

The Institution of Environmental Sciences Ltd

*Annual General Meeting*

Dear Member,

**Notice of Annual General Meeting**

Notice is hereby given that the 42nd Annual General Meeting of the Institution of Environmental Sciences will be held at the IES Offices, 140 London Wall, London EC2Y 5DN at 1.45pm on Friday 1st May 2015, for the purpose of considering and, if thought fit, passing the following resolutions which will be proposed as ordinary or special resolutions as indicated below. The AGM will last approximately half an hour.

**Ordinary Resolutions**

1. To approve the minutes of the Annual General Meeting held on 3rd April 2014;

2. To receive and adopt the 2014 Annual Report;

3. To receive and adopt the accounts for the year ending 30th June 2014;

4. To authorise the Council to appoint accountants for the financial year ending 30th June 2015; and

4. To elect members of Council (Articles 26-30)

 Phil Holmes

 Jimi Irwin

 Gary Kass

Any member wishing to attend is required to advise the Institution accordingly by **24th April 2015** in order to comply with the security regulations applying within the building. Should you wish to nominate a member for Council, please complete and return the form of proxy.

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**Phil Holmes**

Honorary Secretary and Director [By Order of the Board]

April 2015

Note: Nearest Underground – Barbican, St Paul’s, Moorgate.

Relevant Documents:

(a) Annual Report 2014 (available soon on the IES website)
(b) Minutes of 40th Annual General Meeting (p.2)

(c) Accounts for the year ending 30th June 2014 (available at [www.the-ies.org/sites/default/files/documents/accounts\_13-14.pdf](http://www.the-ies.org/sites/default/files/documents/accounts_13-14.pdf))

(e) Form of proxy (p.3)

(f) Nomination form for Council (p.3)

(g) Biographies of members standing for Council (available at [www.the-ies.org/sites/default/files/documents/members-seeking-election-2015.pdf](http://www.the-ies.org/sites/default/files/documents/members-seeking-election-2015.pdf))

**3rd Floor, 140 London Wall, London EC2Y 5DN, United Kingdom**

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**A company limited by guarantee. Registered in England No 01053508. Registered Charity No 277611.**

**Auditors: H W Fisher & Company, Acre House, 11-15 William Road, London, NW1 3ER**

The Institution of Environmental Sciences Ltd

*Minutes of 41st Annual General Meeting*

**Bankers:** Co-operative Bank, Business Direct, PO BOX 250, Skelmersdale, WN8 6WT

**Governing Document:** Memorandum and Articles of Association (2006)

**Minutes of the AGM held at 1pm, 3rd April 2014 at 2 Grosvenor Gardens, London, SW1W 0HU**

**Members present:**

|  |  |  |
| --- | --- | --- |
| Dr Heather Barrett-Mold **(HBM)** (Chair) | Mr John Baines **(JB)**  | Mr Roger Barrowcliffe **(RB)** |
| Mrs Jennifer Blumhof **(JRB)** | Dr Mark Everard **(ME)** | Mr Phil Holmes **(PH)** |
| Prof. Jimi Irwin **(JI)** | Prof. James Longhurst **(JL)** | Dr David Muir **(DM)** |
| Prof. Will Pope **(WP)** | Prof. Carolyn Roberts **(CR)** | Dr Peter Shaw **(PS)** |
| Mr Phil Wheater **(PW)** | Dr Jim Whelan **(JW)** |  |

**Staff present:**

|  |  |  |
| --- | --- | --- |
| Ms Ruth Bowyer **(RCB)** | Mr Adam Donnan **(AD)** |  |

**Apologies from trustees:**

|  |  |  |
| --- | --- | --- |
| Ms Gayle Burgess **(GB)** | Mr John Burns **(JBu)** | Prof. Bernard Fisher **(BF)** |
| Prof. Noel Nelson **(NN)** | Mr Michael Quint **(MQ)** | Mr Laurie Richards **(LR)** |
|  |  |  |

The AGM was moved to 2 Grosvenor Gardens due to the noise from building works at the original location. The meeting opened at 13.00. 8 proxy votes were received before the meeting.

