

## Minutes of the Annual General Meeting of Members of the Institute of Refrigeration

Charity Registration no 1166869

3rd November 2022 - held on line

The meeting was chaired by Mike Creamer FInstR President. With Kevin Glass FInstR Past President standing in for the Hon Treasurer and Miriam Rodway MInstR CEO. Apologies were received from Nick Rivers, Juliet Loisselle and Chris Harvey Jones. 26 Members took part in the webinar, 10 of whom had submitted their votes by Proxy form in advance. Those who had not submitted a Proxy form in advance (16 members) were invited to vote online during the meeting by raising a virtual hand. A total of 23 Proxy Votes had been received in writing in advance of the meeting.

1. The minutes of the Annual General Meeting held on 4th November 2021 were proposed by Mike Creamer, seconded by Kevin Glass. 21 Proxy votes in favour had been received, there were two abstentions by proxy, no abstentions online and no objections either by proxy or online. This motion was passed by approval of 21 proxy votes and 16 members attending online who had not previously voted.
2. The Annual Review and Report of the Trustees for the year ended 31st March 2022 for the Charitable Incorporated Institute of Refrigeration no 1166869 had been circulated to members in advance on the website and in the webinar handouts for download. Mike Creamer summarised the areas of work that the IOR had prioritised during that time period and as detailed in the Annual Report. He proposed that the report be accepted. This was seconded by Kevin Glass. 23 Proxy votes in favour had been received, there were no abstentions and no objections either by proxy vote or online. This motion was passed by approval of 23 proxy votes and 16 members attending online who had not previously voted.
3. The Financial Report and Accounts were presented by Kevin Glass, as previously made available online and in the webinar handouts. He highlighted the small budgeted operating loss of £8,115 made during that year and the recovering of value of investments leading to a net income of £43,175 for the year. Kevin Glass proposed the option of the Audited Accounts and Balance Sheets for the year ended 31st March 2022. This was seconded by Mike Creamer. 23 Proxy votes in favour had been received, there were no abstentions and no objections either by proxy vote or online. This motion was passed by approval of 23 proxy votes and 16 members attending online who had not previously voted.
4. The appointment as auditors for the next set of accounts, Myrus Smith and Partners of Sutton, Surrey and authorisation of the Board of Trustees to agree remuneration was proposed by Mike Creamer. This was seconded by Kevin Glass. 22 Proxy votes in favour had been received, there was one abstention by proxy vote, no abstentions by online attendees and no objections either by proxy vote or online. This motion was passed by approval of 22 proxy votes and 16 members attending online who had not previously voted.
5. The members were invited to consider and, if thought fit, approve the Board of Trustee motion for subscription rate increase for the year commencing 1<sup>st</sup> April 2023 as below:

Grade	2022	2023
Fellow	£109	£111
Member	£99	£101
Associate Member	£89	£91
Affiliate	£89	£91
Technician	£57	£58
Student/Young Person/Pre-Affiliate	£30	£31

This was proposed by Mike Creamer as Chair of the Board and seconded by Kevin Glass. 23 Proxy votes in favour had been received, there were no abstentions and no objections either by proxy vote or online. This motion was passed by approval of 23 proxy votes and 16 members attending online who had not previously voted.

6. The appointment of two new Trustees of the Institute of Refrigeration following election by voting members was confirmed: Paul Singh FInstR and Damian Wiszniewski MInstR. Mike Creamer welcomed the new Trustees, thanked all who had stood for election and those who would be standing down from the Board at this meeting Kevin Glass FInstR, Lisa-Jayne Cook FInstR and Juliet Loiselle MInstR.
7. The proposed amendment to the Membership Grade Interpretation Rules were summarised by Miriam Rodway, who confirmed that the Rules are set by the Board on recommendation of the Membership Committee. The changes proposed reflected updates to the rules in line with current practices of the Membership Committee. The amendments having been previously made available for download and included in the webinar handouts, Mike Creamer proposed that they be accepted. This was seconded by Kevin Glass. 22 Proxy votes in favour had been received, one abstention by proxy vote, no abstentions online and no objections by those voting online. This motion was passed by approval of 22 proxy votes and 16 members attending online who had not previously voted.
8. There being no additional business notified in accordance with the Constitution the meeting was closed at 4.20pm.

The formal business of the meeting having concluded Mike Creamer noted that this was his final official duty as President and expressed his thanks to all of the members who had supported and worked with him to further IOR's objectives over the past two years of his term in office.

Voting Members whose proxy vote forms were received in advance of the meeting and by the due date

A Barros Oliveira, L Bishop, R Borton, A Bowey; A Cohr Pachai, L-J Cook, D Cranvey, K Glass, S Green, R Hurley, S Keyes, A Latus, J Loiselle, L Marriott, R Merritt, N Moroncini, N Rivers, A Reid, D Shotter, J Skelton, R Somerville, A Strachan, C Vines

List of voting Members attending the webinar and voting online

R Borer, A Barros Oliveira\*, L-J Cook\*, D Cranvey\*, N Everitt, I Fisher, G Fox, N Franzen, S Green\*, R Handyside, R Hurley\*, C Marques, G McVittie, R Merritt\*, D Moore, A Newman, A Pearson, P Singh, J Skelton\*, B Smith, R Somerville\*, A Strachan\*, C Tomescu, C Vines\*, D Wiszniewski, R Wright.

\* Those members indicated who had submitted a Proxy Form in advance and were therefore not included in the tally of live votes cast online during the webinar.

## The IOR Membership Interpretation Rules proposed changes agreed

The Rules set out by the Trustees that accompany the Constitution show how grades of membership are interpreted. The following amendments to update this interpretation in line with current practices within the profession are proposed below:

1. To replace “Refrigeration” with refrigeration, air conditioning and heat pumps” throughout.
2. To change “and has obtained a qualification” to “where they have obtained a qualification... this shall be taken into account” throughout.
3. To add an interpretation of the grade Pre-Associate as follows: “A Pre-Associate Member shall be a person who has not held a position of responsibility or leadership in refrigeration air conditioning or heat pumps or an allied field for the period required for election to Associate.”
4. To add a statement “Pre-Associates shall be admitted for a maximum initial period of 3 years after which their membership may be extended or they can apply for advanced to a more suitable grade.”
5. To add a statement “Pre-Associate as a grade of membership that shall use no abbreviations after their name.”
6. To remove from the interpretation of Technician Member that applicants “has some experience” and replace this with “has at least three years’ experience”
7. Change to the interpretation of Affiliate Membership from someone who is “actively involved” to someone who is “actively involved or interested in”.
8. Change to the interpretation of Affiliate Membership from someone who “has not yet attained the necessary experience, responsibilities or qualifications for another grade” to someone who “is unlikely to attain the necessary experience, responsibilities qualifications for another grade”.
9. Change to interpretation of Student and Young Member to remove “and Young Member” and remove “or b) is currently employed in the sector in any role and is under the age of 30 years”.
10. Change to Membership fees category 6.(c) application to pay a reduced annual subscription. To remove “who is either over 60 years of age or suffers for physical disability” to “who has substantially retired from remunerative activities”.

An annotated list of the complete current Rules of interpretation can be downloaded from the IOR website.