

CQI AGM 2021

Minutes of the Fifteenth Annual General Meeting of the Chartered Quality Institute (CQI) held digitally on Friday 10th September 2021, 11.00

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 to the Institute's second 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 2 - To receive the minutes of the 14th Annual General Meeting held on 9th September 2020 (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 Richard Allan and seconded by David Straker.

Item 3 - To receive and adopt the Annual Accounts for the year ended 31st December 2020 (resolution 2)

Honorary treasurer Hannah Kingsley presented the Annual Accounts which have 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 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 ended 31st December 2020 (resolution 3)

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

The resolution to adopt was proposed by Amanda McKay 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 re-appointment of Haysmacintyre for another year.

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 year following

The Chair presented the compositions as detailed in the Annual Report. The Chair welcomed Rashad Issa and David Anderson as new Trustees and thanked exiting member Richard Allan for his excellent support on the Nominating Committee, the Advisory Council, and the Board. The Chair thanked Kristian Hill, Trevor Walton, Cathryn Valentine, Neil Stanbury, Don O' Connell and Suzanne Hill for all their support on the Membership Council (MC). The Chair welcomed Michael McCusker to the MC.

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 seven days before the date thereof.

There were no questions submitted in advance.

The Chair welcomed Amanda McKay as the new Chair of the CQI.

IM was thanked for all his support and efforts during his tenure as CQI trustee and Chair.

Item 8 – Questions

Vince Desmond answered questions from online participants regarding capital expenditure and our Code of Conduct process.

Item 9 Covid-19 and the CQI

Vince Desmond provided an update to the CQI's covid response and how we are doing.

Item 10 - Results of the ballot

All resolutions were carried unanimously.

The Chair thanked the audience for attending and declared the meeting closed at 11:39.

Signed as a true and accurate record:

Ian Mitchell

Chair; CQI Board of Trustees

10th September 2021