



MINUTES OF THE ANNUAL GENERAL MEETING

Date	:	08 December 2011		
Time	:	18:30hrs		
Location	:	<i>Pomme D'Or Hotel, Jersey</i>		
1.0 Present	:	Richard Sutton	RS	Jersey Chairman
		Allan Le Feuvre	ALF	Group / Guernsey Chairman
		Peter Pauckner	PP	Group / Guernsey Treasurer
		Allan Liddle	AL	Jersey Treasurer
		Gavin Glaser	GG	Jersey Secretary
		Dominic Warren-Gash	DWG	Committee Member
		Jamie Roberts	JR	Committee Member
		Sara Devitt	SD	Committee Member
		David Grave	DG	Immediate Past Jersey Chairman
		Leigh Turpin		Non-Committee Member
		Dave Powell		Non-Committee Member
		Phil Horsley		Non-Committee Member
		Rob O'Brien		Non-Committee Member
		Iain Barclay		Non-Committee Member
Apologies	:	Kieran Burt	KB	Committee Member
		Simon Boarder	SB	Committee Member
		Sean Petralia	SP	Group / Guernsey Secretary

Item	Description	Action
2.0	Approval of Previous Minutes	
2.1	The meeting notes from the 25 November 2010 AGM were agreed as a true and accurate record. Proposed: Richard Sutton Seconded: Jamie Roberts	Note
3.0	Matters Arising	
3.1	RS re-iterated that we were saddened by the passing of Peter Robinson, a former CIGPE Committee Member this year.	Note
3.2	The Group Chairman's Emblem requires more cogs. ALF to Source.	ALF
3.3	ALF would like to see Guernsey events and news letters for 2012 posted on the website. ALF to send to DWG to put on website	ALF / DWG
3.4	ALF requested that flights be booked for the lectures to arrive in Guernsey for 10:00am to allow time for Radio and school lectures.	GG / RS
3.5	ALF noted that Guernsey had a very successful lecture this year involving the co-operation with another local charity group. It has enhanced attendance	Note

	records for further lectures. AIF suggested Jersey could also benefit should the opportunity present itself.	
3.6	Funding was discussed as IET have reduced their funding to CIGPE despite increased membership numbers. However, the issue seems to be that the IET are now only counting IET members, and not IStructE, ICE, IMechE, etc. The committee discussed the importance of resolving this issue. PP/RS/ALF to clarify with the IET.	PP/RS/ ALF
3.7	It was discussed if the engineering institutions would provide CIGPE with the name of their members in the Channel Islands. The institutions are not willing to provide that information under the data protection act. However, the IET has agreed to post CIGPE events on their website.	Note
4.0	Jersey Section Treasurer’s Report	
4.1	See Appendix A	
5.0	Jersey Section Secretary’s Report	
5.1	See Appendix B	
6.0	Outgoing Jersey Section Chairman’s Report	
6.1	See Appendix C	
7.0	Group Secretary’s Report	
7.1	See Appendix D	
8.0	Group Treasurer’s Report	
8.1	See Appendix E	
9.0	Outgoing Group Chairman’s Report	
9.1	See Appendix F	
10.0	Appointment of new Group Chairman	
10.1	Richard Sutton was proposed as Group Chairman Proposed: JR Seconded: GG There were no votes against.	
11.0	Appointment of Group Officers	
11.1	Peter Pauckner was proposed as Group Treasurer Proposed: RS Seconded: ALF There were no votes against.	
11.2	Phil Horsley was proposed as Group Secretary Proposed: RS Seconded: SD There were no votes against.	

12.0 Appointment of Auditors

- 12.1 Allan Liddle reported that John Howard and Mike Baudins who were happy to stay on as auditors. There were no votes against.

