CQI Annual General Meeting 2023

Minutes of the Seventeenth Annual General Meeting of the Chartered Quality Institute (CQI) held digitally on Wednesday 6 September 2023, 10.00 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 handed over to the Chair of the Board of Trustees, Amanda McKay, and in accordance with the agenda, the following business was transacted:

Item 2 – To receive the minutes of the Annual General Meeting held on 09 September 2022 (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 and adopt the annual report of the Board of Trustees for the year ending 31 December 2022 (Resolution 2)

The Chair presented the report of the Board, which had been published in full on the CQI website. In summary, 2022 had been a year of good financial performance that supported the growth, development, and reputation of the quality profession.

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

Item 4 – To receive the annual accounts for the year ending 31 December 2022 (Resolution 3)

Honorary treasurer Hannah Kingsley provided an overview of the institute's 2022 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 in spite of ongoing turbulence in the UK and wider global economies. The annual accounts had been published in full on the CQI website.

The resolution to adopt was proposed by Hannah Kingsley and seconded by David Anderson.

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)

In alignment with good practice, a retendering exercise had led to the selection of a new auditing firm. Hannah Kingsley recommended the appointment of Buzzacott LLP for the 2023 audit and thanked Hays Macintyre for their support over the previous ten years.

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 Council for the following year

The Chair presented the compositions as detailed in the Annual Report. Having completed their full tenures as trustees, both Amanda McKay and David Straker would step down today. The Chair confirmed Rashad Issa would take over the chairing role at the end of this AGM, thanked David for his commitment to the Board over the past nine years, and welcomed four new trustees: Dr Asimakis Foros, Dr Evi Viza, Howard Cooper, and Victoria Yates.
The Chair thanked the Nominating Committee for their support with trustee recruitment, confirmed no changes in the Membership Council, and concluded by thanking all volunteers in our networks for their ongoing commitment and support.

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.

One item was submitted in advance by a member enquiring around the CQI's investment in a new online examination system. The Chair highlighted that this project successfully addressed issues of malpractice and fraud, and although the total project cost had gone over the original scope and estimate, the additional investment had been reviewed and approved by the Board.

Item 8 – Questions

The CEO addressed two questions submitted live on Zoom, specifically around the option to hold CQI membership in addition to an existing IRCA certification and plans to support and improve branches and SIGs.

Item 9 – Presentation: "Competitiveness, talent, and employee engagement: Where does the UK stand?"

Rashad Issa introduced guest speaker Patrick Mongillon, CEO of the European Organisation for Quality (EOQ), who brought to life a presentation on research that highlights competitiveness, talent and the position of the UK in various factors compared to other nations. The presentation was well received by all.

Item 10 – Results of the ballot

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

	For	**Against**	**Abstained**
Resolution 1	110	0	1
Resolution 2	111	0	2
Resolution 3	110	0	3
Resolution 4	107	3	2

All resolutions were carried.

Rashad Issa concluded with his first order of business as new Chair. After thorough consultations, the Membership Council would cease to exist on 31 December 2023 and a new CQI Council, comprising both members and external stakeholders, would become operational from 01 January 2024. Rashad thanked everyone who had served on the Membership Council and officially launched the recruitment campaign for the new CQI Council.

The meeting closed at 12:06 BST.

Signed as a true and accurate record:

Rashad Issa

Chair, CQI Board of Trustees

06 September 2023