



## **Minutes of the ABPCO AGM**

**Friday 8<sup>th</sup> December at The Crowne Plaza, Harrogate – 11am**

**Member Attendees:** Shelley Spencer, Elizabeth Conboy, Caroline Mackenzie, Marion Rankin, Rob Eveleigh, Kate Sargent, Sammy Williams, Nicola Williams, Samantha Herelle, Liz Brand, Melita Williams, Linda Best, Bronagh Bell, Martin Jack, Sarah Byrne, Jo Powel, Katie Bolton, Anita Macdonald, Paul Gentry, Adam Baggs, Steven Daun, Jane Elsom, Gayle McGuinn, Paul Szomoru, James Caldwell, Clara Bowyer, Anthony Hyde, Nicola Pearce, Lisa Stewart, John Martinez, Matt Riley, Nathalie Hinds, Nicole Leida, Gemma Lamb, Jamie Ades, Cerys Rogers, Rose Padmore, Deborah Collins, Clare Beach, Noemi La Torre, Madalina Marincas, Sandra Eyre, Therese Dolan, Caroline Windsor, Sue Etherington, Charlotte Gough, Sandro Carnicelli, Paul Colston, Liz Agostini, Chloe Modaberi, Aileen Crawford, Rob Roffey, Heather Lishman

### **Item 1 – Opening Remarks by Joint-Chair (Therese Dolan)**

Welcome and today's time-limited programme

### **Item 2 – Minutes of the 29<sup>th</sup> Annual General Meeting (Rose Padmore)**

Nicole Leida proposed and Caroline Windsor seconded that the minutes of the 29<sup>th</sup> AGM held at the Principal Hotel, York on Friday 13<sup>th</sup> January 2017 be APPROVED and signed as a correct record. AGREED unanimously.

### **Item 3 – Changes to the constitution**

Change to the Constitution also voted at the EGM on the 15<sup>th</sup> September, which means that we are having a shortened AGM today and a full AGM and member conference at the end of June. It works better from a business planning and governance perspective, as well as giving clear space between our 2 main events of the year. It was proposed by Nicole Leida, seconded by Sarah Fitzpatrick and agreed by all attendees that point 6.1 in the constitution

6.1 - There will be an Annual General Meeting to be held in January of each year of which at least 21 days' notice shall be given in writing.

Be amended to read

6.1 - There will be an Annual General Meeting to be held once per calendar year of which at least 21 days' notice shall be given in writing.

### **Item 4 – Adoption of accounts for financial year ending 30<sup>th</sup> April 2017. Anthony Hyde.**

AH presented a report on the audited accounts. He noted that the official audited accounts are available from Heather Lishman if anyone would like to study them. They show an income of £106,307 (budget was £100,100) and expenditure of £96,036 giving a surplus of £10,043 (on budget). The increase in expenditure and dip in surplus reflects the investment in the ABPCO app.

Again we will work hard to keep our costs to a minimum in order to increase the surplus if at all possible.

We have now built up healthy reserves and eliminated any risk with the cash-flow

Corporate members (now named partners and preferred partners) and sponsors continue to help us maintain the level of fees and activity for all members. Our aim is to keep corporate membership at the same proportions of total membership i.e. a maximum of 1 corporate member to every 2 full members (8<sup>th</sup> December – 114 members and 46 partners/preferred partners and a sponsor)

Rose Padmore proposed and Nicole Leida seconded that the accounts be adopted.

#### **Item 5 – appointment of auditors for the financial year 01/05/2017 – 31/04/2018**

AH suggested that we remain with Clarke & Co Accountants, and they are re-appointed as auditors. It was AGREED to re-appoint them for 2016/2017.

Proposed by Therese Dolan seconded by John Martinez.

#### **Item 6 – Membership update. Heather Lishman**

##### **Jan 2017 – December 2017**

New members since the last AGM;

##### **In-house PCOs:**

Sammy Williams, Katie Bolton, Jill Cresswell, Samantha Herelle, Sophie Hind, Sarah Harper, Sian Twinning, Isabelle Ferner, Helen Wakefield

##### **Agency PCOs:**

Suzy Howes, Nicola Hardaker, Sharon Burrell, Sue Page, Greg Carew, Melita Williams

**Associate:** Rebecca Hoole, Emma Robinson, Matt Riley, Rebecca Hopper

**Partner:** ICC Wales and EICC

**University:** University of Greenwich

Also; Hiscox continue as sponsors with us.

#### **Item 7 - Communications**

We have offered the following scheduled events since the last AGM.

13 January	Principal York	Member Conference & AGM
01 March	Confex	Event legacy
09 March	Eventit	The importance of industry connections
04 April	Well Met	Absorptive Capacity
02 June	Fanhams Hall	Executive strategy day
13 June	The Meetings Show	Cyber-risk
11 July	ICC	Top tips for exhibition organisers

15 September	Kia Oval	What keeps you awake at night?
26 September	UWS	Roundtable & roadshow
24 November	MeetCambridge	The value of face to face meetings

**Monthly newsletters** – sent to approx 1500. Used as our main communication now.

**LinkedIn** – 1360 members of the open group

**Twitter** - 5,495 followers, following 1688. 7615 tweets

Continued push on the Code of Conduct and the quality of our members ‘ABPCO Excellence’  
Dated membership logos with 30<sup>th</sup> anniversary theme

Details for the app log-in were re-iterated.

