

Summary of the minutes of the 2019 ANNUAL GENERAL MEETING

Date	:	28 November 2019		
Time	:	17:30hrs		
Location	:	Jersey Electricity La Collette, St. Helier, Jersey		
1.0 Present	:	Darren Sowney	DS	Jersey Chairman
		Dave Powell	DP	Jersey Secretary
		Richard Sutton	RS	Jersey Treasurer
		Andrew Morvan	AM	Committee Member
		Joe Seabrook	JS	Committee Member
		Dave Malpas	DMa	Committee Member
		Darreth Morison	DMo	Committee Member
		Richard Marriott	RM	Committee Member
		Alex Hayes	AH	Committee Member
		Sam Boleat	SB	Committee Member
		Mafalda Santos	MS	Committee Member
		Graeme Chinery		GC CIGPE Member
		Maurice Dubras	MD	CIGPE Member
Apologies	:	Angela Brant	AB	Committee Member
		Ian Benest	IB	Committee Member

Item	Description	Action
2.0	Approval of Previous Minutes	
2.1	The meeting notes from the 2018 AGM were agreed as true and accurate record, updated minutes on web site. Proposed: DS Seconded: AM	Note
3.0	Matters Arising	
3.1	Committee suggested that and members that wanted to considered election deputies to (Chair, Sec & Treasure) roll to shadow the incumbent	Note
3.2	The Committee had once again had very good response and attendance at the engineering stand on both the careers Jersey event and careers day	Note
3.3	The committee had also been heavily involved in continuing to support and promote the engineering degree being run at Highlands with committee members also lecturing on the course, in addition to the supporting of the Primary Engineer Scheme for primary and secondary schools.	Note

4.0 Jersey Section Treasurer's Report

4.1 See Appendix A for full report (Verbal update as follows)

5.0 Jersey Section Secretary's Report

5.1 See Appendix B (Verbal update)

6.0 Jersey Section Chairman's Report

6.1 See Appendix C (Verbal update)

7.0 Appointment of Jersey Section Officers

7.1 Andrew Morvan was proposed as Jersey Section Chairman

Proposed: DS

Seconded: DP

There were no votes against.

7.2 Richard Sutton was proposed as Jersey Section Treasurer

Proposed: AM

Seconded: DS

There were no votes against.

7.3 Richard Marriott was proposed as Jersey Section Secretary

Proposed: AM

Seconded: DP

There were no votes against.

8.0 Nomination of Jersey Committee Members

8.1 The following existing Jersey Committee Members elected to remain on committee:

- David Powell
- Darren Sowney
- Joe Seabrook
- Dave Malpas
- Angela Brant
- Sam Boleat
- Mafalda Santos
- *Alex Hayes*
- *Darreth Morison*
- *Miguel Martins*

8.2 The following existing Jersey Committee Members elected to step down from the on committee:

- *Bridget Glasson*
- *Angela Benavent*

8.3 The following Members were nominated to be new Jersey Committee Members.

- *Graeme Chinery*

All in favor

9.0 2020 Lecture Program

9.1 See Appendix D (confirmed and handouts provided)

10.0 Any other Business

none

11.0 Date of Next Annual General Meeting

11.1 Jersey - January 2021 to follow the completion and auditing of the accounts in December 2020.

Distribution:

All Jersey Committee members (via email)

All Attendees (via email)

APPENDIX A

Channel Islands Group of Professional Engineers

Treasures Report

2019

This year has been the first year where the IET follow a single year for accounting. Previous years were October to September where now it is January to December.

In the main account, which provides the services to both Jersey and Guernsey, we received funding from the IET equating to £7,029, of this £1750 is related to educational events. Our allocated funding for this year was £9,607. This leaves £2,578 plus £1,750 to be credited to the account. Due to not receiving this tranche of funding we have been unable to complete some of the elements we have requested in the budgeting we completed in 2018. Much of this shortfall has led to events such as the Engineering forum not being undertaken, some of the site visits (with marketing material) and replacement of some of the marketing material. We are in discussion with the IET to understand how this shortfall, which also occurred last year will be rectified.

This year the account opened with £198 and held £3,224.67 in provisions & accruals. As some of these provisions were historical, there were written off. We had funding of £11,225.64 comprising of the £7,029 from the IET, opening balance and income from sales of the dinners of £3,998.64. Giving available funds of £11,027.64. A total expenditure of £12,699.38. We hold £1,250 in provisions at this time. We currently have £1,265.26 in the account so an end of year balance of £15.26 is available. These accounts will be audited in the new year.

The Jersey account has been changed to be the trading account (the concept is so that we can generate income from items such as training to then help put on other courses). As reported in 2018 we had to support the main account with funds from this account and it was depleted to an opening balance of £325.19. Whilst income has been received it was related to payments for dinners so that has been cross charged to the main account. The end balance is £325.19 as we have been unable to recover the transferred funds. This is an ongoing issue and we hope that we will be able to use some of the payments not received yet to the main account to replenish this account.

The IET are currently auditing out 2018 accounts and we hope to resolve some of these issues over the next few weeks.