13.0 Nomination of Jersey Committee Members and Jersey Chairman

- 13.1 Richard Sutton was proposed as Jersey Chairman
Proposed: JR
Seconded: SD
There were no votes against
- 13.2 Allan Liddle was proposed as Jersey Treasurer
Proposed: JR
Seconded: DWG
- 13.3 Gavin Glaser was proposed as Jersey Secretary
Proposed: RS
Seconded: SD
There were no votes against.
- 13.4 The following names were proposed for Jersey Committee Members:
- Rob O'Brien
 - Leigh Turpin
 - Phil Horsley
 - Dave Powell
- Proposed: DWG
Seconded: JR
- 13.5 Kieran Burt has stepped down from the committee.
- 13.6 The following existing committee members were happy to stay as committee members. (there were no votes against)
Dominic Warren-Gash
Jamie Roberts
Sara Devitt
In Simon Boarder's absence, he had been re-elected to serve on the committee.

14.0 2012 Lecture Programme

- 14.1 Refer to attached schedule and synopsis

15.0 Any other Business

- 15.1 none

16.0 Dates of Next Annual General Meetings

- 16.1 Jersey - 29-November-2011
Group (Guernsey) - 21-November-2011

Distribution:

All Jersey Committee members (via email)
Alfie le Feuvre,
John Howard,
Mike Baudins;
Website.

APPENDIX A

Channel Islands Group of Professional Engineers

Honorary Treasurers Report

Jersey Section Accounts
October 2010-September 2011

The CIGPE Jersey Section accounts for the year October 2010 to end September 2011 are presented to the IET. Mr. Mike Baudains and Mr. Jon Howard have audited the accounts and made comments are recorded as attached.

At the start of the financial year, the current account opened at £877.99.

The current account stands at £467.26 at the year-end.

A sum of £400.00 has been placed in the deposit account and has earned a small amount of interest. The deposit account stands at £400.20 at the end of September 2011.

However a provision has been made for £180-00, for Jersey Chairman costs for the Guernsey Annual Dinner.

Cashbook balance at year end is therefore £687.46.

Funds have proved to remain reasonably consistent through this year.

Following on from 2008-9 the Jersey Accounts are in line with the Group Accounts and the Jersey and Guernsey 'Social' Accounts receive funding from the Group Account which will be used to cover all expenses incurred with in each Island. This process continues.

Funding receipts for Jersey Section from Group amount to £700.00. This is a substantially lower payment than would normally be allocated within the financial year. The reason for this is that an advance sum of £1500 was provided to Jersey in the previous financial year, June 2010.

A sum of £24.34 was also gained in November 2010, from the closure of an old CIGPE deposit account.

Income generated by dinner lectures amounts to £5,376.94, giving a total income of £6,111.71.

During the year total expenditure for lectures, activities amounted to £6,258.77.

There was no Annual Dinner in Jersey this year. As a result turnover has significantly decreased from the previous year, although numbers for dinner lectures have remained good.

This year we saw the successful implementation of the Google Checkout system, allowing successful booking of Dinner places online. It is worthwhile to continue to encourage members to use this facility as although a few pence is lost in the transaction, cashflow is improved greatly.

Allan Liddle. C.Eng, MIET, MIGasE.
Honorary Treasurer.
Jersey Section
Channel Island Group of Professional Engineers.

Network & Period Details

Local Network/Region **Channel Islands Group of Professional Engineers**

Section/District **Jersey**

Network/Region Year **2010**
2011

Completed by : **Allan Liddle C. Eng, MIET, MIGasE**

Opening Cashbook Balances for Year:

Current Account	827.99
Deposit Account	0.00
Cash in Hand	
Provisions	6.50

Currency used: **Sterling**
Currency symbol: **£**

Network / Section Marker:

Network/ YM / RM / Technical Group / District	Marker	Short Name
Main	B	MN
Retired members	R	RM
Younger members	Y	YM
	S	
	T	
	U	
	V	
	W	
	X	
	Z	

1st Honorary Auditor

M Baudains

M BAUDAINS

2nd Honorary Auditor

J. Howard

J. HOWARD

07/12/11

Balances

Institution of Engineering and Technology
Channel Islands Group of Professional Engineers
Jersey