**1. Approval of the minutes of the AGM held on 10th April 2013**

Minutes were approved. *(Approved JL, Seconded JI)*

**2. To receive and adopt 2013 Annual Report**

The annual report was presented and a number of attendees complemented the layout and content. Thanks were noted to the IES graphic designer, Darren Walker, and AD for their work on the report. The report was adopted by the AGM. JRB suggested future annual reports hyperlink the graphics of reports and journals. *(Approved ME, Seconded CR, WP)*

**3. To receive and adopt the accounts for the year ending 30th June 2013**

It was noted that Council had previously scrutinised the figures and approved the accounts. The report was adopted by the AGM.  *(Approved JI, Seconded HBM)*

**4. To authorise the Council to appoint Accountants for the year ending 30th June 2014**

*The AGM agreed to authorise Council to appoint the accountants.*

**5. To elect members of Council (Articles 26-30)**

The following members retired from Council:

Ms Gayle Burgess

Prof Bernard Fisher

Mr Michael Quint

Council recorded thanks for their contribution.

The following members were re-elected to council:

Prof Noel Nelson

Prof Carolyn Roberts

 Dr Jim Whelan

*(Approved JL, Seconded JI, elected by whole of meeting and proxy votes)*

Council decided that Vice Presidents could step down from Council but remain as ex-officio members to come in to affect from 2015.

The AGM concluded at 13:17



The Institution of Environmental Sciences Ltd

*Form of proxy*

**THIS FORM OF PROXY IS FOR THE USE OF MEMBERS OF THE INSTITUTION ONLY**

I       *(full name in block letters please)* of       *(full address in block letters please)* a member of the Institution of Environmental Sciences, hereby appoint Mr P D Holmes, and failing him       *(insert name)* to vote for me and on my behalf at the Annual General Meeting held on 1st May 2015.

Signature . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . on this       *(day)* of       *(month)* 2015.

Please indicate with an X in the appropriate column to show how wish your vote to be cast.

|  |  |  |
| --- | --- | --- |
| **Resolutions** | **For** | **Against** |
| 1. To approve the Minutes of the Annual General Meeting held on 3rd April 2014 | **[ ]**  | **[ ]**  |
| 2. To adopt the 2014 Annual Report | **[ ]**  | **[ ]**  |
| 2. To adopt the audited accounts for the year ending 30th June 2014 | **[ ]**  | **[ ]**  |
| 4. To authorise the Council to appoint Accountants for the year ending 30th June 2015 | **[ ]**  | **[ ]**  |
| 5. To elect members of Council (Articles 26-30), all for a period of 3 years. |  |  |
| To re-elect Phil Holmes | **[ ]**  | **[ ]**  |
| To re-elect Professor Jimi Irwin | **[ ]**  | **[ ]**  |
| To elect Dr Gary Kass  | **[ ]**  | **[ ]**  |

**Note A** This proxy must reach the office of the Institution at 3rd Floor, 140 London Wall, London EC2Y 5DN, United Kingdom, before the time of the meeting.

**Note B** You may if you wish strike out the words ‘Mr P D Holmes’ and substitute in the space provided some other person who need not be a member of the Institution. Please initial such alterations. The fact that members may have sent in completed proxy forms will not prevent them from attending and voting in person, should they afterwards decide to do so.

Nominations for Council

**NOMINEE: I confirm that I am willing to stand for Council:**

Name:

Signature: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**PROPOSER: I proposed the above to stand as a Member of Council:**

Name:

Signature: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**SECONDER: I second the above to stand as a Member of Council:**

Name:

Signature: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Nominations for Council must be received not less than **fourteen days** before the date of the meeting.

**PLEASE FILL IN, PRINT PAGES, SIGN THEN RETURN TO IES, 3rd Floor, 140 LONDON WALL, LONDON EC2Y 5DN OR SCAN AND EMAIL TO** **info@the-ies.org****.**