

**INTERNATIONAL SOCIETY FOR RESPIRATORY
PROTECTION**
European Section

Annual General Meeting

19 March 2008

Arden Hotel, Birmingham, UK.

Introduction

Graham Bostock welcomed all present to the 2008 AGM. There were 29 attendees comprising ISRP members and non-members attending the Spring meeting.

Apologies

Apologies were received from Ian Maxwell (vice chairman), Grant Richardson, Cliff Williams, Jim Naylor, Erik Bjarnov, Mike Thomas (Lincs Fire & Rescue) and Frank Hallett

Minutes of the last meeting

Graham Bostock read the minutes of the 2007 AGM held at dstl Porton Down on 15 February 2007.

He pointed out that the minutes had been circulated to members by e-mail

Matters arising

There had been a question regarding tax liabilities of the Society. The secretary had corresponded with the Inland Revenue who confirmed that the Society had no tax liability.

A new Euro account had been opened with Ulster Bank. This would be used for the International Conference. As the conference was being held in Dublin all charges would be in Euros and consequently a dedicated account was required.

Sven van der Gijp has moved to a new position within TNO and relinquished his post of conference chairman and International Board Director. Leo Steenweg has now become conference chairman.

Mike Clayton commented that at the previous international conference insufficient time had been allocated for discussion. This comment was relevant to discussion following presentation of papers and also during round table sessions.

Mike Williams pointed out that speakers would be required to adhere to time allocated to give their presentation.

Simon Smith informed the meeting that the previous conference held in Toronto was attended by 189 delegates from 18 countries. The conference was very successful and yielded a profit of \$47000.

Richard Brown proposed that the minutes be accepted. This was seconded by Stuart Harris and passed without opposition

Chairman's report

Graham Bostock presented the Chairman's report. He informed the meeting that the European section had held one meeting only during the year..

The combined Spring meeting and AGM was held at dstl Porton Down on 15 February 2007. However, the Autumn meeting planned to be held at TNO was not held because of work commitments of the organising committee.

At the Spring Meeting the Archie Johnson Award was presented to Mo Willcocks.

The main task for the committee during 2007 was planning the 2008 International Conference. Having selected a suitable hotel to host the event it was subsequently discovered that the hotel was going to be sold and would therefore not be available. The committee visited Dublin to inspect alternative hotel facilities and finalise arrangements in the new venue (O'Callaghan's Davenport Hotel).

Secretary's Report and Treasurers Report

Andy Capon informed the meeting that in 2007 the European Section had increased the number of individual members from 72 to 75. The number of corporate members had declined from 6 to 5. In addition, there was one honorary member.

Four committee members (Bostock, Capon, Richardson, Williams) are now authorized to sign cheques on all accounts. The process of authorising signatories has been long and tiresome, because of bank security, but it is now complete.

In 2007 the section made a profit of approximately £1500. Our surplus is now £24833.

We paid dues to the International Society of approximately \$5000.

£7000 was transferred from the reserve account to the sterling conference account. (Note: this was augmented by a further £3000 in March 2008). This "loan" will be repaid to the business reserve account after the conference.

\$10000 was received from the International Society. This was converted into approximately €7000 and deposited in the Ulster Bank Euro account. The \$10000 will be returned to the International Society after the conference. (Note that in March 2008 ISRP International has paid for advertising in US magazines in dollars (\$3500) and this makes the total conference "loan" from ISRP International \$13500.

A computer based credit card facility has been set up. In addition, an internet "shopping cart" facility has been organised. This is for delegates to register and pay for the conference on-line. The "shopping cart" facility is likely to be too expensive to maintain after the conference is over.

Wendy Lawley has been collating our accounts since 2004 and now wishes to increase her hourly rate from £15-00 to £17-50. This increase was authorised by the meeting

Acceptance of both reports was proposed by Ian Bennett and seconded by Alan McArthur

Fees

Graham Bostock reported that there were no plans to alter the current fees. These are currently £55 for individual membership and £350 for Corporate Membership.

