



Annual General Meeting 2022

Minutes of the Meeting held at 1600hrs London Time on 29 September 2022 by video-conference.

Present	Jane Gunn, President David Huebner, Honorary Treasurer Jonathan Wood, Chair of the Board of Trustees
In attendance	Catherine Dixon (DG) Director General Graham Ashton (DoF) Director of Finance Alexis Bennett (GC) General Counsel Katie Odling (GM) Head of Governance

Item		Action
01.22	<p>WELCOME FROM THE CHAIRMAN</p> <p>The President declared the meeting open and welcomed all those present.</p> <p>The President advised that the Charity Commission in the UK, the regulator which governs the Institute, provided a dispensation for virtual meetings during the Pandemic but now expects charities to update the relevant provisions of their constitutions if they wish to continue with hybrid or virtual.</p> <p>Ciarb are acutely conscious that the requirement for a physical meeting disenfranchises the majority of Ciarb's membership, therefore, to allow Ciarb to hold the Ciarb AGM virtually, the Board of Trustees has approved an amendment to the Ciarb Regulations to allow meetings to take place in a virtual environment.</p> <p>The DG read out the notice calling the meeting and confirmed the meeting was quorate.</p>	
02.22	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The motion to approve the minutes of the meeting held on 8 September 2021 was proposed by the President, Jane Gunn and seconded by Jonathan Wood.</p> <p>The motion was passed.</p> <p>Resolved – That the minutes of the AGM of the Chartered Institute of Arbitrators held on 9 September 2021 be approved.</p>	

TO CONSIDER AND IF THOUGHT APPROPRIATE, ADOPT THE ANNUAL ACCOUNTS, THE TRUSTEES' ANNUAL REPORT AND THE REPORT OF THE AUDITORS FOR THE YEAR ENDED 31 DECEMBER 2021.

The President took the opportunity to reflect on Ciarb's achievements in 2021. She began by thanking the 2021 President, Ann Ryan Robertson for her significant contribution to Ciarb during her presidential year.

The President reported 2021 was Ciarb's first year of its new three-year strategy making it, in many ways, a transformational year.

Ciarb started essential projects to upgrade the Customer Relationship Management system, Content Management System and website including starting the development of an Extranet for branches.

The Education and training reform programme commenced, which would allow for greater flexibility for branches when delivering training whilst ensuring global standards were maintained and where appropriate improved.

A core part of the work has been to develop a competence framework which identifies the key competencies needed to operate as an effective neutral. This framework would underpin each grade of membership and support Ciarb in delivering world-class training to a consistent high global standard.

The President reported specifically on the following:

- By the end of December 2021, almost 5,000 people had completed Ciarb training globally.
- In 2021, around 2,000 were trained and assessed through Branches.
- Ciarb's membership grew by just under 3% to 16,881 professional members.
- 1,758 new professional members were admitted comprising of 929 Associates, 646 Members and 183 Fellows.
- In 2021, all events were delivered virtually, enabling Ciarb to host inclusive and accessible events for all members. In total, live events attracted over 6,000 participants and a further 5,000 people viewed the recorded events.
- Highlights include Amanda J Lee's keynote speech at the International Women's Day 2021 and which led to her nomination for a GAR award.
- Honourable Lady Justice Joyce Aluouch delivered the Roebuck Lecture on the impact of the Singapore Mediation Convention on mediation and arbitration.

- The Mediation Symposium was held later in the year – this was a global event with participants from 48 countries.
- Ciarb also held the DAS (Dispute Appointment Service) Convention on-line for the first time enabling global participation in the discussion about securing appointments.
- The Alexander Lecture was also delivered live from COP26 by Wendy Miles KC on the topic of international arbitration and sustainable investment.
- In 2021, Ciarb consulted on and developed its revised branding.
- Our social media following grew by 43% to over 80,000 followers.
- Last year the mentoring programme was used to connect aspiring ADR professionals with more experienced members.
- Ciarb continues to invest in its Branch Network to improve the frequency and quality of communications between HQ and to ensure consistency across our global presence.
- Ciarb represents its members in Global Forums and are observers in UNCITRAL Working Groups II and III, and act as secretariat to the All-Party Parliamentary Group on Alternative Dispute Resolution in the UK.

Ciarb continues to demonstrate its commitment to equality, diversity and inclusion by reviewing its entry requirements to the adjudicator panel, and by ensuring all webinars, training, events and other activities are diverse and inclusive.

Ciarb established specialist groups in technology and sustainability and are seeking to inform policy working closely with the Law Commission on changes to the Arbitration Act 1996 and with branches on other significant legislation and policy issues impacting on effective dispute resolution.

Ciarb values members' input to its work so established a Member Insights Panel, a group of a thousand members from around the world who agreed to participate in short pieces of research to inform our work.

Recognising the impact of technology on our members' lives, Ciarb delivered the Mediation Tech Tracker – a series of webinars and blog posts focused on technology in mediation practice. The Practice Guideline on the Use of Technology in International Arbitration was also published to provide practical guidance on the use and implications of technology in proceedings.

