

The One Hundred and First Annual General Meeting of the Women's Engineering Society

10.30am 24 October 2021 Online

Attendees

Dawn Childs (DC)	Dorothy Hatfield
Sally Sudworth (SS)	Susan Bullivant
Pauline Smith (PS)	Sarah Chen
Nina Baker (NB)	Sue Bird
Alexandra Knight (AK)	Sarah Haslam
Jo Douglas Harris (JDH)	Caroline Roche
Benita Mehra (BM)	Jan Peters
Ruth Carter (RC)	Vince Pizzoni
Dawn Bonfield (DB)	Carolina Escudero
Steph Smith (SSm)	+4 others
Chrisma Jain (CJ)	
Adriana Vargas-Colwill (AVC)	
Jennifer Glover (JG)	

Apologies

Jo Strange
Sarah Springman
and Eva Roke

In attendance

Elizabeth Donnelly (ED), WES CEO

1. Meeting Convened

DC welcomed all to the 101st Annual General Meeting of the Women's Engineering Society.

2. Apologies for Absence

It was **NOTED** that apologies had been given by Jo Strange, Sarah Springman, and Eva Roke. It was also **NOTED** that Jo Strange had given her proxy to DC to vote.

3. Minutes of the 100th Annual General Meeting

AK **PROPOSED** that the minutes of the 100th Annual General Meeting were a true and accurate record. This was **SECONDED** by JDH. A vote was taken, and the resolution was **CARRIED**.

There were no matters arising from the minutes.

4. Minutes of the Extraordinary General Meeting held on 20 June 2020

SS **PROPOSED** that the minutes of the Extraordinary General Meeting (EGM) were a true and accurate record. This was **SECONDED** by BM. A vote was taken, and the resolution was **CARRIED**.

There were no matters arising from the minutes.

5. Correspondence

DB shared that a letter regarding the WES Centenary had been sent to HM the Queen along with copies of *The Woman Engineer* and an Electrical Association for Women tea towel. A reply had been received, which DC suggested including in the WES time capsule.

ACTION: DB to send a copy of the letter to ED's home address.

6. Financial Statement for the year to 31 March 2020

ED gave an overview of the financial statement from 1 April 2019 to 31 March 2020, highlighting some key areas:

INCOME

- The greatest amount of income came from partnerships.
- Income from conferences and events in 2020 was down on the previous year.
- Membership income was up on the previous year.
- Income from grants was down largely due to having been recognised in the previous year.
- Donations were up, partly due to it being the Centenary year.

EXPENDITURE

- Travel expenditure rose compared with the previous year.
- Finance costs increased due to employing an accounting technician for VAT return and PAYE.
- Greatest expenditure was employment with two new staff members employed in 2019-20.
- General support and project costs were down, as were conference costs.
- Awards costs rose as the sum awarded to the Karen Burt Prize winner from the restricted funds was increased. This was at the request of Cyril Hilsum who made the original donation. The IET Young Woman Engineer WES prize money was also increased.

It was **NOTED** that WES had been able to claim back from HMRC for the one member of staff who was furloughed due to the COVID-19 pandemic. It was also **NOTED** that WES had been able to claim two weeks' statutory sick pay for two members of staff for COVID-19 related illness.

7. Annual Report and Accounts

DC **NOTED** the success of the Centenary year in terms of the many events that took place and the wide press coverage received and thanked all for their support.

ED **NOTED** that the Centenary Trail project has been extended to February 2021 due to delays caused by the pandemic. The Centenary Map exceeded its target of 200 and by March 2020 featured 263 women engineers, 79 of whom are past WES members. ED also **NOTED** that 106 articles about women engineers were edited, and 26 new articles created as part of a series of "Wikithons". Three more of these sessions will take place before the end of the project.

ACTION: ED to investigate producing a summary report of the centenary activities.

ED **NOTED** that WES received a legacy gift of photographs of Rachel Parsons and various other women from the early days of the Society, which have been sent to the IET archives at Savoy House for safekeeping.

DC **NOTED** that the Annual Report shows a step back in Membership numbers, which was a result of a database clean-up.

JDH explained that the Young Members Board decided to change its name to the Early Careers Board after discussion around inclusivity and the recognition that age was not necessarily a determining factor of what level an individual is at in their career, as anyone could move into engineering at any stage in their life and be eligible to apply for the Board.

