The President, Pete Sellars chaired the meeting and opened it by welcoming everyone to the 50th AGM and asked the Chief Executive Officer to read out the notice of the meeting.

Members Present:

<table>
<thead>
<tr>
<th>Chris James</th>
<th>Steven Palmer</th>
<th>Graham Hardman</th>
<th>Bill Millar</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL Yuen</td>
<td>Mike Arrowsmith</td>
<td>David Whiteley</td>
<td>Thomas Chan</td>
</tr>
<tr>
<td>Ricson Tsang</td>
<td>John A’Court</td>
<td>Clive Plested</td>
<td>John Parker</td>
</tr>
<tr>
<td>Malcolm Hoggart</td>
<td>Steve Batson</td>
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</tbody>
</table>

Missed formal mtg:

| John Allwork | Bukola Esan | Mark Richards | Bill Murray |

In Attendance:

<table>
<thead>
<tr>
<th>Pete Sellars, President</th>
<th>Julian Amey, Chief Executive Officer</th>
<th>Annabelle Morgan, Executive Manager</th>
<th>Kate Newman, Project Support Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gemma Boulton, Advanced Business Administration Apprentice</td>
<td>Jonathan Baillie, Editor, Health Estate Journal</td>
<td>Douwe Kiestra, IFHE Vice President</td>
<td></td>
</tr>
</tbody>
</table>

Apologies:

1. AGENDA ITEM ONE

The minutes of the previous meeting held on 4th October 2016 having previously been circulated and published.

There were no questions.

The minutes were taken as read and agreed as a true and accurate record of the meeting and signed by President Pete Sellars.

- Proposed Graham Hardman
- Seconded Thomas Chan
2. AGENDA ITEM TWO

The Annual Report and audited Financial Statements for the year ending 31 December 2016 previously sent to all IHEEM members, were received and considered.

There were no questions.

The President moved that the report and financial statements be accepted:

- Proposed   David Whiteley
- Seconded   Ricson Tsang

The motion was carried unanimously.

3. AGENDA ITEM THREE

To approve elections to Council

The CEO advised that two Council members had offered themselves for reappointment, two Council members have retired and that there were two new appointments.

- Phil Wade   West Midlands Branch
- Alan Gascoine  London & South East Branch
- Gary Mortimer  Scotland Branch – Retired
- Andrew Ward   Wales Branch - Retired
- Eddie McLaughlan  Scotland Branch
- Stephen Lloyd   Wales Branch

All seats were uncontested and came with the recommendation and approval of Council.

The President moved that the nominations be approved:

- Proposed   David Whiteley
- Seconded   Chris James

The motion was carried unanimously.

The CEO read out the list of Council members who would serve for the next 12 months:

<table>
<thead>
<tr>
<th>President</th>
<th>Branch Members</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>President</td>
<td>Peter Sellars</td>
</tr>
<tr>
<td>Branch Members</td>
<td></td>
</tr>
<tr>
<td>Northern Ireland</td>
<td>Nigel Keery</td>
</tr>
<tr>
<td>Scotland</td>
<td>Eddie McLaughlan</td>
</tr>
<tr>
<td>Wales</td>
<td>Stephen Lloyd</td>
</tr>
<tr>
<td>North East</td>
<td>Wayne Carr, remains in post until 2018.</td>
</tr>
</tbody>
</table>
Pete Sellars welcomed Eddie McLaughlan and Stephen Lloyd to Council and thanked Phil Wade and Alan Gascoine for agreeing to serve a second term. He also thanked Gary Mortimer and Andrew Ward for their support of the Institute whilst on Council.

4. AGENDA ITEM FOUR

To appoint Auditors and authorise Council to fix their remuneration

To appoint Morris Crocker as IHEEM’s auditors.

- Proposed Steven Palmer
- Seconded Steve Batson

The motion was carried unanimously.

ANY OTHER BUSINESS

The President thanked those who attended and formally closed the proceedings of the AGM.

The President addressed the meeting with a closing speech regarding what we are doing in terms of the Institute, a little bit of which was covered in his opening speech this morning. One year in term and the President feels that things are moving on in a very positive way following the direction that he laid out last year. Challenging objectives were set for IHEEM here and internationally; positioning IHEEM as the ‘go to’ professional body for Estates and Facilities; aligning ourselves with policy makers and government in this area; to expand relationship to more than engineering, bringing in softer services, linking with Universities. As I mentioned last year, we need to be creating something for apprentices and I was very concerned that there are only a very small number of tradesmen/craftsperson/apprentices aligned to our Institute. Looking back that was the vision and the theme of the direction that we set and from today there is an abundance of evidence of where there is a mass of support around us. We have Universities getting involved; HefmA; HBE Ltd and there are discussions with NHSi to deliver their national agendas. I am amazed at the progress we have made as an Institute and we need capitalise on that over the next 12 months.
The President welcomed our members from Hong Kong and mentioned that due to the efforts of our colleagues in the Hong Kong branch IHEEM UK have agreed in principle to sign an MOU with the Chinese Health Association.

The President thanked our international guest, Douwe Kiestra, for his introduction on IFHE 2019 this morning.

The President opened the meeting up to any questions.

Bukola Esan (BE) from Nigeria (member since 2004 & attending his 2nd conference). He would very much like to have a local branch in Nigeria, sister Institute of IHEEM - Nigerian Institute of Healthcare Engineering and Estate Management and would like to know if this is at all possible. He mentioned that he had visited HO and had spoken with Chris Parker. BE mentioned that he used to be on the Med Dev TP but there were lots of issues regarding communication/conference calls. The President thanked him for coming to the Conference and it shows how respected IHEEM is internationally. JA commented that IHEEM will look in to the proposal and governance issues and that HO will respond as soon as possible.

The President then closed the meeting and thanked everyone for their attendance.