



Notes of Meeting Held at: <b>Radisson Blu Hotel, Manchester Airport</b>	Meeting No: <b>N/A</b>
Purpose of Meeting: <b>Annual General Meeting</b>	Meeting Date: <b>19/06/2023 17.30</b>
<b>Attended by:</b> as attached list	
<b>Distribution:</b> as attached plus SoRSA Membership Sue Percy – CIHT HQ	
<b>Prepared By</b> Linda Irons	<b>Date</b> June 2023

No	Item	Comment
1	<b>Apologies for Absence</b>	Anya Bownes - Honorary Treasurer Alistair Pike – Committee Member
2	<b>Election of Secretary Nomination</b> – Julian Barlett	Proposed – Richard Pearson Seconded – Libby Sands
3	<b>Election of Events Officer Nomination</b> – Libby Sands	Proposed – John Barrell Seconded – Ian Medd
4	<b>Election of Web Officer Nomination</b> – Jwan Kamla	Proposed – Ian Medd Seconded – Miguel-Angel Serrano Santos
5	<b>Election of Ordinary Committee Member (Ireland) Nomination</b> – Stuart Summerfield	Proposed – Libby Sands Seconded – Linda Irons
6	<b>Election of 2 Ordinary Committee Members - 3 year posts Nomination</b> – Ian Medd <b>Nomination</b> – Miguel-Angel Serrano Santos  <b>2 year post Nomination</b> – Alastair Pike	There were 3 applications for the OCM positions from existing committee members, with the third applicant accepting a 2 year post made vacant by an existing OCM being elected to an Officer position  Proposed – John Barrell Seconded – Linda Irons

No	Item	Comment
7	<b>Election of Treasurer (1 year post) Nomination</b> – Christopher Gooch	Proposed – Haydn Vernals Seconded –Richard Pearson
8	<b>Election of Ordinary Committee Member (Scotland) 1 year post Nomination</b> – Richard Hernan	Proposed – Ian Medd Seconded – Tristan Brooks
9	<b>Chairman’s Report</b>	Report from Den Symons As attached below
10	<b>Minutes from the 15th Annual General Meeting</b>	Circulated online prior to meeting
11	<b>Matters Arising from the above Minutes</b>	No matters were raised.  Proposed – Libby Sands Seconded – Haydn Vernals
12	<b>Financial Report</b>	Presented by Chris Gooch in the absence of Anya Bownes As attached below
13	<b>Approval of 2022 Annual Accounts</b>	Proposed – Haydn Vernals Seconded – Linda Irons
14	<b>Appointment of Secretary, Events Officer, Web Officer, Ordinary Committee member (Ireland) and two other Ordinary Committee Members.</b>	The following persons were formally appointed <b>Secretary</b> Julian Bartlett <b>Events Officer</b> Libby Sands <b>Web Officer</b> Jwan Kamla <b>Election of OCM (Ireland)</b> Stuart Summerfield <b>Ordinary Committee Members</b> Ian Medd Miguel-Angel Serrano Santos Alastair Pike
15	<b>Appointment of 1-year posts for Treasurer and Ordinary Committee Member (Scotland)</b>	The following persons were formally appointed <b>Treasurer</b> Christopher Gooch <b>OCM (Scotland)</b> Richard Hernan

No	Item	Comment
16	<b>Motion from SoRSA Committee: All Officer and Committee Member voting papers are destroyed.</b>	No voting papers were required
17	<b>Hand over to the new Chair and confirmation of new SoRSA Vice Chair</b>	<p>Eric Hill formally took up the position of Chair of the Society. His theme for his team of office will be engagement with the membership, CPD &amp; training</p> <p>Richard Pearson was confirmed as the new Vice Chair of SoRSA</p>



## **SoRSA – Chair’s Report 2023**

I would like to welcome once again those present here this evening for my final Chair’s Report, before I hand over the reins of SoRSA to the new Chair later this evening.