2020 looks to strong year, we have applied for a budget of £10,230 and have been awarded £8,969. We have been asked to apply for educational support items separately, so we hope to have an operational budget close to that requested. The IET commented on the following:

The Finance Committee would like to offer the following feedback on your budget submission:

- Your event plan contains many interesting events covering a variety of different engineering topics
- Supplementing the event programme with external funding is commendable
- It is pleasing to see a good selection of events aimed primarily at young members.

This we think is a good response and we are looking to work with the IET more to help them understand how we operate.

As another year finishes, recall when I first joined the committee in 2009 where we received a lot less in support and funding and I hope that the events we provide continue to inspire engineers and the public in the channel islands and we continue to develop our relationship with our funder; the IET, ICE, and IstructE.

Have a good Christmas and we will see you next year.

Richard Sutton

28/11/19

INSTITUTION OF ENGINEERING AND TECHNOLOGY				
CIGPE				
Group				
Annual Receipts and Payments Account for the Year Ended 31 December 2019				
	Actual	Allocation	Note Ref.	
	£	£		
Receipts				
Opening Balances as at 1 January 2019				
Cash Book Current A/c	198.00			
Cash Book Deposit A/c				
Cash in Hand				
Provisions and accruals	(3,974.67)			
Total Opening Balances	(3,776.67)			
Funding Receipts	6,529.00			
Interest				
Delegate Income	4,298.64			
Sponsorship	500.00			
Other Receipts				
Non-Network Expenditure Refunds	3,974.67			
Total Income	15,302.31			
Total Available Funds	11,525.64			
Payments				
Administration				
- Printing & Stationery	600.00			
- Postage & Telephone				
- Committee Travel				
- Committee Accommodation				
- Committee Refreshments				
- Miscellaneous	221.74			
- Clerical and Office costs	84.00			
Activities				
- Hire of Accommodation and Equipment	669.00			
- Refreshments	5,794.55			
- Entertaining Speakers	148.35			
- Speakers Expenses	5,181.74			
- Entertaining official guests				
Prizes & Awards				
Public Relations				
Funding to Areas/Sections				
Non-Network Expenditure				
Total Expenditure	12,699.38			
Closing Balances as at 31 December				
Cash Book Current A/c	1,265.26			
Cash Book Deposit A/c				
Cash in Hand				
Provisions and Accruals	(1,250.00)			
Total Closing Balances	15.26			
Total Funds Used / Carried Forward	12,714.64			
Compiled By:				
R sutton , Honorary Treasurer.				
Audit Review Statement				

INSTITUTION OF ENGINEERING AND TECHNOLOGY				
CIGPE				
Jersey Trading Account				
Annual Receipts and Payments Account for the Year Ended 31 December 2019				
	Actual	Allocation	Note Ref.	
	£	£		
Receipts				
Opening Balances as at 1 January 2019				
Cash Book Current A/c	325.19			
Cash Book Deposit A/c				
Cash in Hand				
Provisions and accruals				
Total Opening Balances	325.19			
Funding Receipts				
Interest				
Delegate Income	1,189.00			
Sponsorship				
Other Receipts				
Non-Network Expenditure Refunds				
Total Income	1,189.00			
Total Available Funds	1,514.19			
Payments	£			
Administration				
- Printing & Stationery				
- Postage & Telephone				
- Committee Travel				
- Committee Accommodation				
- Committee Refreshments				
- Miscellaneous				
- Clerical and Office costs				
Activities				
- Hire of Accommodation and Equipment				
- Refreshments				
- Entertaining Speakers				
- Speakers Expenses				
- Entertaining official guests				
Prizes & Awards				
Public Relations				
Funding to Areas/Sections				
Non-Network Expenditure				
Total Expenditure				
Closing Balances as at 31 December				
Cash Book Current A/c	325.19			
Cash Book Deposit A/c				
Cash in Hand				
Provisions and Accruals				
Total Closing Balances	325.19			
Total Funds Used / Carried Forward	325.19			

APPENDIX B



Date: 28th November 2019

Venue : Jersey Electricity, La Collette, St.Helier, Jersey

Jersey Section Secretary's Report 2019

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.

The dramatically reduced our member due to GDPR requirements last year has been turned round with new member signing up at all events enabling us to increase attendance further.

Our web site has been our primary point of contact with our member along with email shots this is a critical medium and has enabled us to communicate with a wider audience, greater use of social media should help us reach a younger and growing audience, S Boleat & Jo Seabrook have done a great job of managing this system.

We have had another year of interesting lectures that have been well attended. There has also been an increase in interest from the school with nearly all lecture attending a school's lecture this has been assisted by the STEM program which we are assisting, the school lecture have had very positive feedback.

The first year of the civil engineers HNC program has finished with great result achieved by those attending the focus now is to insure future programs are as well publicised and attended.

We hope that our continued interaction recently with Careers Jersey and their assistance in promoting our lectures and the contacts they have within the school with see numbers increase in the coming year.

- Lectures
- Schools lectures
- Primary and Secondary engineering support
- HND Degrees program at Highlands collage

- Careers day

The Lecture attendance record for 2019 can be seen below.

