Dear Member,

**Notice of Annual General Meeting**

Notice is hereby given that the 47th Annual General Meeting of the Institution of Environmental Sciences will be held online at 1pm BST on Wednesday 15th July 2020 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 an hour.

**Ordinary Resolutions**

1. To approve the minutes of the Annual General Meeting held on 17th April 2019;

2. To receive and adopt the accounts for the year ending 30th June 2019;

3. To authorise the Council to appoint accountants for the fiscal year ending 30th June 2020; and

 **Elections**

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

      Christine McHugh | Liz Price | Jackie Rogers

****

**Adam Donnan**

CEO [By Order of the Board]

June 2020

Relevant Documents:

(a) Minutes of 46th Annual General Meeting (p.2)

(b) 2018-19 Accounts (available at [www.the-ies.org/sites/default/files/documents/ies\_accounts\_2018-19.pdf](https://www.the-ies.org/sites/default/files/documents/ies_accounts_2018-19.pdf))

(c) Online voting form available in the [Members’ Area](https://www.the-ies.org/members). Alternatively, you can fill in and return the Form of Proxy on Page 3.

(d) 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))

(e) Biographies of members standing for election (available at <https://www.the-ies.org/sites/default/files/documents/members-seeking-election-2020.pdf>)

**1st Floor, 6-8 Great Eastern Street, London EC2A 3NT, United Kingdom**

**+44 (0)20 3862 7484 |** **info@the-ies.org** **|** [**www.the-ies.org**](http://www.the-ies.org)

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:** Articles of Association (2019)

**Minutes of the AGM held at 1pm, 17th April 2019 at IES Offices, 6-8 Great Eastern Street, London, EC2A 3NT**

**Members present:**

|  |  |  |
| --- | --- | --- |
| Mr Jonathan Atkinson **(JA)** | Mr Nick Walton **(NW)** | Dr Jackie Rogers **(JR)** |
| Mr John Baines **(JB)** | Dr Jim Whelan **(JW)** | Mr Adam Donnan **(AD)** |
| Ms Julie Hill **(JH)** | Dr Claire Holman **(CH)** | Prof. James Longhurst **(JL)** |
| Dr Iain Hossack **(IH)** | Mr Phil Holmes **(PH)** | Mrs Elizabeth Mullings-Smith **(EMS)** |
| Mr Gary Kass **(GK)** |  |  |

**Staff present:**

|  |
| --- |
| Miss Alex MacNaughton **(AM)** |

**Apologies from trustees and Vice Presidents:**

|  |  |  |
| --- | --- | --- |
| Mrs Jennifer Blumhof **(JRB)** | Mr David Holmes **(DH)** | Dr Heather Barrett-Mold **(HBM)** |
| Prof. Carolyn Roberts **(CR)** | Prof. Phil Wheater **(PW)** | Dr Mark Everard **(ME)** |
| Mr Noel Nelson **(NN)** | Mrs Linsey Cottrell **(LC)** | Dr Lesley Sloss **(LS)** |
| Ms Eleni Antoniades **(EA)** | Prof. Will Pope **(WP)** |  |

*88 proxy votes were received before the meeting.*

**1. To approve the minutes of the AGM held on 11th April 2018**

Amend location from Middlesex to Manchester. Minutes approved with this change. *(Proposed CH, Seconded JR)*

**2. To adopt the 2018 Annual Report**

The annual report was adopted by the AGM. *(Proposed CH, Seconded JL)*

**3. To adopt the audited accounts for the year ending 30th June 2018**

The report was adopted by the AGM. *(Proposed JL, Seconded CH)*

**4. To authorise the Council to appoint Accountants for the year ending 30th June 2019**

The AGM authorised Council to appoint the accountants.

**5. To approve the new Objects of the Charity (subject to the approval of the Charity Commission)**

GK explained that a few days before the AGM the Charity Commission had sent slightly amended wording for the Objects. Council had discussed this in the morning and determined that this was materially equivalent to the original wording, and therefore the proxy votes would be counted for this resolution. There were 76 votes for and 1 against. The Objects of the Charity were adopted by the AGM. *(Proposed JW, Seconded NW)*

**6. To approve the new Articles of Association (subject to the approval of the Charity Commission)**

There were 77 votes for and 1 against. The new Articles of Association were adopted. *(Proposed JL, Seconded JB)*

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

Four Council members were re-elected: Eleni Antoniades, Linsey Cottrell, Jonathan Atkinson and Iain Hossack. Three new Council members were elected: Elizabeth Mullings-Smith, Oliver Puddle and Rebecca Jessup.

GK thanked the retiring Council members for their contributions while serving on the Council:

* Lesley Sloss for her 3-year term in office, running a webinar and assessing membership applications.
* Nick Walton for his 3-year term in office, CHES service, and the numerous times he assessed CEnvs.
* David Holmes stepped down due to ill health. GK wished him a speedy recovery and we hope he will be able to serve his second term in the future.
* Phil Wheater for his two 3-year terms in office, his 3-years as CHES chair, his work on updating the accreditation scheme, his ideas around graduation conversions, and for leading several special editions of the journal.
* Phil Holmes, who joined Council in 2007 and served as Honorary Secretary from 2010-19. Between meetings, he contributed huge amounts of time to the office included helping design 3 websites, modernise our journal with a previous Publication Officer, and being a constant source of advice and support to the CEO.
* GK noted Claire Holman is retiring as an elected trustee, but hoped Council will elect her as an Appointed Trustee at the meeting in the afternoon.

*The AGM concluded at 13:26.*

Please note you can vote online through the [Members’ Area](https://www.the-ies.org/members) of the IES website. Voting opens on 22nd June. It is our preference that you vote by this means.

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

I      , *(full name in block letters)* a member of the Institution of Environmental Sciences, hereby appoint Mr Gary Kass, and failing them,       *(insert name)* to vote for me and on my behalf at the 2020 Annual General Meeting.

Signature on this       *(day)* of       *(month)* 2020.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Resolutions** | **For** | **Against** | **Abstain** |
| 1. To approve the Minutes of the Annual General Meeting held on 17th April 2019 | **[ ]**  | **[ ]**  | **[ ]**  |
| 2. To adopt the audited accounts for the year ending 30th June 2019 | **[ ]**  | **[ ]**  | **[ ]**  |
| 4. To authorise the Council to appoint accountants for the year ending 30th June 2020 | **[ ]**  | **[ ]**  | **[ ]**  |
| 5. To elect members of Council (Articles 26-30). **You can** v**ote for up to 3 candidates**. |  |  |  |
| To elect Christine McHugh | **[ ]**  | **[ ]**  |
| To elect Liz Price | **[ ]**  | **[ ]**  |
| To re-elect Jackie Rogers | **[ ]**  | **[ ]**  |

**Note A** This proxy must reach the office of the Institution by (at the latest), the Friday before the meeting (10th July).

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

**PLEASE EITHER FILL IN, PRINT PAGES, SIGN AND SCAN OR FILL IN, ELECTRONICALLY SIGN AND EMAIL TO** **info@the-ies.org****. DUE TO THE CLOSURE OF THE OFFICE DUE TO THE COVID-19 PANDEMIC, WE CANNOT ACCEPT POSTAL VOTES.**