

## Project Management Special Interest Group (PMSIG)

Friday 17 March 2023, 14:00

ZOOM

### AGM Minutes

#### Present:

##### **Committee:**

1. Gill King (Chair) MCIfA
2. Charlie Willis (Secretary) ACIfA
3. Alistair Barclay (Treasurer) MCIfA
4. Ailsa Westgarth MCIfA
5. Marie-Claire Rackham-Mann PCIfA

##### **CIfA:**

6. Meg Keates
7. Kerry Wiggins ACIfA

##### **Group Members:**

8. Lorna Critchlow PCIfA
9. Rob Bourn MCIfA
10. Martin Locock MCIfA
11. Teagan Zoldoske (Affiliate)
12. Adam Brossler MCIfA
13. Jane Richardson MCIfA
14. Lorraine Mayo MCIfA
15. Russel Coleman MCIfA
16. Orlando Prestidge MCIfA
17. Phillippa Adams MCIfA
18. Zoe Schofield MCIfA

Agenda Point		Action (Initials)
1.	<b>Apologies for absence</b> 1. Sarah Hannon-Bland ACIfA	
2.	<b>Minutes of last AGM</b> <ul style="list-style-type: none"><li>• GK provided a summary of the October 2021 minutes and asked for a proposer and seconder to approve the minutes.</li><li>• Proposed by:</li><li>• Seconded by:</li><li>• Result – Minutes Approved<ul style="list-style-type: none"><li>○ Votes to accept: 7</li><li>○ Abstentions: 4</li><li>○ Votes to Reject: 0</li></ul></li></ul>	
3.	<b>Chair's Welcome and AGM Report</b> <ul style="list-style-type: none"><li>• GK Welcomed all to the meeting and for supporting the event, with thanks to RB for providing the CPD talk to follow.</li><li>• Reiterated the purpose of the group and highlighted that the group is very welcoming and open to suggestions. The committee is always available to offer support for our membership.</li></ul>	

Insert group logo here

4.	<b>Secretary's Report (CW)</b> <ul style="list-style-type: none"><li>• Meetings held by the committee regularly over the year.</li><li>• Main aim to provide CPD and we are working through responses to our CPD survey and matching speakers to topics requested.</li><li>• Encouragement to members to raise items for future meetings to add to the Agenda.</li></ul>	
5.	<b>Treasurer's Report (AB)</b> <ul style="list-style-type: none"><li>• £415 was budgeted, £0 spent to date.</li><li>• The group has no planned expenditure, however contingency budget has been allowed for the year.</li></ul>	
6.	<b>Elections to Group Committee</b> <ul style="list-style-type: none"><li>• Thanks to Ailsa Westgarth who was co-opted as an ordinary committee member in November 2022 and who is standing for formal election at the AGM. Alisa presented a brief manifesto and was proposed by: Gill King and Seconded by Charlie Willis</li><li>• Result – Ailsa Westgarth elected to committee.<ul style="list-style-type: none"><li>○ Votes in support: 12</li><li>○ Abstentions: 0</li><li>○ Votes against:0</li></ul></li><li>• No further applications were received for the ordinary committee member roles in advance of the AGM, GK invited applications from the floor and highlighted that the committee is always welcome to new members throughout the year for co-option.</li><li>• GK Extended thanks to the committee in particular to SHB who has represented the group at the Advisory Council over the past year.</li><li>• MK thanked all the committee volunteers on behalf of ClfA.</li></ul>	
7.	<b>3-Year Plan review</b> <ul style="list-style-type: none"><li>• CW presented the 3-year plan which was circulated to the membership ahead of the AGM and asked the membership to approve the plan.</li><li>• Result – 3 Year Plan Approved<ul style="list-style-type: none"><li>○ Votes to accept: 11</li><li>○ Abstentions: 1</li><li>○ Votes to Reject: 0</li></ul></li></ul>	
8.	<b>AOB</b> <ul style="list-style-type: none"><li>• No further discussion topics were raised, GK thanked everyone for their attendance and highlighted that new committee members are always welcome.</li></ul>	
9.	<b>Date of the next committee meeting, and future events.</b> <ul style="list-style-type: none"><li>• Dates TBC, a further two CPD sessions are planned for 2023.</li></ul>	