

WSCA AGM Minutes in Brief 12.02.2019

1.0 Present

Emily Kippen _**Chair** (EK)
Conor Nolan_ Project Manager, RIBA West Midlands (CN)
Debbie Walsh_ Regional Director, RIBA West Midlands (DW)
Kevin Davis_ **Treasurer** (KD)
Matthew Adams_ **Vice Chair** (MA)
Phil Kavanagh_ **Secretary** (PK)
David Greenhill (DG)
Malcolm Hay (MH)
Mark Gent (MG)
Ian Edwards (IE)
David Holland (DH)
David Davis (DD)
Abz Randerer (AR)
Jon Scharff (JS)
Doug Brown (DB)
Allen Evans (AE)

2.0 Apologies

Phil Howl
Anthony Clerici
Taj Ballori
Frazer Bufton
Elliot Linney
Ashley Mayes
Gemma Bennett

3.0 Pre - AGM Matters: General Discussions on Roles and Future Plans

As generally communicated before the meeting and in papers circulated in advance there was undertaken a wide ranging discussion on the year ahead and the proposals to disperse more widely the work and responsibilities of the Society . EK thanked everyone for attending and the much enlarged turn-out was greatly appreciated!

EK tabled two documents that need to be adopted as a “route-map” in guiding people in their roles within the society and furthermore encouraging a much larger cohort that can get involved reducing the need for each member taking on large amounts of duties and responsibilities.

The two documents are:-

A. The Summary of Worcestershire Society of Chartered Architects Roles & Responsibilities.

B. WSCA Key Dates 2019

EK talked through both documents with some inputs from the KD, MA & PK

It was also recorded that EK will be taking a step back in the next year as she will be taking maternity leave in the summer. She explained that she wants to stay involved but acknowledged that she cannot make the same level of commitment this year. With momentum for the society and awards building, she would hate to see it collapse, which is why the committee are trying to implement a greater sharing of responsibilities. DG registered the appreciation from all of the important work Emily has done as chair over the last two + years.

DW suggested in the event that there were no volunteers for the chair role, the best way forward would be to appoint a Vice Chair who could support Emily in the short term and perhaps stand in during any months where Emily is less involved. This was agreed.

4.0 Chair's report

EK reported that a good year of steady progress was achieved, with the main highlight being the second year of the WSCA Award being established. The Award entries increased from 33 to 36, thanks to a lot of support from the Region RIBA with grant funding and Conor's active involvement. There was also the traditional Christmas social that brought along a few new faces.

5.0 Treasurer's report

Opening balances: £1880.76

Closing balance: £1505.91

Fund spent on three no. activities across the year:

- Website hosting and email - £41.14
- WSCA Christmas Social - £183.45
- Worcestershire Architecture Awards - £150.26

In addition we received LIF funding of £2000 for the WAA, with fund spent direct by region. There is a balance of £905.32 to be transferred from Region to cover ongoing WAA expenses (exhibitions). This isn't shown in the 2018 accounts as these are on a cash basis.

6.0 Accounts

The accounts were presented to the meeting, agreed as correct and signed off by the treasurer and chair for return to regional office who will arrange auditing on the society's behalf and are attached with these minutes.

7.0 Roles/ Appointments

EK confirmed that she was happy to continue in her role as chair for the time being. This was supported and seconded by KD & MA respectively.

MA was happy to volunteer as Vice Chair. This was supported and seconded by EK & KD respectively.

KD confirmed that he was happy to continue in his role as treasurer. This was supported and seconded by RD & EK respectively.

PK confirmed that he was happy to continue in his role as Secretary. This was supported and seconded by KD & DD respectively.

All present members and those giving apologies, noted above, were welcomed and elected to the committee. It was noted that their support for this new widening of the committee is and will be greatly appreciated over the forthcoming year. The following specific roles were volunteered for and agreed:-

JS & AR would share responsibility as Communication Co-ordinators

AE was happy to take on the role of Design & Publishing Co-ordinator

MH was happy to take on the role of Judges Co-ordinator

CN can copy out most of the tasks of Fundraising Co-ordinator

DG and PH are happy to take or share a roles. The specifics of these roles can be discussed next month when they are present.

Full introduction to roles and handovers will be arranged at the next meeting Other members were generally more than happy to support those roles, when and how they could depending on their personal/professional situation.

14.0 Any Other Matters

It was noted that names and e-mail addresses of all attendees have been recorded for use within WSCA Business only, These will be destroyed following the next AGM when a new list will be drawn up.

15.0 Next Meeting

AGM: Tuesday 12th March 2019 @ 6.30pm @ Waitrose Community Room,
Worcester