

Minutes of the Annual General Meeting of the Association of Relocation Professionals

Venue: The Savile Club, Brook Street, London, Friday 8th December 2017

Council Members present: Jo Stoddart (Chair), Simon Johnston, Debbie Bowker & Carla Roundell-Greene (who apologised for being late)

Apologies from: Jonathan Hopper, Anna Barker & Debbie Ward

Ordinary Members present: Jayne Phillips-Choak

ARP Officers: Tad Zurlinden - Chief Executive & Director & Briony Horwood Operations Coordinator

1. The meeting opened at 11:21

2. No further apologies were received.

3. Minutes of the last AGM: there were no amendments.

These were proposed by Simon Johnston, seconded by Jo Stoddart and agreed unanimously by those present.

4. Chairman's Opening Comments: Jo Stoddart

Thank you for attending but it is a shame that more members do not attend, as this is there opportunity to contribution to the Association. However, it is good to see at least one member, welcome to Jayne.

5. Chief Executive's Report

- The Board has met three times in the last year.
- The 4th Annual Awards took place on the 22nd June. This was a very well attended event.
- Two Legal seminars were to have taken during the year, one in the Spring of 2017 and one in the Autumn. The 1st seminar was very well attended with Marveen Smith as the trainer, but the 2nd was postponed until March 2017.
- Work continues in relation to Legal Compliance.
- The Business Helpline has been renewed for a further year.
- There will be 88 people attending today's Christmas Lunch, 22% up on last year.

6. Adoption of the year end Accounts & Appointment of Auditors

6.1 The end of year Accounts:

- The ARP ended the year with a loss of £2,298, still carries forward a balance of £472.
- Subscription income is down by £5,000 over the year
- The Conference, Awards Dinner and Networking Events made a profit of £1601 up from £625 in 2016.
- Training made a profit of £714, this is considerably better that the loss of over £1,700 in the previous year.
- Expenses, many have been reduced compared to the previous year.
- Fees and Salaries increased during the year, as did Office Overheads.

6.2 The Adoption of the Accounts were proposed by Debbie Bowker, seconded by Carla Roundell-Greene and agreed unanimously by those present.

6.3 The Appointment of the Auditors: Critchleys were proposed by Carla Roundell-Greene, seconded by Jo Stoddart and agreed unanimously by those present.

6.4 Current Financial Position: Generally healthy.

7. The Council

7.1 2017 Heather Mulkey (other disciplines) and Simon Knox (DSPs) reached the end of their terms in June 2017. The new Council Members are Debbie Bowker and Debbie Ward.

7.2 2018 Jonathan Hopper (Private Clients) reaches the end of his term and Simon Johnston (RMCs) reaches the end of his first term in June 2018.

8. Any Other Business

The ARP's turnover does not justify a full audit therefore an alternative should be considered. This was proposed by Carla Roundell-Greene and Seconded by Jo Stoddart and agreed unanimously by those present.

The meeting closed at 11:45.