Summary of Bank and Cash Balances
As at 30-Sep-11

Current Account:	467.26
Deposit Account	400.20
Cash in Hand	
Provisions	(180.00)
Total Cashbook balance	687.46
Total cash and at bank	867.46

INSTITUTION OF ENGINEERING AND TECHNOLOGY
Channel Islands Group of Professional Engineers
Jersey

Annual Receipts and Payments Account for the Year Ended 30 September 2011

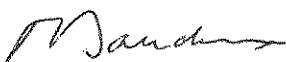
	Actual	Allocation	Note Ref.
	£	£	
<u>Receipts</u>			
Opening Balances as at 1 October 2010			
Cash Book Current A/c	827.99		
Cash Book Deposit A/c			
Cash in Hand			
Provisions and accruals	6.50		
Total Opening Balances	<u>834.49</u>		
Funding Receipts	724.34		
Interest	0.17		
Delegate Income			
Sponsorship			
Other Receipts	10.26		
Non-Network Expenditure Refunds	5,376.94		
Total Income	<u>6,111.71</u>		
Total Available Funds	<u>6,946.20</u>		
<u>Payments</u>			
Administration			
- Printing & Stationery			
- Postage & Telephone	129.84		
- Committee Travel	366.70		
- Committee Accommodation			
- Committee Refreshments			
- Miscellaneous			
- Clerical and Office costs	70.00		
Activities			
- Hire of Accommodation and Equipment	5,154.40		
- Refreshments			
- Entertaining Speakers			
- Speakers Expenses	537.83		
- Entertaining official guests			
Prizes & Awards			
Public Relations			
Funding to Areas/Sections			
Non-Network Expenditure			
Total Expenditure	<u>6,258.77</u>		
Closing Balances as at 30 September 2011			
Cash Book Current A/c	467.26		
Cash Book Deposit A/c	400.20		
Cash in Hand			
Provisions and Accruals	(180.00)		
Total Closing Balances	<u>687.46</u>		
Total Funds Used / Carried Forward	<u>6,946.23</u>		

Compiled By:


Alan Liddle C. Eng, MIET, MIGasE , Honorary Treasurer.

Audit Review Statement

The above accounts, together with all records and prime documents, have been reviewed and audited by the undersigned. Each of the Honorary Auditors, in their opinion, consider the accounts to be a true and fair record and summary of the transactions of the Channel Islands Group of Professional Engineers, Jersey.



Honorary Auditor

 7/12/11

Honorary Auditor

INSTITUTION OF ENGINEERING AND TECHNOLOGY

ANNUAL RECEIPTS AND PAYMENTS

2011

FOR THE YEAR ENDED 30 September

Channel Islands Group of Professional Engineers

Jersey

	MN	RM	YM	S	T	U	V	W	X	Z	TOTAL
	B	R	Y	£	£	£	£	£	£	£	£
Opening Balances at 1 October 2010											
Cash Book Current A/c	827.99										827.99
Cash Book Deposit A/c											
Cash in Hand											
Provisions and Accruals	6.50										6.50
TOTAL	834.49										834.49
Income											
Funding Receipts	724.34										724.34
Interest	0.17										0.17
Delegate Income											
Sponsorship											
Other Receipts	10.26										10.26
Non-Network Expenditure Refunds	5,376.94										5,376.94
Funding Adjustment											
TOTAL INCOME	6,111.71										6,111.71
TOTAL AVAILABLE FUNDS	6,946.20										6,946.20
Expenditure											
Administration											
- Printing & Stationery											
- Postage & Telephone	129.84										129.84
- Committee Travel	366.70										366.70
- Committee Accommodation											
- Committee Refreshments											
- Miscellaneous											
- Clerical and Office costs	70.00										70.00
Activities											
- Hire of Accommodation and Equipment	5,154.40										5,154.40
- Refreshments											
- Entertaining Speakers											
- Speakers Expenses	537.83										537.83
- Entertaining official guests											
Prizes & Awards											
Public Relations											
Funding to Areas/Sections											
Non-Network Expenditure											
TOTAL EXPENDITURE	6,258.77										6,258.77
Cash Book Current A/c	467.26										467.26
Cash Book Deposit A/c	400.20										400.20
Cash in Hand											
Provisions and Accruals	-180.00										-180.00
TOTAL CLOSING BALANCES	687.46										687.46
TOTAL FUNDS USED/CARRIED FWD	6,946.23										6,946.23