Lecture	Date	Dinner and Talk 2019	Dinner Talk and Schools 2019
The Magic of Engineering	07/02/2019	46	46
Moving the river Taw Colleton Mill	14/03/2019	67	97
The engineers of the Roman Army	04/04/2019	59	59
Plastic solution for land sea and all that's in between	23/05/2019	49	131
Power from Poo	20/06/2019	39	79
Effects of Climate Changes to Jersey Coastline	11/07/2019	77	77
Bloodhound SSC	19/09/2019	71	109
Clifton Suspension Bridge	17/10/2019	49	80
Atlantis Alderney Tidal Energy Project	14/11/2019	89	129
Total		546	807
<i>Guernsey Numbers</i>			
<i>Total</i>		<i>386</i>	<i>829</i>

To conclude, the Jersey CIGPE Committee would like to thank all our members who supported the organisation this year. We continued to achieve our aims of promoting professional engineering to the Channel Islands and assist in the careers of future engineers. We had many interesting lectures delivered this year, organised by our committee that covered a wide range of engineering topics.

Sincerely

David Powell
CIGPE Jersey Secretary

APPENDIX C



Jersey Chair Report 2019

2019 has been a successful year for CIGPE as projects we have been working on for the past couple of years have become well established. Our work with the education department in promoting engineering as a career has gained massive traction with over 30 local schools having had some form of engineering lesson or presentation on engineering this year, and that is set to double next year.

The civil engineering HNC is going into its second year, with a new cohort due in 2020, along with the BEng element of the degree starting in 2020 also.

We organised a card board boat race again this year following the success of last year. This was bigger and better than last year with 8 schools taken part, and local

Lectures

This year's lectures were organised by our Guernsey colleagues and there was an impressive array of speakers, which provided us with some very interesting and entertaining lectures.

The dinners prior to lectures continue to be a success and provide a good networking opportunity for the Islands' engineering community. We have had a steady number of people attending the lectures, but unfortunately we have been disappointed with our attendance numbers for this year, despite more regular mailing to members.

We have gained more local press this year with some local journalists attending talks. Our November talk on tidal energy had a news story on the front page of the Jersey Evening Post, which is estimated to have a daily readership of close to 50,000 people. Hopefully this will generate interest for next year's talks. We have all speakers for next year booked in already and have an interesting array of talks. Our efforts to promote the lectures will continue and we will have to have some imaginative ideas to gain further publicity.

The format for the school's talks is well established now and continues to prove popular. We now have a wider range of schools attending the talks, and this year had the opportunity for one of our speakers to give a presentation to school children on a live construction site. We have also experimented with recording the lectures in the schools which will enable us to show to a wider audience in the future.

Other Events

Following the success of our inaugural cardboard boat race last year, we expanded the event this year with more teams across more schools. This was again a great success and received good press coverage. The event is now established with local schools very keen to participate, and this event will go ahead again next year.

CIGPE were again involved with the Jersey Skills Show, which gains popularity every year. This year we expanded on display items, but it was clear with all participants from the various industries 'upping their game' we will have to produce a more interactive display for next year's event to attract interest. This has already been discussed by the committee and will be focused on nearer the time.

Schools / Career Promotion

The civil engineering HNC completed its first year in 2019, with the cohort due to complete in 2020, with all students keen to progress onto the BEng. The first year results were extremely positive with all students gaining high marks. CIGPE have been instrumental with this success and facilitating local engineers to teach on the course. We are hoping there is demand to establish a 2020 cohort and are currently engaging the local workforce to find employment vacancies as well as potential students. Events will be planned in the new year to promote this course.

2019 saw the establishment of 'Primary and Secondary Engineer' education programme being run by a UK company in conjunction with Skills Jersey. Dozens of CIGPE members have volunteered their time to go into schools to assist with engineering lessons with the majority of the islands schools now taken part in this scheme. CIGPE are very proud of the part they have played in helping to facilitate this scheme.

Finances

Details of finances are detailed in the treasures report.

Website/communications

The work done last year to update our website and mailing list has borne fruit with the mailing system working well in communicating our messages and fliers.

In summary, this has been another successful year for CIGPE. Going into 2020 the committee is looking strong which bodes well for succession plan going into next year. Our hard work the past few years in establishing links with the education department has been a great success, with many schools now proactivity seeking engineering talks and events being well attended. There has been plenty of publicity for CIGPE and the engineering this year and it certainly seems there is an excitement and interest within our colleagues in the education department about what we do.

I would like to thank all the committee members for their hard work over the year, and continued support.

Darren Sowney MEng CEng MICE

Jersey Chair

APPENDIX D 2020 Lecture Programme

Lecture	Date
The Fylde Coast	27/02/2020
Futures of Health Care	19/3/2020
Putting the user first	23/4/2020
Satellite Top Trumps	21/5/2020
Lower Thames Crossing	18/6/2020
Artificial Intelligence	17/9/2020

Modern Infrastructure	22/10/2020
V&A Museum	19/11/2929