Ciarb welcomed the formation of a branch in Pakistan which was launched formally this year.

The President thanked the Board of Trustees, Standing Committees, branches and members and volunteers and our staff team based around the world and in London for contributing to the success of Ciarb.

The President invited the Honorary Treasurer, David Huebner, to present and comment on the 2021 accounts.

The Honorary Treasurer highlighted the continuing effect the Covid19 pandemic had on the Institute's activities and consequently on its finances.

The Honorary Treasurer reported the Institute had however, improved its financial position in 2021. The Trustees and management team were confident that with the budgeted surplus forecast in 2022, along with the Institute's reserves, the Institute has adequate resources to operate for the foreseeable future. This, alongside forecasting conducted to September 2023, provides assurance that the Institute can meet its fiduciary responsibilities.

The Honorary Treasurer reported specifically on the following from the Annual report 2021:

- The number of professional members grew to 16,881 (just under 3% from 2020).
- Member income together with activity in Education and DAS (Dispute Appointment Service) at head office and our branches resulted in net income of £553,624. Total income in 2021 therefore increased by £603,000 to £7.5 million.
- After accounting for currency effects, net assets have increased by £574,000 to £9.7 million.
- Tangible assets of £6.4m largely comprise the properties at 12 – 14 Bloomsbury Square are recorded at their cost (in 2001 and 2011) of £6.0m.
- The associated mortgages have been paid down by £219,000 over the year and now stand at £1 million.
- The book value of equity in the Institute's properties is £4.2m, Ciarb are of the opinion that the market value significantly exceeds this.
- Intangible assets total £301,000, which comprises the Finance, CRM (Customer Relationship Management) and website systems developed over the last four years and continue to improve as part of the Institute's digital transformation programme.
- Investments have increased by £117,000 to £1.7 million as at 31 December 2021.

- The portfolio comprises two funds and currently stands at £1.7 million with international economic factors impacting on growth.
- The net current assets figure now stands at £2.3 million, a year on year decrease of £42,000.
- Cash at bank stands at £3.8 million globally, a slight decrease of £60,000 from 2020, largely due to the capital investment, The majority of which, £2.6m, is held in Branch bank accounts.
- Member Subscriptions have reduced slightly by £6,000 to £4.2 million.
- Event income increased substantially after the almost global lockdown – from £3,000 in 2020 to £139,000 in 2021.
- Education and Training Activities worldwide accounted for £2.5 million of income – a £482,000 increase from 2020.
- External Room hire income from 12 Bloomsbury Square suffered a further decline due to continued restrictions from Covid – reducing a further £14,000 from 2020 to £128,000. 2022 has so far shown a vast improvement with room hire income to August reporting in at £241,000.
- Expenditure increased by 21% to £7 million, largely reflecting the increased resource required to provide Education and Training. Expenditure on travel and associated costs remained low due to continued international restrictions.
- Worldwide staff costs were £3.5 million, an increase of £749,000 compared to 2020 and there were on average 70 members of staff employed compared to 77 in 2020; this includes staff employed in branches. This reflects both salary increases as well as exceptional costs relating to outgoing personnel.
- Consolidated Cash flow Statement - cash generated by operations was £589,000 and loan repayments were made of £187,000 with a slight decrease in cash and cash equivalents to £3.8 million.

In summary, the Honorary Treasurer reported Ciarb was in a strong and healthy financial position with a continued strategy and a record number of members. The branch network continued to thrive, as Ciarb expects to welcome new branches through the rest of 2022 and into 2023.

The Honorary Treasurer invited any questions on the accounts.

Question: *In the Middle East / Indian subcontinent region, there are currently 7 branches, though the literature specifically states none in Saudi Arabia. Is there a specific legal or other reason for this, or does it merely reflect members' inactivity?*

	<p>Answer: The Director General replied there the Executive was working with colleagues in the Kingdom of Saudi Arabia to form a branch with a view to this being launched in early 2023.</p> <p>The Honorary Treasurer Proposed that the Annual Accounts, the Trustees' Annual Report and the Report of the Auditors for the year ended 31 December 2021 be approved. The Motion was seconded.</p> <p>Resolved: that the Annual Accounts, the Trustees' Annual Report and the Report of the Auditors for the year ended 31 December 2021 be approved.</p>	
4.22	<p>TO AUTHORISE THE TRUSTEES TO FIX THE REMUNERATION OF THE AUDITORS</p> <p>The Honorary Treasurer Proposed the motion that the Trustees be authorised to fix the remuneration of the Auditors. The Motion was proposed and seconded.</p> <p>Resolved, that the Trustees be authorised to fix the remuneration of the Auditors.</p>	
5.22	<p>ANY OTHER BUSINESS</p> <p>There were no items to consider.</p>	
	<p>The President thanked everyone for attending and declared the meeting closed.</p>	