APPENDIX B



CHANNEL ISLAND GROUP OF

Professional
Engineers

Date: 8th December 2011

Venue: Pomme D'Or Hotel, Jersey

Jersey Section Secretary's Report 2011

It has been a very active year for the CIGPE organization in Jersey and the committee members have worked hard in achieving our aims to promote and support professional engineering in the island.

We have had a reasonable up-take of new members this year. However we are saddened at the passing of Peter Robinson, a former CIGPE Committee Member this year. Additionally, our heartfelt sorrows go to all the families of our members who have passed in 2011.

The group has made a noteworthy enhancement to the website (www.cigpe.com) through its complete refurbishment. The committee approved paying to move the website to a new host server and re-designing its layout. As a result, services to our members have vastly improved, while also allowing for greater flexibility in maintaining and updating website content. One significant feature is that all dinner lecture flyers are emailed to our members through the website, and members are now able to pay for the dinners online. Additionally, we have introduced a periodic CIGPE bulletin which is managed through the site. Our lecture information, event details, and news feeds can all be viewed online. Consequently, the CIE magazine, which has been difficult to publish in the past, has effectively been replaced with the content of the online material and services.

We continue to post letters to members who are not on our electronic database which continues to incur a cost to the organization. However, it is hoped through time that the names can be eventually transferred to email correspondence. Our 'googledocs' member list and lecture statistics has worked well as a central database which the committee can view and update material as and when required.

Unfortunately, this year, we did not have an annual dinner, partly due to the fact of only having a small number of members available to organize it, and partly because it was left too late. However, the intent for 2012 is to have the annual dinner planned well in advance with plenty of volunteers available to make it a wonderful evening as it has been in the past.

We have had another very successful Careers Day, with plenty of interest shown by many students. This is seen as a very important event for the group since our ultimate aim is to promote engineering on the island. Our other aim is to support professional engineering and we are striving to achieve this as we have begun a database of local Professional Engineers who are willing to sponsor or mentor young engineers working towards their ECUK Chartership. Therefore, engineers working towards their ECUK Chartership who are looking for sponsors and/or mentors which may not be available at their workplace, can get in touch with local Professional Engineers through our organization.

We have also had another year of interesting lectures with good attendance by our members. It is hoped we can continue to get good turn outs to the lectures for 2012 and perhaps work to increase attendance as well. In summary, the 2011 attendance figures are below.

Lecture	Date	Dinner and Talk Attendance
Information Security	17 February 2011	40
Deep Sea ROVs	17 March 2011	44
Wave Energy	26 May 2011	24
Air Accident Investigation	22 September 2011	101
Eurofighter Typhoon	27 October 2011	77
Zero Emissions Motorcycle racing	24 November 2011	58

To conclude, we have had an excellent year and our organisation has progressed well to promote and support profession engineering in the island. We look onto 2012 with the intent to continue our aims by developing an Education and Training section on the website which committee members can add to. We also look forward to an exciting series of lectures which are scheduled for 2012.



Gavin Glaser
CIGPE Jersey Secretary

APPENDIX C



CHANNEL ISLAND GROUP OF

Professional Engineers

Jersey Chairman's Report 2011

This report documents the activities of the Channel Island Group of Professional Engineers for the period December 2010 to November 2011. The group organised seven lectures and attended a number of events such as the careers fairs and the engineering days to promote engineering in the islands.

