CQI AGM 2020

Minutes of the Fourteenth Annual General Meeting of the Chartered Quality Institute (CQI) held digitally on Wednesday 9th September 2020, 13.00

Opening formalities

In the presence of a quorum of voting members the Institute's CEO, Vince Desmond, initiated proceedings by welcoming all participants to the Institute's first digital AGM and proceeded with an overview of the digital platform and voting system. A recording of this meeting will be available on the Institute's website.

The CEO introduced the Chair of the Board of Trustees, Ian Mitchell, who confirmed the running order of the meeting.

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

Item 1 - To receive the minutes of the 13th Annual General Meeting held on 11th September 2019 (resolution 1)

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

The resolution was proposed by Andy Pitt and seconded by Ian McCabe.

Item 2 - To receive and adopt the Annual Accounts for the year ended 31st December 2019 (resolution 2)

Honorary treasurer Hannah Kingsley presented the Annual Accounts which had been published in full on the CQI website and welcomed questions from online participants.

The Chair confirmed a proposer and a seconder to approve the Annual Accounts.

The resolution to adopt was proposed by Richard Allan and seconded by Natalie Shoemark-Dyer.

Item 3 - To receive and adopt the Annual Report of the Board of Trustees for the year ended 31st December 2019 (resolution 3)

The Chair presented the report of the Board which had been published in full on the CQI website and welcomed questions from online participants.

The resolution to adopt was proposed by Roxann Dawson and seconded by Rachelle Beasley.

Item 4 - 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 re-appointment of Haysmacintyre for another year.

The motion was proposed by Amanda McKay and seconded by David Straker.

Item 5 - To report the composition of the Institute's Board of Trustees and Membership Council for the year following

The Chair presented the compositions as detailed in the Annual Report, pp.66-67. The Chair welcomed Ian McCabe and Rachelle Beasley as new Trustees, and thanked exiting members Mike Turner and Andy Pitt for all their efforts whilst on the Board. The Chair acknowledged Kristian Hill as a new member of the Membership Council, and thanked Neil Stanbury who has stood down.

Item 6 - To transact any other business relevant to an Annual General Meeting, details of which have been received in writing by the director general seven days before the date thereof.

There were no questions submitted in advance. Vince Desmond answered a question from an online participant regarding the scope of the Membership Council's activity and its links to the lead quality management practice.

Item 7 – Covid-19 impact on quality professionals and the CQI

The CEO proceeded to provide the audience with an overview of the Institute's response to the Covid-19 pandemic and the sudden shifts it brought about. The elected principles of safety, maintaining member and partner value, and maintaining financial sustainability were upheld by members and staff teams. Operations were stabilised and digital solutions promptly rolled out. Although the months ahead are still set to be characterised by uncertainty, the Institute is committed to maintaining value for its members by expanding digital access and digital services with an increased focus on collaboration. A Covid diagnostic tool is to be released later in the month, followed by Quality Connect, a new tool aimed at facilitating communication and collaboration between members, branches and Special Interest Groups. New digital examination arrangements are being introduced to support the Institute's Learning & Development function.

In the spirit of collaboration, the Institute has re-joined the European Organisation for Quality (EOQ)

Results of the ballot

The Chair highlighted that a number of questions had been received from the audience, mainly centred around membership, and the CEO assured that these would be addressed in detail separately.

The Chair proceeded to share the results of the ballot as follows:

Resolution 1 – 68 in favour, none against. Motion passed unanimously

Resolution 2 – 69 in favour, none against. Motion passed unanimously

Resolution 3 – 68 in favour, none against. Motion passed unanimously

Resolution 4 – 67 in favour, 1 against. Motion passed.

The Chair thanked the audience for attending and declared the meeting closed at 13:51.

Signed as a true and accurate record:

Ian Mitchell

Chair; CQI Board of Trustees

9th September, 2020