

79th AGM Minutes - Draft

Held at ABB Robotics and online via Teams

Held on Thursday, 13th June 2024, 10:00-11:15am.

PRESENT:

Andy Patten, Shaun Sutton, Kirstie Davies, Chris Powles, George Knowlton

PRESENT ONLINE:

James Stevens, Patrick O'Neil

IN ATTENDANCE:

Thomas Marks, Rebecca Bowman

ATTENDED:

Andy Fletcher, Bernard Darlington, John Brooker

ATTENDED ONLINE:

Phil McLaughlin, Andrew Castle, Emenime Lawrence

APOLOGIES:

Mark Brady, Corinne Roome

ANTI-TRUST POLICY

1. The policy was read out for all members present to adhere to: A member shall not collude with others in a manner that would limit open competition, gain unfair competitive advantages, or undermine the integrity of the association.

MINUTES

1. The Minutes of the 78th Annual General Meeting held online on the 9th June 2023 were accepted without change by all.

PRESIDENT'S REPORT

AEMT President, James Stevens, apologised for being unable to attend the 79th AGM in person, due to the imminent arrival of his second child and thanked everyone for their support and engagement for attending the AGM.

James Stevens discussed how the AEMT is back into a stable financial position, after the challenges that were faced during COVID. He touched on many of the new services that the AEMT are now providing for their members, such as launching online training, the new website and the focus on net zero & sustainability in order to add value to membership.

James Stevens wants the AEMT to continue to add value for members by increasing the networking opportunities for the membership, providing free and valuable resources and

supporting the industry with recruitment.

James finished by thanking the retiring members of the Council: Chris Powles, Annette Boulter and Derry Sheehan.

GENERAL MANAGER'S REPORT

2023 Summary

The focus for 2023 was putting members first.

Skills: The AEMT have introduced a number of courses for our members to purchase on AEMT Training Academy

Recruitment: The AEMT now has an ED&I Committee, who are working on –

- Focus on making workplaces more inclusive to attract talent.
- Focus on increasing diversity, leading to better innovation.
- Focus on Resources, and Guides on the EDI Resource Hub at theaemt.com.

Networking

- Visiting Member Facilities.
- Monthly meetings online.
- Quarterly meetings Face-to-Face.

Quality. Providing quality for members by creating a Resource Hub on theaemt.com, launching 9001 audits, and creating energy efficiency guides.

2024 Objectives

Quality | Sustainability | Value

Quality Objectives

1. Set a benchmark standard for the industry and help members to achieve it.
2. Promote and encourage standards and quality in the industry.
3. Give members confidence in their colleagues.
4. Ensure the AEMT logo is recognised increasingly as a mark of quality, so that customers choose AEMT members.

Quality Goals

1. Council Buy-in
2. Working Group – all members are encouraged to join in-person on 18th July 2024.
3. EGM Vote
4. Develop Services / Training
5. Self-Assessment
6. Audits
7. Assured / Verified

Sustainability Objectives

1. Reduce AEMT emissions.
2. Reduce member's emissions
3. Become ambassadors for Net Zero.
4. Reduce industry's emissions.

Sustainability Goals

1. Measure AEMT's Emissions
2. Plan to reduce AEMT CO2
3. Net-0 WG
4. Framework to measure member Emissions
5. Develop plan for Members to reduce CO2
6. Drive Policy Change
7. Sustainable Services/Training

Value Objectives

1. Improve AEMT MVP.
2. Retain members.
3. Grow members.
4. Increase engagement.

Value Goals: Build Value, Grow Membership, Expand Influence

1. Develop Quality Strategy
2. Industry Recruitment Campaign
3. Improve Training & Education Offering
4. Encourage Networking

2024 Key Metrics

Ex Training

AEMT have had a record quarter in terms of attendees to Ex courses, thanks largely to the online training we now offer, total attendees stand at 62 against our previous record of 52 in 2021.

Membership

Membership income is also better than anticipated, with 11 New members in total.

AEMT have also been upgrading membership grades to subscriptions with access to our BSI Standards Portal. This brings income from Standards sales into membership and accounts for the inflated figures that once belonged to Standards income.

A total of 271 members (5 pending approval), and lost only 8 members to date, giving us a retention rate of 97%. Of the 2024 subscriptions, about 4% the original £185k remains outstanding.

Engagement

Currently: 83%

Measured by, member organisations who, within 1 year, have had a contact:

- Login to theaemt.com
- Open and Click on an AEMT Mailshot
- Placed an order
- Attended an event or training
- Requested Technical/Business Support
- Member of WG or Council

AEMT Advantage

All AEMT members can take advantage of AEMT Advantage. AEMT Advantage is there to give a range of discounts and wellbeing advice to help all members.

Other News

Renew Magazine circulation is now 11,002 Digital & 4,012 Print.

AEMT Conference & Awards will be taking place on 21st November 2024, at the Doubletree by Hilton, Coventry.

The General Manager's report was proposed by Andy Patten, and seconded by John Brooker. The report was accepted by all.

ANNUAL ACCOUNTS

2023 AGM Report on Accounts

Summary of report

3 years on from 2020, 2023 promised to be a tricky year for training income. Coupled with big investments in a [digital](#) transformation, we budgeted for a deficit of -£13k. However, with carefully managed cash flow, we ended the year with a surplus of £19,247.

The AEMT were granted £10k towards our digital transformation, and savings were made in downsizing the office.

