Dear Member,

**Notice of Annual General Meeting**

Notice is hereby given that the 45th Annual General Meeting of the Institution of Environmental Sciences will be held at Room 3.15, Manchester Metropolitan University, Business School, M15 6BW at 12.45pm on Wednesday 11th April 2018, to consider and, if thought fit, pass the following resolutions which will be proposed as ordinary or special resolutions as indicated below. The AGM will last approximately half an hour.

**Ordinary Resolutions**

1. To approve the minutes of the Annual General Meeting held on 3rd April 2017;

2. To receive and adopt the 2017 Annual Report;

3. To receive and adopt the accounts for the year ending 30th June 2017;

4. To authorise the Council to appoint accountants for the fiscal year ending 30th June 2018; and

5. To elect members of Council (Articles 26-30)

      Julie Hill | Phil Holmes | Gary Kass | Jim Whelan

To comply with the security regulations within the building, any member wishing to attend is required to inform the Institution by **4th April 2018**.

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**Phil Holmes**

Honorary Secretary and Director [By Order of the Board]

March 2018

Relevant Documents:

(a) Annual Report 2017 (available at [www.the-ies.org/reports](http://www.the-ies.org/reports))
(b) Minutes of 44th Annual General Meeting (p.2)

(c) Accounts for year ending 30th June 2017 (available at [www.the-ies.org/sites/default/files/documents/ies\_accounts\_2016-17.pdf](https://www.the-ies.org/sites/default/files/documents/accounts_15-16.pdf))

(e) Form of proxy (p.3)

(f) Council Nomination form (available at [www.the-ies.org/sites/default/files/documents/council\_nomination\_form.docx](http://www.the-ies.org/sites/default/files/documents/council_nomination_form.docx))

**3rd Floor, 140 London Wall, London EC2Y 5DN, United Kingdom**

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A company limited by guarantee. Registered in England No 01053508. Registered Charity No 277611

**Auditors:** H W Fisher & Company, Acre House, 11-15 William Road, London, NW1 3ER

**Bankers:** Co-operative Bank, Business Direct, PO BOX 250, Skelmersdale, WN8 6WT

**Governing Document:** Memorandum and Articles of Association (2006)

**Minutes of the AGM held at 1:15pm, 3rd April 2017**

**Middlesex University, Hendon Campus, The Burroughs, Hendon, London, NW4 4BT**

**Members present:**

|  |  |  |
| --- | --- | --- |
| Ms Eleni Antoniades **(EA)** | Mr Jonathan Atkinson **(JA)** | Mr John Baines **(JB)** |
| Mr Adam Donnan **(AD)** | Ms Julie Hill **(JH)** | Mr Phil Holmes **(PH)** |
| Dr Iain Hossack **(IH)** | Mr Gary Kass **(GK)** | Mr Noel Nelson **(NN)** |
| Prof. Will Pope **(WP)** | Dr Liz Price **(LP)** | Dr Diane Purchase **(DP)** |
| Dr Jackie Rogers **(JR)** | Dr Jim Whelan **(JW)** |  |

**Staff present:**

|  |  |  |
| --- | --- | --- |
| Mrs Lisa Abbott **(LA)** | Mr Robert Ashcroft **(RA)** | Ms Chloe Fletcher **(CF)** |
| Ms Rhianna Jarvis **(RJ)** |  |  |

**Apologies from trustees and Vice Presidents:**

|  |  |  |
| --- | --- | --- |
| Dr Heather Barrett-Mold **(HBM)**  | Mrs Jennifer Blumhof **(JRB)** | Mrs Linsey Cottrell **(LC)** |
| Dr Mark Everard **(ME)**  | Dr Claire Holman **(CH)** | Mr David Holmes **(DH)** |
| Prof. James Longhurst **(JL)** | Prof. Carolyn Roberts **(CR)** | Dr Lesley Sloss **(LS)** |
| Mr Nick Walton **(NW)** | Prof. Phil Wheater **(PW)** |  |

*4 proxy votes were received before the meeting.*

**1. To approve the minutes of the AGM held on 28th April 2016**

Minutes were approved.

*(Proposed JW, Seconded GK)*

**2. To adopt the 2016 Annual Report**

The annual report was adopted by the AGM.

*(Proposed GK, Seconded JB)*

**3. To adopt the audited accounts for the year ending 30th June 2016**

Council had scrutinised the figures in the previous meeting and approved. The report was adopted by the AGM.

*(Proposed IH, Seconded JA)*

**4. To authorise the Council to appoint Accountants for the year ending 30th June 2017**

The AGM authorised Council to appoint the accountants.

**5. To elect members of Council (Articles 26-30), all for a period of 3 years**

Phil Holmes, Gary Kass, Noel Nelson and Jim Whelan were post-holders up for re-election, and Jackie Rogers for first-time election as new Chair of CHES.

*(Proposed AD, Seconded JB)*

The AGM and proxy votes unanimously elected all five candidates to Council.

**6. To enfranchise Associate Members by amending Article 16 (1) to read:**

*Subject to Articles 3 and 14 and the next paragraph, each Fellow, Full Member and Associate Member, shall have one vote, except for Honorary Fellows and Honorary Members*

Associate Members of IES are professional members bound by the IES Code of Conduct. Not permitting Associate Members to vote is not in keeping with a modern organisation. The AGM voted unanimously to enfranchise Associate Members. There were three proxy votes in favour and one against. The resolution was passed.

**Action: AD to update online Mem&Arts and inform Associate Members of their voting rights**

*The AGM concluded at 13:30.*

**THIS FORM IS FOR THE USE OF IES PROFESSIONAL MEMBERS (FELLOWS, FULL MEMBERS & ASSOCIATES) INSTITUTION ONLY**

I      , *(full name in block letters)* a member of the Institution of Environmental Sciences, hereby appoint Ms Eleni Antoniades, and failing them,       *(insert name)* to vote for me and on my behalf at the 2018 Annual General.

Signature on this       *(day)* of       *(month)* 2018.

Please indicate with an X in the appropriate column to show how you wish your vote to be cast.

|  |  |  |
| --- | --- | --- |
| **Resolutions** | **For** | **Against** |
| 1. To approve the Minutes of the Annual General Meeting held on 3rd April 2017 | **[ ]**  | **[ ]**  |
| 2. To adopt the 2017 Annual Report | **[ ]**  | **[ ]**  |
| 2. To adopt the audited accounts for the year ending 30th June 2017 | **[ ]**  | **[ ]**  |
| 4. To authorise the Council to appoint accountants for the year ending 30th June 2018 | **[ ]**  | **[ ]**  |
| 5. To elect members of Council (Articles 26-30), all for a period of 3 years. |  |  |
| To elect Julie Hill | **[ ]**  | **[ ]**  |
| To elect Phil Holmes  | **[ ]**  | **[ ]**  |
| To elect Gary Kass  | **[ ]**  | **[ ]**  |
| To elect Jim Whelan | **[ ]**  | **[ ]**  |

**Note A** This proxy must reach the office of the Institution at 3rd Floor, 140 London Wall, London EC2Y 5DN, United Kingdom, by (at the latest), the Friday before the meeting.

**Note B** The fact that members may have sent in completed proxy forms will not prevent them from attending and voting in person, should they afterwards decide to do so.

**PLEASE EITHER FILL IN, PRINT PAGES, SIGN AND RETURN TO IES, 3rd Floor, 140 LONDON WALL, LONDON EC2Y 5DN**

**OR FILL IN, ELECTRONICALLY SIGN AND EMAIL TO** **info@the-ies.org****.**