

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

Charity Registration no 1166869

starting 4pm on 3rd November 2022
to be held on line

<https://attendee.gotowebinar.com/register/4374679015807430415>

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 2022).

AGENDA

1. To confirm the minutes of the Annual General Meeting held on 4th November 2021 (see appendix 1).
2. To receive the Annual Review and Report of the Trustees for the year ended 31st March 2022 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 2022.
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 2023 as below:

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

6. To confirm the appointment of Trustees and Officers of the Institute of Refrigeration from those listed on the voting site and on the IOR website.
7. To confirm amendment to the Membership Grade Interpretation Rules as appendix 2
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

Appendix 1 - Minutes of the Annual General Meeting of the Institute of Refrigeration

Charity Registration no 1166869

Held at 4pm on 4th November 2021 at One Park Crescent, London W1B 1SH

Apologies were received by Roger Borer and Nabil Cook. 26 members were present, and 12 proxy votes had been sent in advance.

9. The minutes of the Annual General Meeting held on 5th November 2020 were proposed for adoption by the President. All 26 members present voted for and none against or abstained. 11 proxy votes in favour were held, with one abstention. The minutes were accepted and signed by the President.
10. The Annual Review and Report of the Trustees for the year ended 31st March 2021 for the Charitable Incorporated Institute of Refrigeration no 1166869 was reviewed by the President. The full report being available on the website. The President summarise achievements and strategic objectives for the year. He then proposed that the Annual Report be accepted. This was agreed by 26 members present with no abstentions or objections. 11 proxy votes in favour and one proxy abstention were recorded. The Annual Review and Report was adopted.
11. The Treasurer read a summary of the Financial Report which had been previously circulated via the website, including a statement of income and expenditure, and confirmation of the reserves policy. The Honorary Treasurer then proposed that the Financial Report prepared by the Auditor be accepted. This was agreed by all 26 present with no objections or abstentions. 11 proxy votes in favour and one abstention were recorded. The Audited Accounts and Balance Sheets for the year ended 31st March 2021 was adopted.
12. The Treasurer proposed that as auditors for the next set of accounts, Myrus Smith and Partners of Sutton, Surrey be appointed, and the Board of Trustees be authorised to set remuneration. This was agreed by all 26 present with no objections or abstentions. 11 proxy votes in favour and one abstention were recorded.
13. The Board of Trustee had put forward the motion for subscription rates to be increased 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

This was proposed by the Treasurer and agreed by 25 members present with one objection and no abstentions. There were 11 proxy votes in favour and one proxy abstentions. The motion was carried.

14. Following an online election, the following Officers and Trustees were declared elected by the President: President-Elect Graeme Fox, Trustees Ian Fisher and Ana Catarina Marques.
15. The President made the proposal that the following clause be added to the Constitution:
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

This was agreed by 26 members present with no objections or abstentions. There were 11 proxy votes in favour and one abstention.

16. There being no further business as notified in accordance with the Constitution given in writing to the Chief Executive at least 14 days before the meeting the meeting was closed at 4.25pm.

Appendix 2 – The IOR Membership Interpretation Rules proposed changes

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.

AGM PROXY VOTING FORM

Please vote by proxy by completing this form and returning a scanned copy showing your handwritten signature to ior@ior.org.uk to arrive by 28th October 2022. You may also return this form by post to the address above.

Note: Only voting members (Fellow, Member, Associate or Technician grade) are entitled to vote with each member/representative having one entitlement to vote.

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 (handwritten) 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 amendment to the Rules of Interpretation of Grades as detailed in Appendix 2			