CQI AGM 2022

Minutes of the Sixteenth Annual General Meeting of the Chartered Quality Institute (CQI) held digitally on Friday 9 September 2022, 11.00 BST

Item 1 - Opening formalities

In the presence of a quorum of voting members the institute's CEO, Vince Desmond, initiated proceedings by welcoming all participants and continuing with housekeeping notices. A recording of this meeting would be available via Zoom and on the institute's website.

The CEO introduced the Chair of the Board of Trustees, Amanda McKay, who paid tribute to HM Queen Elizabeth II in light of her recent passing before confirming the running order of the meeting.

In accordance with the agenda, the following business was transacted:

Item 2 - To receive the minutes of the Annual General Meeting held on 10 September 2021 (resolution 1)

The Chair invited the voting members to confirm that the minutes of the last AGM were an accurate record of the proceedings.

The resolution was proposed by Roxann Dawson and seconded by David Straker.

Item 3 - To receive the annual accounts for the year ending 31 December 2021 (resolution 2)

Honorary treasurer Hannah Kingsley provided an overview of the institute's 2021 financial position drawing out some of the most significant results as well as providing some insight into the current position and future trajectory. The institute delivered a positive operating result for the year in spite of the ongoing impact from the pandemic. Both individual and corporate members continued to grow, and there was a strong recovery in L&D income after being affected negatively during the pandemic. Cost control remained a point of focus as well as continuing to provide value to our members and partners in the face of turbulent times both in the UK and globally. The annual accounts had been published in full on the CQI website.

The resolution to adopt was proposed by Hannah Kingsley and seconded by Natalie Shoemark-Dyer.

Item 4 - To receive and adopt the annual report of the Board of Trustees for the year ending 31 December 2021 (resolution 3)

The Chair presented the report of the Board, which had been published in full on the CQI website, and gave particular praise to the institute's growing network of volunteers who had an important role in delivering some of the institute's key strategic goals.

The resolution to adopt was proposed by David Anderson and seconded by Rashad Issa.

Item 5 - To confirm the appointment of the institute's auditors until the next annual general meeting and to authorise the Board to fix their remuneration (resolution 4)

Hannah Kingsley recommended the reappointment of Haysmacintyre for the 2022 year-end audit, noting that the audit would be retendered in 2023 to uphold best practice.

The motion was proposed by Hannah Kingsley and seconded by Rachelle Beasley.

Item 6 - To report the composition of the institute's Board of Trustees and Membership Council for the following year

The Chair presented the compositions as detailed in the Annual Report. The Chair welcomed new trustees Christopher Chinapoo and Victoria Derbyshire and thanked exiting member Ian McCabe for his support on the General Risk Committee and the Board. The Chair welcomed Mehrdad Kamali to the MC as the South-eastern representative, and concluded by thanking volunteers for their time and expertise.

Item 7 - To transact any other business relevant to an Annual General Meeting, details of which have been received in writing by the director general five days before the date thereof.

No questions were submitted in advance.

Item 8 – Questions

The Chair and CEO addressed a selection of questions submitted live on Zoom, specifically around membership numbers and how the CQI compared with other professional bodies, and how the institute monitor membership matrices such as gender balance.

Item 9 "Excellence: Tackling the digital and sustainability agendas"

Vince Desmond introduced guest speaker Russell Longmuir, CEO of EFQM, who gave a presentation around how to better manage change and transformation in a society increasingly focused on sustainability and digitisation.

Item 10 - Results of the ballot

All proxy and in-meeting votes were counted and results displayed as:

	For	Against	Abstained
Resolution 1	81	1	2
Resolution 2	81	0	4
Resolution 3	83	1	3
Resolution 4	80	1	6

All resolutions were carried.

The Chair thanked the audience for attending and declared the meeting closed at 12:06 BST.

Signed as a true and accurate record:

Amanda McKay

Chair, CQI Board of Trustees

9 September 2022