This year has been a successful year for CIGPE, we have expanded the work we do in the Jersey, expanded the members and increased the reputation of the group across the jersey and all this has been done during a global recession.

While the recession has had an impact on attendances we have managed to keep a constant number every dinner through the corporate members.

We have had very high attendances at the ROV and Eurofighter lectures with totals over 500 for the year.

Throughout the year we have had various guests attend the lectures from specialist enthusiasts to stalwarts to members of the States. And all of the people have managed to spread the knowledge of CIGPE wide in the community.

This year has been a learning experience for many of the committee having being elected last year or the year before following the retirement of several members including David Grave, Maurice Dubras, et al over the last few years. It is believed that the committee while much younger than previous have strong skill sets that have and will continue to improve the group. We were saddened by the loss of Peter Robinson and Vernon Hanson who were active and retired from the committee respectively.

We have seen a new website be developed this year with bookings online being allowed, emailed flyers and updates all being sent automatically. activities such as RSS feeds, twitter, linked in and Facebook are being developed and as you may have seen we have books online for downloading, review, etc.

With the new website has come the demise of the hard copy 'Channel Island Engineer' and whilst the contents was excellent the costs were too high. We are planning next year to do a special CIGPE insert in the JEP

We have worked with the local media as the topics discussed this year have been of a popular discussion with the public.

We have seen that a wider range of engineering practices have been getting involved in CIGPE this year, either coming in new or returning after losing touch. This may be because training budgets have been reducing and therefore people working towards chartership or maintaining chartership still require CPD. Whatever the cause we hope that this support continues and this spreads out in the community. This also will lead to more qualified engineers on the island. Related to this we have started to put a database together of personnel who are willing to mentor engineers working towards professional qualification.

Jersey has had successful careers, engineering, training days and this year working with the Jersey Construction Council had an afternoon careers and jobs fair that people volunteered to attend. This meant that when people spoke to the stand they had a real interest in Engineering and hopefully will complete training and returns to the islands.

It is a common discussion within the groups that there is a need for trained engineers on the islands and it is the job of CIGPE to help promote the professions and assist in training. We have new links with the schools and Highlands and hope to develop this with the States education plan over the next year.

Whilst this report is mainly summarising the last year we do have lots to look forward to in the future, We have put together an excellent programme for 2012, the nominations for committees look to strengthen the group and in Jersey we are looking forward to the tie-up with the Jersey Federation of Consulting Engineers who will be joining our fold and continual work with the CIOB, JCC and our Guernsey counterparts.

We would not have come this far without the talent of the current and previous committee members and we thank those people who were involved on both sides of the water. David Grave said it in his report a few years ago that this office is much easier when surrounded by helpful people who can offer support as who can be delegated to. As I was elected to the Jersey committee 2 years ago then having the Chairmanship placed upon me I was happy for this support.

Today the Group Chair passes back to Jersey and our excellent committee will continue the efforts of the group and further CIGPEs plan of being the best representation of professional engineers to the islands. Without this society the islands will be put on the backfoot when it comes engineering and this is something that all Channel Island engineers will not want to see as it benefits all.

Richard Sutton
Jersey Chairman 2011

APPENDIX D



CHANNEL ISLAND GROUP OF

Professional Engineers

Group Secretary's Report 2011

This report documents the activities of the Committee of the Channel Island Group of Professional Engineers for the period December 2010 to November 2011. It's been a busy year, the Groups Committees organised six group lectures, local lectures, site visits, social events and the Annual Dinner. The Careers Show and the CGI Technology Challenge were also supported by the Committee.

The lecture programme was again this year varied and very interesting and attracted good attendance figures (average Guernsey 62, Jersey 57) with Guernsey seeing an increase in average numbers of over 60%. The 6 group lectures organised proved to be popular. In Guernsey one of these lectures was organised as a combined lecture with BCS and was deemed to be a very successful teaming which we hope can be repeated in some form again. A summary of the attendance figures is listed in the table below.

