

EXTRAORDINARY AND ANNUAL GENERAL MEETINGS

297 Euston Road and Virtual via Microsoft Teams
16:03 on 4th July 2024

The President and Chairman of the Board of Trustees, Sheila Smith, was in the chair. It was noted that a quorum of members was present

Extraordinary General Meeting -16:03

The resolutions as listed below were passed.

- 1. That for the calendar year 2024 the Institute AGM and any EGM's required during the year shall be hosted as a hybrid meeting where participants may attend the meeting in person or attend virtually via a defined online meeting facility.*
- 2. That for subsequent years, annually, the Trustee Board shall pass a resolution defining how the AGM and any subsequent EGM's held during the year will be hosted.*
- 3. The process in (2) above shall continue each year until such time as the 2019 Royal Charter and Byelaws are revised and approved by the Privy Council*

The EGM was closed at 16:04

Annual General Meeting -16:04

Notice of the Meeting

The President read the notice convening the meeting and confirmed that the meeting was quorate.

Minutes of the previous Annual General Meeting

The minutes of the AGM held on the 6th June 2023 were approved as accurate.

Annual Report

The 2023 annual report of the Trustees was received and accepted.

Balance Sheet and Accounts

The 2023 Balance Sheets and Accounts were received and accepted.

Note the Election of Trustees for 2024

The following Trustee were appointed in 2024:

Vice President: Duncan Hutton
Vice President Navdeep Mehay
Trustee: Andy Augousti
Trustee: Lindsay Scott

Appointment of Auditors

It was agreed that the Trustees be given leave to appoint auditors or independent examiners as required by law and as they saw fit.

The President confirmed the end of the Annual General Meeting

The AGM was closed at 16:08

Extraordinary General Meeting -16:08

The President confirmed that the meeting was quorate.

The resolution as listed below was passed.

That as from the 1st day of January 2025 the annual subscription payable by members of the Institute pursuant to Bye-law 13(i)) shall increase by no more than 3.5% over the 2024 levels, at the final discretion of the Board of Trustees.'

The EGM was closed at 16:10