



Annual General Meeting

16.00-16.30 Thursday 21st May 2020

Via Zoom

Chair Darryl Evers (Staffordshire)

Attendees Nigel Riglar (South Glos.), Andy Tatt (Peterborough), Laura Church (Luton), John Sellgren (Dorset), Mark Kemp (Hertfordshire), Matthew Lugg (special honorary), Grahame Bygrave (Norfolk), Neil Gibson (special honorary), Paul Crick (Essex), Mark Stevens (Suffolk), Paula Hewitt (Somerset)

Apologies

In attendance Hannah Bartram (Chief Operating Officer), Julie Everett (Coast Communications), David Dale (ADEPT Policy Officer), Helen Leach (Secretariat)

	Item	Lead
1	Welcome and apologies	Darryl Evers
2	Minutes of last Annual General Meeting The minutes of the last AGM were agreed and signed off.	Darryl Evers
3	Matters arising There were no matters arising from the last meeting.	Darryl Evers
4	Annual reporting To note: the 2019/20 annual report is structured around the old business model – next year it will mirror the new business model. Some highlights: <ul style="list-style-type: none"> Continued to build on the membership offer: launch of the <i>Excellence in Place Leadership</i> scheme; popular Leadership Development Programme (2 cohorts in 2019, 2 in 2020); successful Spring/Autumn conferences plus National Traffic Managers' & Highways Innovation conferences; building networking via boards and working groups; constantly looking to share best practice Climate change work programme: regional workshops, online Hub Live Labs are well underway and building in momentum 	Hannah Bartram, COO

	Item	Lead
	<ul style="list-style-type: none"> • Membership: have built on membership year on year and expanded beyond the original core membership • External influence – has grown over last 12 months, hard to measure but media exposure has increased, more access to govt depts, and there is a range of organisations wanting to work with us and collaborate • Policy positions – today we published Green Finance toolkit which has come out of EiPL programme <p>Big thanks to the Secretariat – David Dale, Emily Ellis, Julie Everett, Helen Leach - and the Leadership Team. In summary it has been a busy and successful year but there is plenty more to do.</p> <p>Comments</p> <ul style="list-style-type: none"> • Neil Gibson highlighted the benefit of having corporate partners. • Paul Crick commented on the quality and content of the debate at our conferences and how important they and the outcomes are in maintaining interest from our members. • Nigel Riglar highlighted how digital tech benefits the geographical spread of ADEPT members and we need to think how we maximise benefits of this in terms of our wider influence. • It seems likely that Board / Working Group / Leadership Team meetings will be more digitally based going forward but members identified the importance of the face-to-face and networking aspects of the bi-annual conferences <p>Financial report</p> <ul style="list-style-type: none"> • Last financial year we made a surplus of £55k • Higher income than budgeted for and lower expenditure • Income: 20 Corporate Partners (capped to ensure balance); national conferences sponsored – this also meant that NTM & Highways Innovation conferences were free to attend. LDP – high demand means we make a profit which is reinvested back into the programme e.g. subsidising attendance at national conferences. • Expenditure: spent more on communications but worth it • Reserves are healthy and increasing 	
5	<p>The ADEPT workplan</p> <p>Now structured around new business model which covers: 1) membership services, 2) networking and learning 3) research and development and 4) influencing and policy development. In addition, there is organizational development.</p> <p>It was written for the start of the financial year so suggest it needs a mid-year refresh in light of the pandemic.</p> <p>Sets out the ambition for the organisation going forward.</p>	Hannah Bartram

	Item	Lead
	There were no questions or comments.	
6	<p>Key Board Activities Updates</p> <p>Darryl invited members to raise any comments or issues arising from the board updates – there were none.</p> <p>Nigel extended thanks to all the chairs who organise the boards and all the effort they put in.</p>	ALL
7	<p>President’s Update</p> <p>It’s been a very busy year. Thanked all members of ADEPT for all the work they put in. Thanked LT for all support over the last 12 months and Hannah and the Secretariat for all their work.</p> <p>It’s been a pleasure and I’m looking forward to supporting Nigel in his year as President.</p>	Darryl Evers
8	<p>Changes to the President’s team</p> <p>8.1 Nigel Riglar was confirmed as President 8.2 Paula Hewitt was elected as 1st Vice President 8.3 Laura Church was confirmed as 2nd Vice President 8.4 Mark Kemp was elected as 2nd Vice President</p> <p>Nigel offered thanks to Darryl for taking the Presidency on a year early and energy and effort he’s put in this year. Darryl has moved us ADEPT on as an association. On behalf of LT and ADEPT membership, thank you.</p> <p>There is a legacy to Darryl’s presidency –it has driven us to be a more vibrant association, more diverse and this was evidenced at Autumn conference in Bath. Closer working with other associations is an immense achievement – we need to ensure we maintain this going forward. It’s going to be a challenging year with pandemic, Brexit, COP26 to deal with.</p>	Darryl Evers
9	<p>Any other business</p> <p>None raised.</p>	Nigel Riglar
10	<p>Dates of future meetings</p> <p>Autumn conference: 5/6 November, Apex Hotel, Bath</p>	Nigel Riglar
11	The meeting closed at 16:31	