We unfortunately saw a lecture cancelled at short notice (Planetary Exploration) but congratulations to the group for organising the Wave Energy Lecture which proved to be a very interesting lecture.

This year saw a requirement to record Engineering Institutions member's attendees at the lectures, as a result of IET request. Next year discussions with the other Institutions whose members are attending lectures will be conducted in order to build links in regards to both gaining contacts for future lecture programmes and possible funding in future.

In Guernsey, in addition to the group lectures, 3 local lectures were undertaken due to speakers/organisations approaching the group which reflects positively on the raised profile of CIGPE. One of these lectures was combined with CGI which proved to be highly successful. Six school lectures were organised and undertaken this year in Elizabeth College, the College of Further Education and for the first time this year, the Ladies College. A site visit to Guernsey Electricity Power Station was also organised at which attracted attendance from members and guests as well as holiday makers. A Social Event of Randall's Brewery Tour was also organised with good attendance and proved to be both informative and entertaining.

We have seen a new website be developed this year with bookings online being allowed in Jersey, emailed flyers and updates all being sent automatically. Activities such as RSS feeds, twitter, linked in and Facebook are being developed and as you may have seen we have books online for downloading, review, etc. With the new website has come the demise of the hard copy 'Channel Island Engineer' and whilst the content was excellent the costs were too high. Jersey are planning next year to do a special CIGPE insert in the JEP.

The CIGPE annual dinner was held in Guernsey for the first time since 2006. The CIGPE Jersey Branch was attended and represented by Mr Richard Sutton and the night was hailed as a great success with final attendance figures of 69, which we hope to build on in future. The proceeds raised, were split equally between two very worthy charities, Channel Islands Airsearch and Battle of Britain Wings appeal. In Jersey, the AGM was used as a social event this year and was every bit as successful as other social events held in Jersey in previous years.

Once again the both Committees supported the Careers Shows. Jersey has had successful engineering days and this year working with the Jersey Construction Council had an afternoon careers and jobs fair that people volunteered to attend. Again positive response was received from these efforts.

In Guernsey, as per previous years the CGI Technology Challenge was supported by the Guernsey Committee. As a result of CGI organisers retirements, a request has been made by CGI for increased CIGPE involvement next year, the level of requirements are yet to be determined but, CIGPE hope to be capable of continuing with our involvement with the event.

As this year's programme draws to a close, we wish to acknowledge and thank the committee members for all the effort and commitment given this year. Our thoughts now turn to preparations for 2012 and the excellent lecture programme lined up. This year should, judging by the provisional lecture and events programme; prove to be a very successful and help continue to raise the profile of both CIGPE and the Engineering Profession.



Patricia Newell-Maher

16th December 2011

CIGPE Metrics for 2011

CIGPE Group												
				Members	Guests	Guest %	Total	Schools	IET Total	IET	Institutes	
CIGPE Group Total				1369	309	579	65.2%	888	390	113	64	178

Guernsey												
Event			Evening Presentation				School Lecture	Engineering Institutions				
Date	Group Lecture Title	Total	Members	Guests	Guest %	Total		IET Total	IET	Institutes		
16/02/2011	Information Security (Combined with BCS)	143	14	27	65.9%	41	102					
16/03/2011	Deep Sea Remotely Operated Vehicles	83	18	40	69.0%	58	25					
25/05/2011	Wave Power	50	27	23	46.0%	50		11	5	21		
21/09/2011	Air Accident Investigation	131	24	66	73.3%	90	41	11	6	17		
19/10/2011	Eurofighter Typhoon	139	24	60	71.4%	84	55	9	7	18		
23/11/2011	TTXGP – Zero Emission Motorcycle Racing	104	14	37	72.5%	51	53	7	5	13		
Guernsey - Group Lecture - Total:		650	121	253	67.6%	374	276	38	23	69		
2011 Group Lecture Average:			20	42	68%	62	55	10	6	17		
Date	Additional Events	Total	Members	Guests	Guest %	Total	School	IET Total	IET	Institutes		
04/05/2011	Renewable Energy for Guernsey	104	16	42	72.4%	58	46					
08/06/2011	Site Visit – Guernsey Electricity Ltd	32	7	25	78.1%	32		2	2	5		
19/06/2011	Bloodhound SSC (Combined with CGI)	66	12	54	81.8%	66		5	3	4		
14/10/2011	Annual Dinner – Guernsey	69										
07/11/2011	REALCAR Project	52	6	8	57.1%	14	38	5	3	3		
09/11/2011	Social Event – Randall's Brewery Tour	22										
Guernsey - Additional Events - Total:		345	41	129	75.9%	170	84	12	8	12		
Guernsey TOTAL:		995	162	382	70%	544	360	50	31	81		