Looking back, it’s strange that, when I was took over the Chair of SoRSA from Stewart Knowles in June 2021, this was done virtually as we were still recovering from the Covid pandemic. A lot has happened since then, with the return of the Workshop & Conference in June 2022 and here we are back again in Manchester for the second year running for 2023.

The SoRSA Committee have continued to meet up regularly over the past year, with a combination of virtual and hybrid meetings. Most of the output from these meetings was the planning of this year’s Workshop & Conference and I want to pass on my thanks and gratitude to all those who have been involved from the committee, with additional support from Libby Sands & Alison Shea.

As promised last year, the Membership Working Group reviewed the concerns raised by members with the Annual Review process and, as a result, changes were made to the 2023 Review. This meant more trust was given to our members in completing the Self-Certifying Process, which I personally found was quick and easy to fill in.

At this point, I must express my sincere thanks to Lyn Turner for setting up this process and for all her hard work to get it up and running. Unfortunately, since then, Lyn decided to resign from her position as Membership Secretary and she will be greatly missed after all the input she gave to SoRSA. I can confirm that, as some of you are already aware, John Barrell has taken over the role of Membership Secretary and I would like to express my appreciation to John for the work he’s done finalising this year’s reviews. The feedback I have received has been positive and I hope that members appreciate the work that happens in the background for this to be actioned.

This year, the committee are losing some members who have decided that, at this time, they are unable to continue to give their time to SoRSA as they would like. I have already mentioned Lyn Turner (Membership Secretary), but we’re also losing Anya Boynes (Treasurer), Linda Irons (Committee Member) and Phil Gasston (Events Officer). I would like to pass on my appreciation to all who are leaving the committee and wish them the best for the future, with the door to SoRSA remaining open, if they wish to return.

We are continually looking for new blood to join the committee and I was slightly disappointed that, despite the forthcoming committee vacancies, we are unable to attract new members. I know that this is an issue for all committees, and this is

something that needs to be discussed with CIHT to ensure we can encourage new blood into the regions etc.

As mentioned in my report last year, it was my intention to retire from National Highways. Well, I can confirm that this did happen in September 2022, and I have not looked back. Since then, I have undertaken a few Road Safety Audits as a consultant, whilst my current eligibility, in accordance with GG 119, allows me. This will be more challenging in 2024 and I can now understand the difficulties the Independent Auditors have in maintaining their Road Safety Engineering/Collision Investigation experience, although they have no excuse for achieving their minimum 12hrs CPD as there is plenty out there, including CIHT LEARN.

Finally, I wish the new Chair and Vice Chair of SoRSA all the best for the forthcoming years in continuing to promote SoRSA, not just nationally, but also internationally. Good luck to both of you for a successful term of office.

Many thanks again and I look forward to meeting you all during the remainder of this conference and at future events that we will be organising.



## Financial Report, SoRSA Annual General Meeting, 19<sup>th</sup> June 2023

### 2022 Accounts

SoRSA has made a strong recovery since the Covid-19 pandemic, due to the return to live events and relaxation of travel and meeting restrictions. Overall, SoRSA ended 2022 with a much larger surplus than expected.

The 2022 budget forecast higher income and expenditure, based on prior pre-pandemic year costs. Whilst actual income and expenditure is far lower, based on new hybrid ways of working, the final surplus to the CIHT accounts is over four times larger than expected.

	<b>Budget 2022</b>	<b>Actuals to December 2022</b>
Expenditure	-£76,463	-£38,875
Income	£81,000	£57,905
Surplus / Deficit	£4,537	£19,030

*All figures exclude VAT*

**Table 1:** SoRSA budget vs YTD actuals

2022 marked the first live annual conference organised through CIHT. The final financial position associated with the 2022 Annual Conference is confirmed below.

	<b>Income</b>	<b>Expenditure</b>	<b>Surplus / Deficit</b>
In line with December 2022 monthly account statement Actuals	£ 55,497	-£ 39,530 <i>(excludes prior year spend £6,513.75 = total £46,043.75)</i>	£9,453.25

*\*all figures exclude VAT*

**Table 2:** Conference income and expenditure

A total of £6,513.75 was paid in 2020 for the Radisson Blu hotel booking (£5328.75) and umbrellas for the delegate packs (£1185) for the deferred 2020 Annual Conference in Manchester. The deposit of £5,328.75 has been actualised on the monthly account statement YTD transactions.

