

Minutes of the Ninety-Third Annual General Meeting of the Institution of Lighting Professionals held digitally on 9th September 2020

1 Welcome

- 1.1 The President welcomed the members present and the Chief Executive read the Notice of the Meeting.

2 Apologies

- 2.1 Apologies for absence were received from:
- 2.2 Alan Jaques, Allan Lamb, Derek Rogers, Graham Lucas, Jonathan West, Geoffrey Orrock, Paddy Craven.

3 Minutes

- 3.1 Kevin Grigg proposed and David Jones seconded that the minutes of the Annual General meeting held on 12 June 2019 be approved.

4 Annual Report 2019

- 4.1 The President reminded the meeting that the Annual Report 2019 had been circulated to all members and was available on the Institution's website.
- 4.2 He drew attention to its review of the year up to 31 December 2019 and commended it to the meeting.

5 Honorary Treasurer's Report and Audited Accounts

- 5.1 The Senior Vice President, on behalf of the Honorary Treasurers presented the Summary Accounts and Financial Statements contained in the Annual Review and explained that a full set of accounts were available on request to members.
- 5.2 In accordance with the required regulations the accounts have been audited by Magma Audit LLP, Chartered Accountants, and approved and signed by the Institution's Executive Board on 24 April 2020.
- 5.3 As can be seen on the Statement of Financial Activities, turnover in 2019 is £777,285. The net movement in funds which includes gains on investments is £42,732. The total funds on the Balance Sheet at 31 December 2019 is £1,612,935, compared with £1,570,203 at 31 December 2018.
- 5.4 The process for budget setting of events, courses and exhibitions continues to be reviewed and the processes put in place ensure that these are accurately set, monitored and reviewed after the event has taken place. The ILP continues a rolling programme of market-testing for the provision of goods and services. A full set of ILP accounts is prepared each quarter and these are compared to the budget. The accounts are discussed and approved by the Executive Board. Regional Accounts were prepared to the end of June 2019, after which funds were transferred to one main ILP account. Finances for the new ILP Lighting Delivery Centres (LDC's) are now handled centrally. The ILP's Executive Board remains committed to providing value for money services and benefits to the

members and account should be taken of the wide range of activities and initiatives carried out by the President, Vice Presidents, the Chief Executive and staff, and by members themselves.

- 5.5 On behalf of the Honorary Treasurers, the Junior Vice President extended thanks to the Executive Board, the various Committees, the President, Vice Presidents, the Chief Executive, staff at Rugby and to you, the members, for your continuing support of the Institution. Special thanks were also given to Guy Harding for his support as Assistant Honorary Treasurer during the year.

6 Appointment of Auditors

The Honorary Treasurer proposed and Keiron Jarvis seconded that Magma Chartered Accountants be reappointed as the Institution's auditors for the forthcoming year. This was endorsed by the meeting.

7 Appointment of Scrutineers

The President proposed that Glynn Hook and Peter Harrison be appointed scrutineers for the forthcoming year both having agreed to serve in that capacity. The proposal was seconded by Scott Rose and was duly endorsed by the meeting.

8. Officers of the Executive Board 2020-2021

- 8.1 The President announced the names of the Executive Board as:

President	Anthony Smith
Immediate Past President	Colin Fish
Senior Vice President	Fiona Horgan
Junior Vice President	Vacant
Honorary Treasurer	James Duffin
Honorary Treasurer	John Sutcliffe
Co-opted members	Alan Jaques/Kevin Grigg

- 8.2 The President explained that, due to the challenges presented by the Covid pandemic, the new position of Junior Vice President had been left vacant this year. Recruitment to the role will begin in January 2021 with the successful candidate taking up the role at the next AGM scheduled for June 2021.

- 8.3 As such, during the year 2020/2021 the role of President will be undertaken for a second year by Anthony Smith, supported by the Immediate Past President and Senior Vice President.

9. Any other Business

- 9.1 The President conferred the designation of Honorary Fellow to Stuart Bulmer and thanked him on behalf of the Institution for his many years of support to the organisation.

10. Conclusion

- 10.1 The President made his concluding speech, thanked members for their attendance and formally closed the meeting.