Jersey												
Event			Evening Presentation				School Lecture	Engineering Institutions				
Date	Group Lecture Title	Total	Members	Guests	Guest %	Total		IET Total	IET	Institutes		
17/02/2011	Information Security	40	9	31	77.5%	40						
17/03/2011	Deep Sea Remotely Operated Vehicles	44	17	27	61.4%	44						
26/05/2011	Wave Power	24	16	8	33.3%	24		11	6	14		
22/09/2011	Air Accident Investigation	101	48	53	52.5%	101		26	15	37		
20/10/2011	Eurofighter Typhoon	107	28	49	63.6%	77	30	13	6	26		
24/11/2011	TTXGP – Zero Emission Motorcycle Racing	58	29	29	58	58		13	6	20		
Jersey - Group Lecture - Total:		374	147	197	57%	344	30	63	33	97		
2011 Group Lecture Average:			25	33	57%	57	30	16	8	24		

APPENDIX E

Group Treasurer's Report 2011

This report covers the financial year 1st October 2010 till 30th September 2011.

Funds in the bank current account at 30th September 2011 were £1,450.31 versus £1,882.31 at 30th September 2010. As of that latter date the Group had outstanding debts of £60.77 leaving a closing balance of £1,389.54.

Funding income during the financial year came predominantly from the IET, with a payment of £64.00 in October 2010, corresponding to the small top-up required to bring existing funds to 50% of the annual allocation. The second tranche was duly received on 10/03/2011 with an amount of £3,154.00.

During the late spring of 2011, the Group prepared and submitted its annual operating plan for 2011-12 which proposed the same number of invited technical lectures including one local guest lecture in each Bailiwick. A budget allocation of £7,340.00 was requested. This was, in part, rejected by the IET Finance Committee, on behalf of the institutions, and an actual allocation of £5,347.00 for 2011-12 was made in August. The reduction in funds was explained by a significant reduction in the Channel Islands membership of the institutions. The first tranche of funding (an amount of £2,665.00) was received in October 2011. However, the Group has made it clear to the IET that this reduced level of funding may lead to insufficient cover in the second half of the session so the possibility of requesting additional funding has been agreed.

The Group made no capital requests during the year.

CIGPE is continuing to use the CTAPS accounting template provided by the IET. Attached is the 'Annual Accounts' part of the package summarizing all income and expenditure for the Group. Detailed information can be obtained by contacting the incumbent of this role at the number or email address below or by post at the mail address above.

It is my view as Honorary Treasurer that the Group funding for the ongoing operations of both sections during 2011-12 are assured for the first half of the session, after which CIGPE may have to request a top-up of funds or alternatively have to cancel one of the later events. This will depend largely on the actual travel costs incurred by the lecturers during the year. The Group will also try again to obtain funds from smaller institutions to top up the budget.