- DC **NOTED** the continued growth partnerships, with 78 signed up as of March 2020.
- DC thanked all for the the success of INWED 2020, which saw increased growth in both participation and sponsorship.
- DC offered congratulations to the WE50 winners.
- DC thanked the WES staff for their continued hard work and support, particularly in adapting to meet the challenges of the pandemic.
- DC **NOTED** that it is too early yet to see the financial impact of the pandemic, although there are some indicators, such as the drop in revenue from events. There is also a risk of losing partners if they are financially burdened because of the pandemic.
- DC thanked those who have continued to volunteer and support the member and Board networks.

SS **PROPOSED** to accept the Annual Report and accounts. This was **SECONDED** by CJ. A vote was taken, and the resolution was **CARRIED**.

SS offered a note of thanks to the team led by ED for their effort to maintain business as usual for WES through the extraordinary circumstances of 2020.

8. Appointment of Independent Examiners

Moore Kingston Smith LLP were appointed as the new auditors and independent examiners for WES at the 100th Annual General Meeting in 2019. PS **NOTED** that they have provided a good service that has been more cost effective for WES.

PS **PROPOSED** that Moore Kingston Smith be reappointed as the independent examiners for WES. The was **SECONDED** by BM. A vote was taken, and the resolution was **CARRIED**.

9. Declaration of Elected Candidates for President and the Elected Directors

ED explained the changes to the election process and the transitional arrangements contained in the new Articles. WES now has a Board of nine members, made up of the President and eight Directors. The positions of Honorary Treasurer and Honorary Secretary have been removed; all the Board are responsible for finances and there is technology for minute taking and administration.

The Board will be elected for three years. Starting in 2021 every Director will serve for three years, and there will be a rolling election so that there is a refresh each year. To achieve this, transitional provisions have been written into the Articles and this year, eight new Directors will be elected along with the President. Of these Directors, two will serve for 3 years, three will serve for 2 years, and three will serve for 1 year. At re-election in 2021, everyone will serve a term of three years.

ED **NOTED** that one nomination was received for President of WES and therefore Dawn Childs was **DECLARED ELECTED** as President of WES from 2020 to 2023.

ED **NOTED** that six nominations for the elected Directors. The terms of office were drawn by lot under Article 26.3 and the candidates were **DECLARED ELECTED** under the following terms:

- Dr Katherine Critchley three-year term from 2020-2023
- Alexandra Knight three-year term from 2020-2023
- Emma Nicholson two-year term from 2020-2022
- Dr Pauline Smith two-year term from 2020-2022
- Adrianna Vargas-Colwill two-year term from 2020-2022
- Chrisma Jain one-year term from 2020-2021

ED **NOTED** that there are two vacancies, which will be filled by the Board at their meeting on 7 November 2020 by co-option. The new Articles have the provision of three additional Board members that can be co-opted, so there could potentially be five new Board members including the two vacancies.

ED offered congratulations to all the elected officials.

DC offered thanks to SS, BM, JDH and Jay Surti, who are stepping down from the Board this year.

ED **NOTED** that the position of Immediate Past President remains but does not come with an immediate Board position.

ED **NOTED** that although there are no longer Honorary Treasurer and Honorary Secretary roles, it is useful to have someone with accounting knowledge on the Board and it is therefore fortunate that PS has been re-elected. With respect to the Honorary Secretary role, all Board members have access to a SharePoint site and governance documents.

DB **NOTED** the need to assign responsibility for the Treasurer and Secretary roles to ensure the effective running of the Board.

DC **NOTED** that consideration has been given to this and that work has been ongoing over the past couple of years to put effective systems in place, including the Audit Committee.

10. Any Other Business

IMechE are looking for four ordinary members to join the Nominations Committee. The closing date for applications is 28 October 2020. Information can be found on the WES LinkedIn and Twitter pages. DC encouraged anyone who is interested to put themselves forward.

The business of the AGM having concluded, Sally Sudworth as outgoing Honorary Secretary brought the 101st Annual General Meeting of the Women's Engineering Society to a close at 11:20 am.

Presentation of Awards

The Isabel Hardwich Medal was awarded to Dawn Bonfield MBE.

The Gillian Skinner Award was awarded to Jennifer Glover.