Election of Officers

John Cuthbert no longer wished to be a committee member. Changes in work responsibilities meant that he no longer had sufficient time to fulfil the role. Ian Bennett had agreed to join the committee. His appointment together with the re-election of the other officers was proposed by Bill Parker, seconded by Mike Thomas and approved without dissent.

Officers

Graham Bostock	Chairman (International Board Director)
Ian Maxwell	Vice Chairman
Andy Capon	Secretary/Treasurer

Committee Members

Grant Richardson	(International Board Director)
Leo Steenweg	(International Board Director)
Richard Brown	
Joanne Partridge	
Mike Williams	
Ian Bennett	

The committee will be supported by

George Robins	(Secretarial administration)
Wendy Lawley	(Financial Administration)

International Society Business

Sven van der Gijp resigned as International Board Director. Mike Williams agreed to fill this position. His election was proposed by Stuart Harris and seconded by Richard Brown and approved by the meeting.

Ian Bennett enquired whether other International Board Directors would be able to attend Board meetings. Leo Steenweg confirmed that to the best of his knowledge the other European directors intended to attend meeting whenever possible. However Mike Williams warned that teaching commitments at Cranfield University Shrivenham might make travel difficult, depending on the timing of Directors meetings.

During 2007 two journals received from the International Society had been distributed to members.

Any other business

Bill Parker thanked the committee for their dedication and work.



EUROPEAN SECTION

ISRP SECRETARY'S ANNUAL REPORT FOR 2008 February 2009

In 2008 the individual membership showed a small decrease to 62 from 75 in 2007. The number of corporate members was 7, which is an increase of 1 over the 2007 level. We have one honorary member.

Much of the committee activity during the year focused on organizing the 2008 Dublin conference. The conference was a great success, from all aspect – technical, financial, social. Details are given in the separate conference summary report.

As well as retaining the members who were initially co-opted to assist with the conference organization, the committee wishes to introduce younger persons to committee work. To this end Claire Pickering, who helped on the conference desk to great effect, has agreed to stand for election.

George Robins continues to act as our Section administrator. George also made a huge contribution to the administrative organization of the Dublin conference. Once again, I wish to extend my thanks to George for his work on behalf of the Section. George will continue his role as Section Administrator, for which he receives a small remuneration for hours worked.

A Capon
Secretary/Treasurer European Section



EUROPEAN SECTION

ISRP TREASURER'S REPORT FOR 2008

Feb 2009

During 2008 treasurer activities focused on the 2008 conference in Dublin. The conference financial statement is given in the separate conference summary. A profit of just over \$51,000 was secured, which has been transferred to the International Society account in Pittsburgh.

The Section has opted to retain the Ulster Bank account in euros for when we organize future meetings/conferences in Eurozone countries. The account contains just over €1000 funded from the European Section Business reserve account. It is likely that a small number of low value bank charges will be incurred during the year

The Section closed down the "pay and shop" online credit card payment account as the monthly charge could not be justified. However we have retained the computer-based credit card terminal with the ability to process payments in either euros or sterling. While the monthly charge is higher than the old sterling-only charge, we feel that the advantages are worth the extra month outlay. George Robins manages the credit card processing activities and finds the computer terminal a great advantage over the old hard-wired terminal.

2009 membership fees were retained at their current level. We have sufficient reserves to absorb small deficits in the annual turnover of the European section, if this were to occur, although we do endeavor to break even over the year through membership fees and profits from Section meetings. The committee will request an increase in membership fees in the future if the balance sheet indicates this is necessary.

Wendy Lawley continues to act as Financial Administrator for the Section, for which she receives remuneration for hours worked. Wendy requested and was awarded an increase in her hourly remuneration rate in 2008. As treasurer, I could not deliver the service to the section without Wendy's assistance and I am grateful for her unceasing commitment ISRP. Additionally Wendy managed the Dublin conference accounts and her time on that effort was charged to the conference account. Similarly, work done by George Robins for the conference was charged to the conference account.

Summaries of the 2008 accounts are included in the AGM papers. In brief, after paying dues owed to the International Society and deducting expenses incurred in managing committee business, the Section returned a 2008 surplus of £5596.28 and has carried forward a cash float, after liabilities, of £24,848.48.

A Capon
Secretary/Treasurer European Section