Peter Pauckner/CIGPE Group Treasurer

8/12/11
Date

INSTITUTION OF ENGINEERING AND TECHNOLOGY
Channel Islands Group of Professional Engineers
Group Accounts

Annual Receipts and Payments Account for the Year Ended 30 September 2011

	Actual	Allocation	Note Ref.
	£	£	
Receipts			
Opening Balances as at 1 October 2010			
Cash Book Current A/c	1,882.31		
Cash Book Deposit A/c			
Cash in Hand			
Provisions and accruals			
Total Opening Balances	<u>1,882.31</u>		
Funding Receipts	6,372.00		
Interest			
Delegate Income	3,271.00		
Sponsorship			
Other Receipts			
Non-Network Expenditure Refunds			
Total Income	<u>9,643.00</u>		
Total Available Funds	<u>11,525.31</u>		
Payments			
Administration			
- Printing & Stationery			
- Postage & Telephone			
- Committee Travel			
- Committee Accommodation	130.00		
- Committee Refreshments			
- Miscellaneous			
- Clerical and Office costs			
Activities			
- Hire of Accommodation and Equipment	69.32		
- Refreshments	1,725.00		
- Entertaining Speakers			
- Speakers Expenses	500.00		
- Entertaining official guests	357.45		
Prizes & Awards			
Public Relations	1,300.00		
Funding to Areas/Sections	2,900.00		
Non-Network Expenditure	3,154.00		
Total Expenditure	<u>10,135.77</u>		
Closing Balances as at 30 September 2011			
Cash Book Current A/c	1,450.31		
Cash Book Deposit A/c			
Cash in Hand			
Provisions and Accruals	(60.77)		
Total Closing Balances	<u>1,389.54</u>		
Total Funds Used / Carried Forward	<u>11,525.31</u>		

Compiled By:

Dipl. Wirt-Ing Peter Pauckner MBCS, Eur Ing , Honorary Treasurer.

Audit Review Statement

The above accounts, together with all records and prime documents, have been reviewed and audited by the undersigned. Each of the Honorary Auditors, in their opinion, consider the accounts to be a true and fair record and summary of the transactions of the Channel Islands Group of Professional Engineers, Group Accounts.

Sarah Walden FCCA
Honorary Auditor

Honorary Auditor

APPENDIX F



CHANNEL ISLAND GROUP OF

Professional Engineers

Group Chairman's Report 2011

2011 has been a very good year for CIGPE, group attendance is up by 30% and we have taken care of the usual CIGPE duties in a proficient manner. Whilst the Group is currently in a satisfactory financial position, our allocated budget for 2012 is 20% lower than the figure for 2011. This is likely to present some significant challenges for 2012; fortunately the committees in both islands are in a strong position to work in these demanding times.

2011 has seen an increased interaction with the IET Local Area Coordinator. The IET continue to promote CIGPE events on the IET website and will assist in the promotion of our activities in 2012. Our attendance metrics now detail the number of members attending from the principal engineering institutions. We also record attendance statistics for a number of other engineering institutions and hence plans are underway to develop similar relationships with these institutions during 2012.

Over the course of 2011 CIGPE has improved its links with the schools and colleges in the Channel Islands. This improved relationship should result in an increased attendance over 2012. The CIGPE school lectures give students an insight into a career in engineering; this concept will be developed further during the careers events in both islands and during the Engineering Days in Jersey.

CIGPE aims to promote engineering in the Channel Islands; an excellent way to achieve this aim is to involve other professional institutions in our activities. The benefits of this combined work have already been realised in Guernsey and plans are in place for the Jersey Committee to work more closely with organisations such as the Jersey Federation of Consulting Engineers, CIOB and the JCC.

The Jersey Committee has made some excellent developments with the CIGPE website. Web-based flyers and online bookings are features which are adding to create a very professional communication medium for the group. The excellent work continues in Guernsey where regardless of the island population ratios, the Committee has achieved some impressive attendance figures.

2011 has set a high benchmark for the future. To achieve similar results with a reduced budget in a challenging economic climate will take careful planning, ingenuity and hard work. It is fortunate that that these attributes are at the very core of the CIGPE ethos...

A. Le Feuvre
MEng (Hons) MIET
CIGPE Group Chairman 2010 – 2011

8th December 2011