



Society of Operations Engineers

**Minutes of the Annual General Meeting
held on Tuesday 5th September 2023
At 11:00 at SOE Offices, 22 Greencoat Place, London SW1P 1PR**

Present:

John Eastman	President
Michael Sweetmore	Acting Secretary and Honorary Treasurer
Garry Gilby	Trustee Board member
Howard Seymour	Trustee Board member
Caroline Harries	Trustee Board member

Members who attended the meeting in person (5 plus those present, is 11 in total):
Alistair Reid, Emma Thompson, Leo Hubbard, Ian Macdonald, Oliver Teasell and Richard Belton.

Members who joined online (18):

Ian Ogley, Robin Cooke, Peter Chidley, Chris Prince, John Greaves, John Taylor, Robert Papps, Dean Greer, Paul Arber, Graham Russell, Alan Gault, Tony Jolliffe, John Voss, P Jackson, Chris Grime, Jeffrey Shaw, David Richards and Stephen Tweed

John Eastman calls the Meeting to order

Good morning, everyone. Firstly, I would like to thank you all for taking the time to join the meeting today.

Please note that this meeting is being recorded. Before we formally start the meeting, I want to explain how online participation will work. Should you have any questions at any point during the meeting, those that are participating online, please use the chat function to indicate you have a question, those in person please raise a hand. We will then make sure that you are unmuted so you can ask your question. We will, of course, try to answer as many of your questions as possible.

I will now formally open the meeting. Welcome everyone to the twenty fifth Annual General Meeting of the Society of Operations Engineers, which covers the year ended 31 December 2022. I formally declare the AGM open.

I now call on Mick Sweetmore as acting Secretary of this meeting to read the agenda.

Good morning, everyone. This meeting is convened for the purpose of transacting the following business:

1. To receive the minutes of the twenty-fourth Annual General Meeting.
2. To receive and adopt the Report of the Directors for the year ended 31 December 2022.
3. To receive and adopt the Annual Accounts of the Society for the year ended 31 December 2022 and the Auditors' report thereon.
4. To re-appoint Crowe UK as Auditors for the following year and to delegate authority to the Board to agree their remuneration.



Society of Operations Engineers

I confirm that more than twelve corporate members of the Society are present, both in the room and online, and that the meeting has a quorum.

John Eastman (President): The twenty fourth Annual General Meeting of the Society was held on 15 December 2022 online and at 22 Greencoat Place, London. The minutes of that meeting have been available from the Society's website from 22 August 2023. Would you please receive these Minutes?

Caroline Harries: I propose that the Minutes be received.

Howard Seymour: I second the proposal.

John Eastman;

Those in favour? Anyone against? Is anyone abstaining? Can I ask Mick Sweetmore to confirm the numbers cast by online proxy vote?

Mick Sweetmore confirmed that the 21 proxy votes were against and 14 were in favour, also to include the show of hands in the room, which was 11 in favour. No members had abstained.

John Eastman confirmed that the vote was carried in favour and signed the minutes on behalf of the members.

[Agenda Item 2]

John Eastman:

Moving to the next item, all members have been able to access the Society Annual Report and Summary Accounts for the year ended 31 December 2022 from the Society's website from 14 August 2023 and copies are also available here. I propose that the meeting receive and adopt the Report of the Trustees.

Garry Gilby: I second the proposal.

John Eastman:

Those in favour? Anyone against? Is anyone abstaining? Can I ask Mick Sweetmore to confirm the numbers cast by online proxy vote? (MS to confirm numbers) Thank you. I can confirm that the motion is carried. (Unanimously or by a majority).

Mick Sweetmore confirmed that 22 proxy votes were against and 13 were in favour and 4 abstained, also to include the show of hands in the room, which was 11 in favour.

John Eastman confirmed that the motion was carried.

[Agenda Item 3]

John Eastman:

I now call on Mick Sweetmore, acting Honorary Treasurer to present the Accounts.



Mick Sweetmore:

All members have had the opportunity to view the Accounts for the year ended 31 December 2022 which have been available from the Society Website from 14 August 2023.

Mick Sweetmore asked the members if anyone wish to make any comment on the Accounts for the year ended 31 December 2022? To which no one had asked.

Garry Gilby:

I propose that the meeting receive and adopt the Accounts and the Auditors' report thereon.

Caroline Harries: I second the motion.

John Eastman:

Those in favour? Anyone against? Is anyone abstaining? Can I ask Mick Sweetmore to confirm the numbers cast by online proxy vote?

Mick Sweetmore confirmed that 17 proxy votes were against and 17 were in favour and no one had abstained, also to include the show of hands in the room, which was 11 in favour.

Thank you. I can confirm that the motion is carried.

[Agenda Item 4]

John Eastman:

I invite the acting Honorary Treasurer to propose a resolution concerning the future audit of the Society's Accounts.

Mick Sweetmore:

I propose that Crowe U.K. LLP are re-appointed as Auditors for 2023, and that authority is delegated to the Board to agree their remuneration.

Howard Seymour: I second the motion.

John Eastman:

Those in favour? Anyone against? Is anyone abstaining? Can I ask Mick Sweetmore to confirm the numbers cast by online proxy vote?

Mick Sweetmore confirmed that 19 proxy votes were in favour and 14 were against and 2 members had abstained, also to include the show of hands in the room, which was 11 in favour.

Thank you. I can confirm that the motion is carried.

Thank you, ladies, and gentlemen, for attending the twenty fifth Annual General Meeting of the Society.

That concludes the formal business, and I declare this meeting closed.