affiliations
Andy Pettitt	VP Membership
Tony Slate	VP Legal & Compliance

+ Council Members

Ruth Barber
Chris Child
Roy Davis
Tom Goodman
Andy Hubble
Stephen Miller
Rob Parry
Nick Savage
Martyn Sime
Andrew Smith
Nigel Taylor

NOTES

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VOICE OF THE EXPLOSIVES INDUSTRIES

IExpE Office

Institute of Explosive Engineers

**Ground Floor,
Unit 1,
Greyfriars Business Park,
Frank Foley Way,
Stafford,
ST16 2ST
T: 01785 594136
E: vickihall@iexpe.org / charlenefirkins@iexpe.org
www.iexpe.org**

Company Registration No:07905911