Pearls of Wisdom – ongoing through our 30<sup>th</sup> anniversary year

Values and Purpose have been agreed and widely publicised this year;

### ABPCO Purpose

Proud to enable human enrichment through face to face gatherings.

To fulfil our Purpose, our Promise is

Promoting Excellence in Association Conferences and Events

### ABPCO Vision

Creating the standard for association event management best practice

### ABPCO Mission Statement

ABPCO’s mission is to develop and enhance the professional status of conference and event organisers and increase the recognition given to its members and to ABPCO as the leading representatives of the profession in the British Isles.

### Strategic Aims

ABPCO’s strategic aims are to:

- Position ABPCO as the leading body representing the interests of Professional Conference and Event Organisers and increase its profile and recognition thereby raising the volume and value of business being won by its members.
- To constantly develop and enhance the benefits it provides to ABPCO members, who offer conference and event management services to clients, by creating opportunities for networking and by encouraging its members to achieve the highest possible standards of excellence
- To raise standards of professionalism across the meetings industry through the provision of education, training and personal development opportunities

- To ensure the UK meetings industry is able to compete on the world-stage through collaboration with other UK associations and national bodies (e.g. MPI, BVEP, Institute of Event Management, People 1st).

Accordingly, ABPCO must be recognised as;

- An association with only the highest quality standards as recognised by its members, potential members and competitors.
- Committed to continuous improvement of the association and its members through exceeding customer expectation.
- A trusted and informed voice within the conferencing and events industry.

To achieve the mission, ABPCO members work to an ABPCO agreed Code of Practice, defining the obligations of a Professional Conference Organiser (PCO) and his/her relations with clients.

ABPCO Values and Pillars 2017-2018

**Excellence: leading industry best practice with passion, professionalism and integrity**

To create a focused positive eternal voice for the benefit of all members in a way that builds the ABPCO brand and communicates the integrity of the membership.

**Learning: encouraging knowledge sharing**

To raise standards of professionalism in association conference and event organisation through the provision and signposting of education, training, peer group knowledge sharing programmes and partnering with Universities to source and disseminate original research and content to members.

**Belonging: supporting and connecting our member community through collaboration**

To ensure ongoing effective communication with members to maximise their perceived membership value

**Item 8 – Elections to the ABPCO Executive Committee**

Caroline Windsor, Nicole Leida, Celia Lloyd, Clare Beach and Sandra Eyre have completed their tenures and are stepping down from the Executive Committee.

Therese Dolan expressed sincere thanks to them for all that they had contributed

Kate Sargent from BioScientifica Ltd, Jo Powel from Macmillan Cancer Support and James Caldwell from Innov8 Conference Services have been elected to the board.

Kate and Jo will be taking over as Joint-Chairs at the AGM in June 2018

**New Committee**

Name	Category	Role	Appointed	Period	Time left on Exec at Dec 2017
Noemi La Torre	Student		April 15	3 years	1 optional (until June 18)
Rose Padmore	Full - agency	Joint-Chair	January 15	3 years	1 optional (until June 18)

Sue Etherington	Partner		January 15	3 years	1 optional (until June 18)
Anthony Hyde	Honorary	Treasurer	Co-opted Jan 16	3 years	1 years + 1 optional
Therese Dolan	Full – in-house	Joint-chair	January 16	3 years	1 years + 1 optional
Sarah Fitzpatrick	Full - agency		January 16	3 years	1 years + 1 optional
Martin Linfield	Sponsor		January 2017	3 years	2years + 1 optional
Sandro Carnicelli	University		January 2017	3 years	2 years + 1 optional
Kate Sargent	Full - agency		December 2017	3 years	3 years + 1 optional
Jo Powel	Full – in-house		December 2017	3 years	3 years + 1 optional
James Caldwell	Full - agency		December 2017	3 years	3 years + 1 optional

#### Item 9 – Forthcoming events 2018

<b>07-08 Feb</b>	ICC Wales	PCO Roundtable – catering provision
<b>28 Feb 01 Mar</b>	Confex	TBC – various sessions led by ABPCO members
<b>22 March</b>	Eventit, SEC	TBC
<b>27 March</b>	VSC	Compliance workshops
<b>10 May</b>	M'cr Central	In-house PCO roundtable - exhibitions
<b>27-28 June</b>	TMS, London	TBC
<b>29 June</b>	Etc Venue London	ABPCO Member Conference & AGM

Further additions to the programme will be added for the autumn.

The Chairmen's Lunch and Excellence Awards will be at the SEC on Thursday 13<sup>th</sup> December – delighted that Glasgow Convention Bureau and the SEC are working together as ABPCO preferred Partners to offer a really special event.

**AGM closed at 11.30am in order to enjoy the Chairmen's lunch and Excellence Awards at Harrogate Convention Centre.**