

CQI Annual General Meeting 2024

Minutes of the eighteenth Annual General Meeting of the Chartered Quality Institute (CQI) held digitally on Thursday 12 September 2024, 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 meeting housekeeping notices.

The CEO introduced the Chair of the Board of Trustees, Rashad Issa, and in line with the agenda, the following business was transacted:

Item 2 – To receive the minutes of the Annual General Meeting held on 06 September 2023 (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 Victoria Derbyshire.

Item 3 – To receive and adopt the annual report of the Board of Trustees for the year ending 31 December 2023 (Resolution 2)

The Chair presented the report of the Board, which had been published in full on the CQI website. Following an update on the 2030 strategy and a brief summary of the many goals achieved in 2023, the Chair confirmed the CQI was in a good financial position to continue investing in the profession. Building on feedback received from volunteers and members during phase one, the next phase of the strategy would have a greater focus on advocating on behalf of the profession.

The resolution to adopt was proposed by David Anderson and seconded by Rachelle Beasley.

Item 4 – To receive the annual accounts for the year ending 31 December 2023 (Resolution 3)

Honorary treasurer Hannah Kingsley provided an overview of the 2023 financial results, calling out some of the highlights and key results from the year, as well as give a brief update on the current position and forward look. The year had been successful, with continued engagement of the executive, members and volunteers, allowing for further investment in our purpose and working to secure the future of the quality management profession. The Treasurer concluded by reassuring that the 2024

year-to-date results for CQI were encouraging. The annual accounts had been published in full on the CQI website.

The resolution to adopt was proposed by Hannah Kingsley and seconded by Asimakis Foros.

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)

Following a robust procurement process, Buzzacott had been appointed new auditors for the 2023 accounts. The audit process ran smoothly, and to time, with a good working relationship being established between the CQI finance and external audit teams. The Treasurer concluded by proposing the appointment of Buzzacott as the auditors for the 2024 annual accounts audit of CQI and CQI Services.

The motion was proposed by Hannah Kingsley and seconded by Dr Evi Viza.

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. Four new trustees had commenced their tenures in 2023 and in their first year had already added value and diversity in thought to the board.

The Chair paused to disclose that a new honorary treasurer would be appointed in 2024 and thanked Hannah Kingsley for her invaluable contribution in her current role.

The Chair moved on to confirm the membership council had ceased to exist and had evolved into the CQI council. The inaugural meeting with ordinary members and stakeholders members had taken place earlier in the year, and recruitment for new members would resume later this year. The Chair concluded by thanking all the members of the membership council with a special mention to those who continued to volunteer for the new council to ensure continuity.

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 items were submitted in advance.

Item 8 – Questions

No AGM-related questions were submitted during the meeting.

Item 9 – External contribution

Rashad Issa introduced guest speaker Matt Gantley, Chief Executive of UKAS, who offered insights around the subject of accredited assurance in a changing environment.

Item 10 – Results of the ballot

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

	For	Against	Abstained
Resolution 1 (Minutes of previous AGM)	103	0	5
Resolution 2 (Trustee annual report)	103	1	4
Resolution 3 (Annual accounts)	101	0	6
Resolution 4 (Appointment of auditors)	103	0	5

All resolutions were carried.

The Chair concluded by thanking everyone who had joined the meeting.

The meeting closed on time.

Signed as a true and accurate record:

Rashad Issa

Chair, CQI Board of Trustees

12 September 2024