

**MINUTES OF AN ANNUAL GENERAL MEETING
OF THE INDEPENDENT SURVEYORS & VALUERS ASSOCIATION
held on 10TH MAY 2017
at the NATIONAL SPACE CENTRE, Leicester**

	Present:	Chairman: Ian Vicary. Council Members: Martin Brown, Roger Conway, Philip B Deacon, Owen Grainger, Christopher Green, David Hamilton. ISVA members: c.50	
	Apologies:	Apologies for absence were received from 3 Council members: Sheila Graham, Richard Hulls and Jason Williams. Apologies for absence were received from 5 members of the Association: David Blount, Leslie J Long, Ian Macklin, Langford B Smith and Andrew R Taylor.	
	Minute taker:	Linda Cooke, ISVA Administrator	
1	MINUTES OF AGM held on 11th MAY 2016	There being no corrections, it was proposed that the minutes of the previous AGM be adopted as being an accurate record of that meeting.	
2	CHAIRMAN'S REPORT	<p>The Chairman reported that progress had been made in a number of areas during the past year, including: an improved website, with further changes still to be made; development of a marketing strategy; an ongoing review of how to find an independent surveyor; continuing discussions on updating the criteria for ISVA membership.</p> <p>He reminded the meeting that ISVA had been set up by Chartered Surveyors for Chartered Surveyors and said that the Association was now faced with an opportunity for ISVA members to stand out in the profession and to maintain its reputation for upholding high standards. In order to achieve this, he felt that a number of steps were required: to gather strength of knowledge from members in order to grow; to continue support its members; to support new, younger surveyors; and, most of all, to increase awareness of ISVA outside of the Association.</p> <p>During the year, Trevor Thatcher had resigned as a Member of ISVA Council after more than 13 years and had also stepped down as Conference Director. The Chairman thanked Trevor for the outstanding contribution he had made to the success of ISVA over very many years of service as well as to both Trevor and his wife Sue who had organised so many successful ISVA Conferences.</p> <p>Carolyn Lucas had also resigned as a Member of ISVA Council during the year and the Chairman thanked her for her support and expertise, especially on valuation issues.</p> <p>The Chairman thanked were offered to Martin Brown for stepping in as Conference Director and to Alison Plenderleith of CPD Essentials for working with Martin to organise the 2018 Conference.</p> <p>Owen Grainger, David Hamilton and Richard Hulls had been undertaking a review and update of the ISVA's Memorandum and Articles of Association. This had been a long and arduous exercise which was nearing completion. The Chairman thanked them all for their commitment and expertise in carrying out this important task.</p> <p>The Chairman's Report was duly adopted.</p>	
3	ANNUAL ACCOUNTS	<p>The financial accounts for the year ended 31st December 2016 had been prepared and been made available for review. No queries were raised.</p> <p>Motion: That the Annual Accounts for 2016 be adopted: Proposed by Carolyn Lucas, seconded by Alan Terry. The meeting voted unanimously in favour.</p>	

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4	ELECTION OF ISVA COUNCIL	<p>The Chairman noted that this matter had not always been dealt with correctly in recent years and that the rules of the Association required one-third of Council Members to offer themselves for re-election each year on a rotating basis.</p> <p>He said that this procedure would be adhered to going forward but asked for the meeting's permission to re-elect all standing Council Members again en bloc for this year only whilst the correct arrangements were put in place for future elections.</p> <p>Those seeking re-election were: Martin Brown; Roger Conway; Philip B Deacon; Sheila Graham; Owen Grainger; Christopher Green; David Hamilton; Richard Hulls; Ian Vicary and Jason Williams (<i>in absentia</i>).</p> <p>Motion: That current Council Members be re-elected <i>en bloc</i> for this year only: Proposed by Ian Vicary, seconded by Alan Terry. The meeting voted unanimously in favour.</p>	
5	APPOINTMENT OF AUDITORS	<p>Motion: That the ISVA Directors be authorised to appoint auditors for the coming year: Proposed by Owen Grainger, seconded by Carolyn Lucas. The meeting voted unanimously in favour.</p>	
		<p>The Chairman thanked Roger Conway and Martin Pendered on behalf of ISVA Council for conducting an informal review of the Association's financial records.</p>	
6	AUDITORS' FEE	<p>Motion: That the ISVA Directors be authorised fix the auditors' fee for the coming year: Proposed by Carolyn Lucas, seconded by Chris Green. The meeting voted unanimously in favour.</p>	
7	MEMORANDUM & ARTICLES OF ASSOCIATION	<p>As noted in the Chairman's report, a review of the Mem & Arts had been ongoing over a long period. A Special Resolution would be required to adopt and implement them, but it had not been possible to complete the review in time for this meeting.</p> <p>Owen Grainger reported that the aim of the review was to modernise the Mem & Arts and to make them fit for purpose for the future. One issue relating to criteria for membership was yet to be resolved and had caused the delay. There had been a minority opposed to this matter, but it was likely that it would be resolved imminently, and the revised Mem & Arts could be put forward either at a Special General Meeting or at the next Annual General Meeting.</p> <p>He encouraged members to put themselves forward to serve as ISVA Council Member and noted that this was not an onerous task but represented an opportunity to influence how the Association operated.</p> <p>The Chairman said that ISVA Council would work out how to deal with the adoption of the new Mem & Arts in the most timely and appropriate manner.</p>	
8	ANY OTHER BUSINESS		
	8.1	<p>A request for an update on the Association's membership statistics and policy was requested. The Chairman reported on declining membership numbers.</p>	
	8.2	<p>A request for an update on the Association's marketing strategy was received.</p>	

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		<p>The Chairman advised that funds were available to continue developing the ISVA website as a major marketing tool. He said that all members need to help with recruitment because of the ageing membership and the profession generally. Work was being done to develop routes for new surveyors to join ISVA.</p> <p>It would be desirable to obtain professional marketing advices.</p> <p>Chris Green reminded the meeting that Council Members were all volunteers and that whilst it would be easy to criticise them it should be remembered that the leadership team were all new to their roles. He reported that feedback on marketing professional was being sought from ISVA members who are experts in that field. He said that the more members who joined ISVA Council, the more that could be achieved.</p>	
	8.3	<p>It was suggested that measures be taken to ensure that all surveyors in each ISVA firm are signed up.</p> <p>ISVA was taking steps to capture more information about the profile of member firms and this was an ongoing discussion at Council</p>	
	8.4	<p>Paul Shaverin suggested that the term 'surveyor' is very broad and that ISVA should be promoted amongst all groups within the profession including those who specialise in fields outside the mainstream such as Party Wall Surveyors.</p> <p>The Chairman agreed that ISVA should be promoted to a much wider base and our offer should be broadened to attract new members, especially younger surveyors new to the profession.</p>	
	8.5	<p>Ian Vicary mentioned the restriction on use of the designatory letters used by the former ISVA following its merger with RICS. Owen Grainger clarified that this only applied to the terms ASVA and FSVA. Thus the special resolution at Item 7 above was unaffected.</p>	
	Conclusion:	<p>A Vote of Thanks to the Chairman and Council was given and the meeting ended at 5:15pm</p>	