

CIOB Assist

MINUTES OF THE THIRTIETH ANNUAL GENERAL MEETING

Date and Time: Wednesday 20th July at 10:30

Venue: Virtual, Microsoft Teams

Attendees:

Peter Smith, Chair
Dean Burgess, Trustee
Kye Gbangbola, Trustee
Roger Gillespie, Trustee
Martin Tomlinson, Member
Caroline Gumble, Trustee and CEO of CIOB
Joanna Quirk, CIOB Chief Operating Officer
Emma McKay, CIOB Assist Manager

Notice - Agenda Item 1

1. Peter welcomed everyone to the meeting and advised that a copy of the 2022 AGM notice had been circulated to all attendees and made available on the CIOB Assist website. This was taken as read.

Apologies – Agenda Item 2

2. Apologies had been received from
 - Robert Mawson, Vice Chair
 - Alan Vowler, Trustee
 - Christine Williams, Trustee
 - Paul Bayley, Trustee

Minutes of the 29th Annual General Meeting Held On 29 June 2022 – Agenda Item 3

3. A copy of the minutes had been circulated to all attendees and made available on the CIOB Assist website. This was taken as read.
4. Peter asked permission of those present to sign the Minutes as an accurate record of the previous AGM. Permission was unanimously granted.

Report of the Directors & Trustees for The Year Ended 31 December 2021 – Agenda Item 4

5. Peter introduced the Report of the Directors and Trustees and informed the meeting that a copy of the report had been circulated to all attendees and made available on the CIOB Assist website.
6. Peter proposed that the Report of the Directors and Trustees for the year ended 31 December 2021 be accepted and approved. This was agreed by all present.

Any other Business – Agenda Item 5

7. No other business was raised.

Date of next meeting – Agenda Item 6

8. Peter advised the 31st AGM would take place in July 2023, date, and time to

be confirmed.

9. Peter wished to thank all of the Trustees, Caroline, Jo, Emma and the CIOB team for all of their support of CIOB Assist, and to him as Chair.
10. Peter thanked everyone for attending and closed the meeting at 10:37am.