Radisson Blu made an accidental error increasing the minimum numbers from 170 to 230 within the contract. However, they will not offer this as a refund as the contract was signed, but only as a discount on a future event. Whilst this amounted to c.£5,000, due to a lack of written confirmation, only £2,000 was honoured as a deposit for the 2023 event.

Aside from the 2022 Conference, SoRSA expenditure to 31<sup>st</sup> December 2022 was £4,345 against an income of £2,408, largely as a result of the Scottish event (£2,088 in September) as well as Inclusive Mobility seminar (£283 late payment from February 2022) and three online webinar fees (£38).

The expenditure includes £1,407 in payment for costs associated with SoRSA organised regional events, £1,658 travel and accommodation associated with the PIARC meeting in South Africa and £1,255 in travel and catering costs associated with SoRSA Committee and CIHT meetings.

### **2023 Budget**

£81,035 was forecast as income for 2023, coming from the Annual Conference, and CPD events in the East Midlands and Scotland. Several CPD events are also being arranged which are intended to be cost neutral, being free to attend but sponsored by third parties. The income from the Annual Conference was based on an average of pre-pandemic and 2022 actual costs, plus 10% for inflation. However, it is clear as the year progresses, that the income of prior years is unlikely to be repeated, therefore the budget has been reforecast to better reflect the 2022 actual costs plus 10% for inflation.

Revised income budget is now forecast at £63,235.

As above, a total of £72,905 was forecast as expenditure in 2023, based on an average of pre-pandemic and 2022 actual costs, plus 10% for inflation. This was based on expenditure associated with the annual conference, including gifts, as well as an assumed four Committee Meetings, two meetings at Britannia Walk with CIHT and international travel and accommodation for PIARC meetings.

However, this has been reforecast to better reflect 2022 actual costs. Please note that travel and accommodation expenses associated with Committee Meetings is fluctuating depending on location and the number of Committee Members attending meetings virtually.

Revised expenditure budget is now forecast at £57,315.

This equals a forecast surplus of £5,920 at the end of the year. Surplus funds will be transferred to central CIHT accounts throughout the year.

	<b>2023 Budget</b> <i>Based on average of pre-pandemic and 2022 actual costs plus 10% inflation</i>	<b>2023 Reforecast Budget</b> <i>Reduced to reflect 2022 actuals plus 10%</i>	<b>To date</b>
<b>Income</b>	£81,035	£63,235	
<b>Income to date</b>			£26,218
<b>Expenditure</b>	-£72,905	-£57,315	
<b>Expenditure to date</b>			-£20,820
<b>Surplus / Deficit</b>	£11,050	£5,920	£5,398

**Table 3:** SoRSA Revised 2023 Budget

*All figures exclude VAT*

### **Thank you**

After serving as the SoRSA Treasurer since 2017, I will be standing down at this AGM due to ill health. I would like to thank Committee Members both past and present, as well as colleagues in CIHT, for their support and I wish the incoming Treasurer luck in their new role.



## **SoRSA Annual General Meeting, 19<sup>th</sup> June 2023 Attendees**

Libby Sands  
Chris Whinney  
Matthew Elliston  
Richard Pearson  
Chris Gooch  
Nico Bentall  
Colin Wylie  
Muhammad Abdullah  
Linda Irons  
Julian Bartlett  
Stuart Summerfield  
Alan Rookes  
Miguel-Angel Serrano Santos  
Chris Flattery  
Jwan Kamla  
John Barrell

Ian Medd  
Tawab Kazemi  
Muhammad Abdullah  
Den Symons  
Mannia Georgiadou  
Peter Duncanson  
Haydn Vernals  
Neil Johnstone  
Philippa Simpson  
Corey Smith  
Richard Hernan  
Eric Hill  
Tristan Brooks  
Wing Lee  
Marian Coleman  
Nic Akintujoye