2023 Income

Training income, budgeted at £230k came in at £225,796.

Subscriptions, budgeted at £190k, came in at £179,786.

Awards and Conference income came to £52,693.

Interest earned came in at £6,313.

2023 Expenses

Wages and Salaries came to £199,922. Employees are recorded at 4, with no change from 2022.

Training costs at £81,888

Conference and Awards costs at £47,065

Websites increased to £30,903, while we paid for two systems in tandem.

Renew Mag costs came down to £10,200. PR and Marketing costs came in at £15,571.

Operating lease commitments are recorded at £16,920, with a lease in place until Feb 2025 at Towerhouse Business Centre.

An honorarium was paid to the President of £1,350.

2023 Balance Sheet

A rise in Current Assets are down to investments made in a digital transformation, to improve productivity, provide AEMT Training Academy, and a new website.

Creditors/Debtors see a marked change due to subscriptions invoiced twice, once in Jan for 2023, and in Dec for 2024.

Q1 2024 Report

The year is off to a great start thanks to two bespoke Ex course added to the calendar, coupled with higher than expected bookings. This brings course income to about £49k over budget in Q1.

Return on Investments

KTP Project with University of York: Working with York University to develop AEMT Training Academy.

Investment: £52k

AEMT Training Academy Income - 2023: £48k, 2024: £31k

Net Return to date: £27k

Digital Transformation: Linking Website, CRM and LMS to one central database.

Investment: £62k (less £10k grant)

Intangible Returns: Improved member experience, communication, data analysis, efficiency, productivity, automation of tasks, GDPR Compliance.

The Treasurer's report was proposed by Chris Powles, and seconded by George Knowlton. The report was accepted by all.

AEMT 2023 CAFA EMISSIONS REPORT:

AEMT's carbon footprint is 57.43 tonnes of total CO2 equivalents and its carbon intensity per FTE is 14.36 tCO2e. AEMT's largest & only source of emissions is Scope 3, with the bulk coming from Business Travel (flights) and hotel-based events and courses.

AEMT's Existing Practices

AEMT has already implemented a range of sustainability practices internally that feeds into its emissions reduction strategy.

- Formation of a Net Zero working group.
- Appointment of Thomas Marks as Carbon Champion to lead the drive and journey for AEMT.
- Joined CAFA to assist in the movement and motivation to understand GHG emissions and become a more sustainable organisation.

- Conducted employee commuting survey.
- Reviewing value chain to calculate more accurate scope 3 category 1 emissions.
- Created online training course 60 people trained online, an additional option to in person events, reducing international travel.
- Downsized office from 8 desk office to 2 desk.
- Storage of equipment and training materials now outsourced to warehousing and distribution company.
- Development of online course, reducing travel requirements.

Online courses increased from 4% in 2021 to 32% in 2023.

- Working on reducing the amount of shipping for courses.
- Proof of concept for using VR for training.
- To reduce hotel costs, we've reduced the Ex classroom course from 4 to 3 days.
- Ended the printed publication of the Yearbook.

AEMT's Suggested Implementation

- Formation of a sustainability/environmental policy for AEMT, including a guideline policy for AEMT members.
- Implementation of a sustainable travel policy, to ensure that emissions and environmental factors form part of the travel decision making process.
- Approach its top 75% of its suppliers in writing (by value), to ascertain whether they are measuring, calculating, and reporting

their emissions.

[A full copy of the report can be found here.](#)

The 2023 Emissions report was proposed by Andy Patten, and seconded by Kirstie Davies. The report was accepted by all.

SUBSCRIPTIONS:

It has been previously agreed that the Association would be able to increase the subscriptions each year by the rate of RPI as at the time of invoicing. As such the council will budget for a rate of inflation increase in subscriptions for 2025. The inflationary increase does not require any vote of approval at the AGM. There were no amendments to this proposed.

ELECTION OF OFFICERS:

Member's present at the AGM endorse the re-election of the officers, which the Council has passed for submission to the AGM:

OTHER COUNCIL MEMBERS

The Regional Representatives and Chairman of the Associates are Members of the Council by co-option. They are:

| | | |
|------------------------------|-----------------------------------|--|
| Region: UK | Tom Beatson George Knowlton | <i>Beatson's Fans and Motors Knowlton & Newman</i> |
| Region: International | Howard Lyn | <i>Rapid Solutions</i> |
| Associates: | Patrick O'Neill Kirstie Davies | <i>WEG UK Solutions in IT</i> |
| Other: | Gordon Miles | <i>Royal College of Emergency Medicine</i> |

COUNCIL MEMBERS RETIRING BY ROTATION

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Of the Council members retiring by rotation, Christian Powles of Sulzer, Annette Boulter of Hidrostal, and Derry Sheehan of Avonmore Electrical will be retiring from their term on Council.

| | | |
|------------------------------|------------------|----------------------------|
| Region: UK | Christian Powles | <i>Sulzer</i> |
| | Annette Boulter | <i>Hidrostal</i> |
| Region: International | Derry Sheehan | <i>Avonmore Electrical</i> |

NEW COUNCIL MEMBERS

The following members offer themselves for election and endorsement by the members to join the council of the AEMT.

| | | |
|-------------------|------------------|-------------------|
| Region: UK | Corinne Roome | <i>Hidrostal</i> |
| Associates | Christian Powles | <i>Innomotics</i> |

Electing the above Council members was proposed by Kirstie Davies, and seconded by Andy Patten. There were no objections.