

**Invitation to
The Annual General Meeting of the Institute of Refrigeration**

Charity Registration no 1166869

starting 4pm on 2nd November 2023

to be held in the Gulbenkian Room, 1 Park Crescent London W1B 1SH

simultaneous broadcast at <https://register.gotowebinar.com/register/5113263864061400925>

In accordance with the Constitution any voting Member (Fellow, Member, Associate or Technician) having a motion to bring forward at this meeting may do so provided that notification is submitted in writing to the Chief Executive at least fourteen days prior to the meeting.

AGENDA

1. To confirm the minutes of the Annual General Meeting held on 3rd November 2022 (see appendix 1).
2. To receive the Annual Review and Report of the Trustees for the year ended 31st March 2023 for the Charitable Incorporated Institute of Refrigeration no 1166869
3. To receive the Financial Report of the Honorary Treasurer and consider for adoption, the Audited Accounts and Balance Sheets for the year ended 31st March 2023.
4. To appoint as auditors for the next set of accounts, Myrus Smith and Partners of Sutton, Surrey and to authorise the Board of Trustees to agree remuneration.
5. To consider and, if thought fit, approve the Board of Trustee motion for subscription rate increase for the year commencing 1st April 2024 as below:

<u>Grade</u>	<u>2023</u>	<u>2024</u>
Fellow	£111	£116
Member	£101	£105
Associate Member	£91	£95
Affiliate	£91	£95
Technician	£58	£60
Student/Young Person/Pre-Affiliate	£31	£32

6. To confirm the appointment of Trustees and Officers of the Institute of Refrigeration. Officers nominated are President Elect for Lisa-Jayne Cook FInstR and Hon Treasurer for John Skelton FInstR. Candidates standing for Election as Trustees are Dermot Cotter FInstR, Craig Girdlestone FInstR, Mike Gittoes MInstR and Julie Murray MInstR
7. Any other business notified in accordance with the Constitution given in writing to the Chief Executive at least 14 days before the meeting.

By order of the Trustees of the Charity

Miriam Rodway
Chief Executive miriam@ior.org.uk

Appendix 1 - Minutes of the Annual General Meeting of the Institute of Refrigeration

Charity Registration no 1166869

Held at 4pm on 3rd November 2022 online

The meeting was chaired by Mike Creamer FInstR President. With Kevin Glass FInstR Past President standing in for the Hon Treasurer and Miriam Rodway MInstR CEO. Apologies were received from Nick Rivers, Juliet Loisselle and Chris Harvey Jones. 26 Members took part in the meeting, 10 of whom had submitted their votes by Proxy form in advance. Those who had not submitted a Proxy form in advance (16 members) were invited to vote online during the meeting by raising a virtual hand. A total of 23 Proxy Votes had been received in writing in advance of the meeting.

1. The minutes of the Annual General Meeting held on 4th November 2021 were proposed by Mike Creamer, seconded by Kevin Glass. 21 Proxy votes in favour had been received, there were two abstentions by proxy, no abstentions online and no objections either by proxy or online. This motion was passed by approval of 21 proxy votes and 16 members attending online who had not previously voted.
2. The Annual Review and Report of the Trustees for the year ended 31st March 2022 for the Charitable Incorporated Institute of Refrigeration no 1166869 had been circulated to members in advance on the website and in the webinar handouts for download. Mike Creamer summarised the areas of work that the IOR had prioritised during that time period and as detailed in the Annual Report. He proposed that the report be accepted. This was seconded by Kevin Glass. 23 Proxy votes in favour had been received, there were no abstentions and no objections either by proxy vote or online. This motion was passed by approval of 23 proxy votes and 16 members attending online who had not previously voted.
3. The Financial Report and Accounts were presented by Kevin Glass, as previously made available online and in the webinar handouts. He highlighted the small budgeted operating loss of £8,115 made during that year and the recovering of value of investments leading to a net income of £43,175 for the year. Kevin Glass proposed the option of the Audited Accounts and Balance Sheets for the year ended 31st March 2022. This was seconded by Mike Creamer. 23 Proxy votes in favour had been received, there were no abstentions and no objections either by proxy vote or online. This motion was passed by approval of 23 proxy votes and 16 members attending online who had not previously voted.
4. The appointment as auditors for the next set of accounts, Myrus Smith and Partners of Sutton, Surrey and authorisation of the Board of Trustees to agree remuneration was proposed by Mike Creamer. This was seconded by Kevin Glass. 22 Proxy votes in favour had been received, there was one abstention by proxy vote, no abstentions by online attendees and no objections either by proxy vote or online. This motion was passed by approval of 22 proxy votes and 16 members attending online who had not previously voted.
5. The members were invited to consider and, if thought fit, approve the Board of Trustee motion for subscription rate increase for the year commencing 1st April 2023 as below:

Grade	2022	2023
Fellow	£109	£111
Member	£99	£101
Associate Member	£89	£91
Affiliate	£89	£91
Technician	£57	£58
Student/Young Person/Pre-Affiliate	£30	£31

This was proposed by Mike Creamer as Chair of the Board and seconded by Kevin Glass. 23 Proxy votes in favour had been received, there were no abstentions and no objections either by proxy vote or online. This motion was passed by approval of 23 proxy votes and 16 members attending online who had not previously voted.

6. The appointment of two new Trustees of the Institute of Refrigeration following election by voting members was confirmed: Paul Singh FInstR and Damian Wisznewski MInstR. Mike Creamer welcomed the new Trustees, thanked all who had stood for election and those who would be standing down from the Board at this meeting Kevin Glass FInstR, Lisa-Jayne Cook FInstR and Juliet Loisselle MInstR.
7. The proposed amendment to the Membership Grade Interpretation Rules were summarised by Miriam Rodway, who confirmed that the Rules are set by the Board on recommendation of the Membership

Committee. The changes proposed reflected updates to the rules in line with current practices of the Membership Committee. The amendments having been previously made available for download and included in the webinar handouts, Mike Creamer proposed that they be accepted. This was seconded by Kevin Glass. 22 Proxy votes in favour had been received, one abstention by proxy vote, no abstentions online and no objections by those voting online. This motion was passed by approval of 22 proxy votes and 16 members attending online who had not previously voted.

8. There being no additional business notified in accordance with the Constitution the meeting was closed at 4.20pm.

The formal business of the meeting having concluded Mike Creamer noted that this was his final official duty as President and expressed his thanks to all of the members who had supported and worked with him to further IOR's objectives over the past two years of his term in office.

Voting Members whose proxy vote forms were received in advance of the meeting and by the due date

A Barros Oliveira, L Bishop, R Borton, A Bowey; A Cohr Pachai, L-J Cook, D Cranvey, K Glass, S Green, R Hurley, S Keyes, A Latus, J Loiselle, L Marriott, R Merritt, N Moroncini, N Rivers, A Reid, D Shotter, J Skelton, R Somerville, A Strachan, C Vines

List of voting Members attending the webinar and voting online

R Borer, A Barros Oliveira*, L-J Cook*, D Cranvey*, N Everitt, I Fisher, G Fox, N Franzen, S Green*, R Handyside, R Hurley*, C Marques, G McVittie, R Merritt*, D Moore, A Newman, A Pearson, P Singh, J Skelton*, B Smith, R Somerville*, A Strachan*, C Tomescu, C Vines*, D Wiszniewski, R Wright.

* Those members indicated who had submitted a Proxy Form in advance and were therefore not included in the tally of live votes cast online during the webinar.

AGM PROXY VOTING FORM

Please vote by proxy by completing this form and returning a scanned copy showing your handwritten signature to ior@ior.org.uk to arrive by 26th October 2023. You may also return this form by post to the address above.

Note: Only voting members (Fellow, Member, Associate or Technician grade) are entitled to vote with each member/representative having one entitlement to vote.

Name of member appointing the proxy:

Membership number if known:

Address:

I hereby appoint Miriam Rodway, of the Institute of Refrigeration, whose address is shown above as my proxy to vote on my behalf at the Annual General Meeting of the Institute of Refrigeration and at any adjournment thereof.

Signature (handwritten) Date.....

Please indicate with an **X** in the spaces below how you wish your votes to be cast.

		For	Against	Abstain
Item 1	To approve the minutes of the previous AGM			
Item 2	To receive and adopt the Annual Review by the Trustees			
Item 3	To receive and adopt the audited accounts and balance sheets			
Item 4	To appoint as auditors Myrus Smith for the next set of accounts and to authorise the Trustees to agree remuneration			
Item 5	To agree the proposed membership subscriptions for next year			