

# Ordinary General Meeting Minutes



## Minutes of OGM held at Garfield House Hotel, Stepps Glasgow on Thu 30<sup>th</sup> Aug 2018 11.30am

<b>Present:</b>	Alan Kirkwood-Geo Leslie, Adrian Aikman - Luddons, Cara Hilton –CECA Scotland, Kerwin Stephen- R J McLeod, Saffron Grant -SOFC, Jenny MacIver & Teri Urquhart – Eastwick, Cat McFarlane – CITB, Sarah Jayne Toner – Barhale, Andy Rycroft & Jan Peart-WH Malcolm, Walter Ritchie-Allma Const, Robert Rae-MacLay Civil Eng	<b>Apologies:</b> Grahame Barn – CECA Scotland, Vanessa Gallant – CITB Edvins Balodis – Kilmac, Bart De Lombaerde -Meadowhill Accounts
<b>1</b>	<b>Welcome</b>	
	Chairman opened the meeting and welcomed everyone.	
<b>2</b>	<b>Guest Presenter – Saffron Grant of Setting Out for Construction</b>	
	<p>The Chairman welcomed Saffron Grant, who made a presentation on site engineers' responsibilities for ensuring written records are taken and kept on site to prevent errors or lack of info when engineers are setting up levelling equipment and taking levels. She explained that modern equipment is very high spec and that just about anyone can operate a laser level but stressed the importance of recording start positions etc. It can be the case that training elements have not caught up with current on site methods and levelling equipment and training managers should ensure site engineers have up to date info.</p> <p>Saffron has been asked to research and report on current civil eng. qualifications taught in Scottish universities / any lack of skills perceived by industry from recent graduates and any skills industry may be unaware that are being taught etc. Members will be asked for feedback /opinions for a questionnaire which will be issued over the next few weeks as part of this research. CECA members will also be surveyed. The results should be available by the AGM in 2019 – date to be confirmed.</p>	
<b>3</b>	<b>Group Training Officers Report</b>	
	<p>Jenny informed members of two new Leadership &amp; Supervisory courses which will soon be developed specifically for the civils sector. Info will be sent out to members once these two pilot courses are ready – these will be subsidised by the current group funding.</p> <p>If members still require their employees to be site assessed for VQs there will be some funding allocated to this over the next few months and info will be made available to all.</p> <p>New Diamond Drilling &amp; Sawing courses are to be made available to members – as with other courses there is still up to 50% discount to reduce the costs to members and we encourage uptake of training whilst this funding is available. Info on the new drilling courses will be avail on website.</p> <p>Eddie Woods will be asked to provide training courses in Autumn/Winter. Any courses that members require and feel other civils companies may benefit from (other than day to day or in-house) please contact either Jenny or Teri to request.</p>	
<b>4</b>	<b>Committee Members</b>	
	The group needs a few more committee members and would encourage any existing members who feel they can contribute to the running of the group to speak to the chairman or any existing committee member for further info or to volunteer. The committee usually meets 4 times per year including prior to OGMs / AGMs.	
<b>5</b>	<b>Treasurer's Report</b>	
	The Chairman took over here as Bart had to leave. The group accounts had not been finalised earlier in the year as the new company set up allows for up to a 9 month delay in submitting these to Companies House. We took advice from Ernst & Young and will be amending our Articles of Association to include a	

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	<p>'mutual trading' status as we are a non profit making organisation. On behalf of the Treasurer, the Chair presented the finalised account to all members present.</p>
<b>6</b>	<b>Any Other Business &amp; date of next meeting</b>
	<p>Suggestions were received for future training courses being; PAS 128, Ground Penetrating Radar, CAT &amp; Genny.</p> <p>Members were asked to recommend quality guest speakers for next year's meetings and to please advise any member of committee.</p> <p>The next meeting will be the group AGM at a date in February to be confirmed.</p>