

**Invitation to
The Annual General Meetings of the Institute of Refrigeration**

Charity Registration no 1166869

starting 4pm on 4th November 2021

members can vote by proxy, join on line or take part in a meeting being held at
One Park Crescent, London W1B 1SH

In accordance with the Constitution any voting Member (Fellow, Member, Associate or Technician) having a motion to bring forward at this meeting may do so provided that notification is submitted in writing to the Chief Executive at least fourteen days prior to the meeting (ie by 20th October 2021).

AGENDA

1. To confirm the minutes of the Annual General Meeting held on 5th November 2020 (see appendix 1).
2. To receive the Annual Review and Report of the Trustees for the year ended 31st March 2021 for the Charitable Incorporated Institute of Refrigeration no 1166869
3. To receive the Financial Report of the Honorary Treasurer and consider for adoption, the Audited Accounts and Balance Sheets for the year ended 31st March 2021.
4. To appoint as auditors for the next set of accounts, Myrus Smith and Partners of Sutton, Surrey and to authorise the Board of Trustees to agree remuneration.
5. To consider and, if thought fit, approve the Board of Trustee motion for subscription rate increase for the year commencing 1st April 2022 as below:

<u>Grade</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Fellow	£108	£108	£109
Member	£98	£98	£99
Associate Member	£88	£88	£89
Affiliate	£88	£88	£89
Technician	£57	£57	£57
Student/Young Person/Pre-Affiliate	£30	£30	£30

6. To confirm the appointment of Trustees and Officers of the Institute of Refrigeration
7. To confirm amendment to the Constitution to add the following to Clause 11 "General meetings of members" In this Constitution the expression 'meeting' includes one of the following or a mixture thereof, except where inconsistent with any legal obligation:
 - a. a physical meeting and/or
 - b. a video conference, webinar, an internet video facility or similar electronic method allowing simultaneous visual and audio participation
8. Any other business notified in accordance with the Constitution given in writing to the Chief Executive at least 14 days before the meeting.

By order of the Trustees of the Charity

Miriam Rodway

Chief Executive miriam@ior.org.uk

| Charitable Incorporated Organisation 1166869

| www.ior.org.uk | ior@ior.org.uk | +44 (0) 20 8647 7033

Minutes of The Annual General Meetings of the Institute of Refrigeration

Charity Registration no 1166869
held at 4pm on 5th November 2020 by webinar

The President welcomed members to the AGM. Apologies had been received from Paul Singh and John Ellis. The CEO had received 6 proxy votes in advance.

9. The minutes of the Annual General Meeting held on 6th November 2019 as distributed and published on the website www.ior.org.uk were proposed by the President and agreed with a show of hands with 35 votes in favour, 2 against and 1 abstention (including the 6 proxy votes).
10. The Annual Review and Report of the Trustees for the year ended 31st March 2020 as published on the website and summarised in a sheet circulated with the agenda were discussed by the President who drew attention to achievements and priorities for the year as well as plans for 2020/21. The President proposed that the Annual Report be accepted, and this was agreed by a show of hands, with 36 in favour, 2 against and no abstentions, including the proxy votes.
11. The Financial Report of the Institute was given by the Honorary Treasurer who outlined the years financial performance against budget and levels of reserves. He proposed that the Audited Accounts and Balance Sheets for the year ended 31st March 2020 as published on line be accepted. This was agreed by a show of hands with 37 in favour (including proxy votes), 1 objection and 1 abstention.
12. The Treasurer proposed that auditors for the next set of accounts, Myrus Smith and Partners of Sutton, Surrey be appointed and that Board of Trustees be authorised to agree remuneration. This was agreed by a show of hands with 37 in favour, no objections and one abstention (including proxy votes).
13. The Treasurer proposed that members approve the Board of Trustee motion that the subscription rates be held with no increase for the year commencing 1st April 2021 as below. This was agreed by show of hands with 39 in favour including proxy votes, and no objections or abstentions.

<u>Grade</u>	<u>2020</u>	<u>2021</u>
Fellow	£108	£108
Member	£98	£98
Associate Member	£88	£88
Affiliate	£88	£88
Technician	£57	£57
Student/Young Person/Pre-Affiliate	£30	£30

14. The President ready out the results of the elections held to appoint two new Trustees to the Board of the Institute of Refrigeration. This year six candidates had put their names forward and those who had received the highest number of votes were John Skelton and John Ellis. The President thanked all who had stood in the election and congratulated the two new Trustees who would take up their appointment immediately. He further noted that Mike Creamer, who had been elected President-Elect last year, would as of this AGM take up his appointment as President.
15. No additional business having been notified in accordance with the Constitution the meeting was closed at 4.28pm.

AGM PROXY VOTING FORM

If you are unable to attend the AGM on line you may vote by proxy on the by completing this form and returning in an envelope marked "FREEPOST IOR" or by scanning/taking a copy of the signed form and emailing this to ior@ior.org.uk to arrive by 29th October 2021.

Note: Only voting members (Fellow, Member, Associate or Technician grade) are entitled to vote with each member/representative having one entitlement to vote. Appointing a proxy does not prevent a member/representative from attending the meeting and voting in person if they wish but they cannot vote in person *and* by proxy. If you have appointed a proxy and attend the meeting in person, your proxy appointment will automatically be terminated.

Name of member appointing the proxy:

Membership number if known:

Address:

I hereby appoint Miriam Rodway, of the Institute of Refrigeration, whose address is shown above as my proxy to vote on my behalf at the Annual General Meeting of the Institute of Refrigeration and at any adjournment thereof.

Signature..... Date.....

Please indicate with an **X** in the spaces below how you wish your votes to be cast.

		For	Against	Abstain
Item 1	To approve the minutes of the previous AGM			
Item 2	To receive and adopt the Annual Review by the Trustees			
Item 3	To receive and adopt the audited accounts and balance sheets			
Item 4	To appoint as auditors Myrus Smith for the next set of accounts and to authorise the Trustees to agree remuneration			
Item 5	To agree the proposed membership subscriptions for next year			
Item 7	To agree proposed changes to the constitution to add to clause 11. General meetings of members the following: <i>In this Constitution the expression 'meeting' includes one of the following or a mixture thereof, except where inconsistent with any legal obligation:</i> <ul style="list-style-type: none"> • a physical meeting and/or • a video conference, webinar, an internet video facility or similar electronic method allowing simultaneous visual and audio participation 			

If you wish to vote by proxy please return this form by **29th October 2021**

By post in an envelope marked "FREEPOST IOR"

or by email to ior@ior.org.uk