

Minutes of the Annual General Meeting 2020

held on Tuesday 8 September 2020 at 9:00am via Video Conference.

| Item | Comment |
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| 1. | <p>Welcome and Introductions: The President declared the meeting open and introduced the Chair of the Board of Trustees, Honorary Treasurer, the Director General and the other Trustees.</p> |
| 2. | <p>Present: Francis Xavier, President Anthony Marks, Honorary Treasurer</p> <p>Executive Directors Catherine Dixon, Director General Tom Cadman, Deputy Director General Camilla Godman, Director of Membership Simon Jones, Director of Finance and IT Paresh Kathrani, Director of Training and Development Mark Scott, Director of Marketing</p> <p>Also in attendance Lorraine Mullings, Governance Secretary</p> |
| 3. | <p>Apologies for absence</p> <p>Apologies were received from: Sir Michael Craig-Cooper, Philip Smeed, Albert Dinelli and Arran Dowling-Hussey.</p> |
| 4. | <p>To approve the Minutes of the AGM held on 13 June 2019:</p> <p>The motion was proposed and seconded.</p> <p>RESOLVED: That the minutes of the AGM held on 13 June 2019 be approved.</p> |
| 5. | <p>To adopt the Trustees' Annual Report and Accounts for the year ended 2018:</p> <p>The Honorary Treasurer introduced the accounts and was pleased to report that even though there were challenges caused by the COVID-19 pandemic, CI Arb remained in a strong and healthy financial position.</p> <p>The Honorary Treasurer confirmed that the accounts had been available for the last 21 days.</p> |



CI Arb conducted detailed financial modelling and stress testing and confirmed that it was in a good position to deal with the financial impact of the pandemic.

The highlights were set out as follows:

- In 2019, the number of members increased to 15,595.
- Total income increased by almost £400k to £7.9m.
- The financial activities in education and DAS at Head Office and Branches provided a net income of £635,172.
- Net assets increased by £564k to £8.2m, taking into account currency effects.
- The Honorary Treasurer reported that consolidated balance sheet's position remained strong.
- The £6.2m tangible assets mainly comprised the properties at 12-14 Bloomsbury Square, which were recorded at cost.
- The associated mortgages had been paid down by £339k over the last year and stood at £1.8m.
- The book value of equity in CI Arb properties was recorded at £4.2m, which significantly exceeded the market value.
- The intangible assets on the balance sheet totaled £226k. The finance, CRM and website systems that had been developed over the last two years contributed to this.
- There was a growth in investment from £1.4m to £1.6m at 31 December 2019. The COVID pandemic caused some difficulties and this caused a reduction in the current value to £1.5m
- There was a year on year increase of £75k on the net current assets, which stood at £1.6m.
- The cash at bank figure was £3.3m. There had been a slight increase since 2018. Of this amount, £2.8m was held in Branch bank accounts.
- Member subscriptions income had increased by £170k to £4.1m.
- Education and Training activities worldwide generated £2m of income.
- 1163 candidates attended pathway courses held in Bloomsbury Square.
- 3121 candidates attended courses held across CI Arb.
- External room hire income slightly increased to £683k.
- Expenditure increased by 3% to £7.5m. This was mainly due to inflationary pressures and the appointment of additional staffing to address increased activity. This included a Branch spend of £2.2m, which was consistent with 2018.
- Worldwide staff costs were £2.7m, compared to £2.4m in 2018.
- There were 70 members of staff employed on average, compared to 62 in 2018. This figure includes staff employed in Branches.
- The Honorary Treasurer reported in the consolidated cash flow statement, where £584k had been generated by operations.
- CI Arb made £356k of loan payments and there was an increase in the cash equivalent by £102k.

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| | <ul style="list-style-type: none"> • The Branch network had also increased in 2018, with the introduction of new ones in Brazil and Sri Lanka. <p>There were two questions received:</p> <p>The first question was why the decision was taken to to disaggregate the results and the assets of the Indian Branch from the consolidated financial statements.</p> <p>The Director of Finance said that this was done to make the accounting consistent with the accounting for the old Malaysia Branch. The governing documents for the India Branch were deemed to demonstrate sufficient control of CI Arb over the operations and therefore under the accounting standards CI Arb could not count it as part of the consolidation.</p> <p>The second question was why there were restricted funds for Kenya</p> <p>SJ stated that there was a fund in Kenya that had money set aside for the potential purchase of a property for the Branch. Members in Kenya were asked to donate towards that fund, which was specifically for the purchase of any property. Under accounting standards those funds needed to be shown separately as restricted funds that could not be used for anything other than the purchase of property.</p> <p>The motion to approve the annual accounts and the Trustees' Annual report was proposed and seconded. The motion was carried by a show of hands.</p> <p>RESOLVED: That the Annual Accounts, the Trustees Annual Report and the Report of the Auditors for the year ended 31 December 2019 be adopted.</p> |
| 6. | <p>To authorise the Trustees to fix the remuneration of the Auditors</p> <p>The motion was proposed and seconded. The motion was carried by a show of hands.</p> <p>RESOLVED: That the Trustees be authorised to fix the remuneration of the Auditors.</p> |
| 7. | <p>Any Other Business:</p> <p>There were no items to consider.</p> |
| 8. | <p>The President expressed thanks to the Executive for their work.</p> <p>There being no further questions, the President closed the meeting.</p> |

Signed

Date:

Francis Xavier
CI Arb President 2020