The Institution of Engineering and Technology

Paper Number
T(21)4

25 January 2021

PAPER CLASSIFICATION: OPEN

Board of Trustees

MEMBERS ANNUAL INFORMATION EVENT

(Paper by Mr Andrew F Wilson. If you have any questions on this paper before the meeting please contact Mr Andrew F Wilson on +44 (0)20 7344 5415 or by email afwilson@theiet.org)

1. Issue

To approve the notice for the Members Annual Information Event, including the Annual General Meeting.

2. Timing

Board of Trustees meeting, 4 February 2021.

3. For Recommendation

3.1. The Board of Trustees is invited:

3.1.1. to agree that the Members Annual Information Event, including the Annual General Meeting of the Institution of Engineering and Technology, be held as a virtual event on 13 May 2021;

3.1.2. to approve the notice of the Members Annual Information Event, including the Annual General Meeting, and to agree that it be published in *Engineering & Technology (E&T)* magazine in early 2021.

4. Background

4.1. Bye-laws 52-53 require the IET to hold an Annual General Meeting each year, for the Board of Trustees to approve the notice, and for the membership to be informed of the date. Since 2015 the Annual General Meeting has been part of a Members Annual Information Event.

4.2. The Members Annual Information Event scheduled for 14 May 2020 was postponed until 16 September 2020 because of the COVID-19 epidemic. It was held as an inquorate virtual meeting, following dispensation given by the Charity Commission.

5. Members Annual Information Event

5.1. This year the Members Annual Information Event, including the Annual General Meeting of the Institution of Engineering and Technology, will be held on Thursday, 13 May 2021 at 2.30 pm (BST). Because of the COVID-19 pandemic a hybrid meeting is not feasible and a virtual meeting is planned, similar to that which was held in September 2020. Attached as an Appendix is the calling notice for the Meeting.

5.2. The expected virtual audience size is 30, but this would not count towards a quorum within the terms of the current Bye-laws.

6. Appointment of Auditors

6.1. Bye-law 53 states that the IET's auditors should be appointed each year at the Annual General Meeting.

6.2. The Annual General Meeting planned for 13 May 2021 will not be quorate. When a quorate Annual General Meeting cannot be held, it is customary for the appointment of auditors to be dealt with by the Board of Trustees.

7. Risk

7.1. There is a risk that the low attendance at the Members Annual Information Event will cause some reputational damage to the IET.

7.2. The Charity Commission has not yet announced the dispensation to charities not to hold AGMs in 2021, but this is expected as the COVID-19 pandemic continues during 2021.

8. Resources

The Members Annual Information Event has been included in the budget for 2020.

The Institution of Engineering and Technology

N O T I C E

MEMBERS ANNUAL INFORMATION EVENT

NOTICE IS HEREBY GIVEN that the Members Annual Information Event, including the Annual General Meeting of the Institution of Engineering and Technology, will be held on Thursday, 13 May 2021 at 2.30 pm (BST), for the following purposes:

1. To receive the minutes of the previous meeting.
2. To receive a report from the Chief Executive and Secretary on the IET's achievements in the previous year.
3. To receive a report from the President about the Institution's plans for the future.
4. To receive a report from Council.
5. To receive and consider the Trustees Report and Financial Statements for the year ended 31 December 2020.
6. Vote of thanks to:
   (a) The honorary officers and members of all Institution Boards and Committees;
   (b) The staff of the Institution.

By order of the Board of Trustees

Mr Nigel Fine
Chief Executive and Secretary
11 March 2021

NOTES: The Board of Trustees has agreed to follow the guidance of the Charity Commission regarding COVID-19 and to hold a virtual meeting only. The event will be held as a live webcast. Exceptionally, this meeting will not be held in accordance with Bye-laws 52-53 and there will be no quorum. The meeting does not have the power to accept or reject the Trustees Report and Financial Statements. Copies of the Trustees Report and Financial Statements will be available on the IET website approximately 14 days before the date of the meeting.

https://www.theiet.org/about/governance/annual-reports/