

Annual General Meeting 2023 - Draft Minutes

Thursday 6 July 2023, 1pm - 2.30pm

Present: 30 (26 members, 4 other attendees)

1. Welcome, introductions, and apologies

Helen Seagrave, Interim Chair of Community Energy England, opened the meeting and welcomed attendees.

Helen covered the meeting and voting guidelines for the meeting. The meeting was held through Zoom and its polling function was used for voting. Votes were anonymous within the meeting but were checked separately by the CEE team to ensure only CEE members voted. Helen gave an introduction to Community Energy England and reported on the organisation's vision and mission.

2. Minutes of the previous AGM

A Zoom poll was launched for the approval of the minutes of the 2022 AGM. The minutes were approved, and no questions were raised.

3. Our Organisation

Helen gave attendees an update on the structure of the Community Energy England Board and executive team and its governance. She welcomed Emma Bridge, Community Energy England's CEO, back from maternity leave. Afsheen Rashid, the current Chair, remains on maternity leave. Helen has been the interim Chair during this period, and Philip and Duncan acted as co-Chief Execs whilst Emma was on maternity leave.

Helen highlighted that during 2022/3 there had been some changes within the executive team structure. COP26 Coordinator Henry Bettley and Membership and Executive Support Officer Charlotte Heywood moved onto new roles. Shannon Jackson's role as Networks and Learning Coordinator ended in February 2023. Lisa West joined the team in September 2022 as the Membership and Operations Officer, and a new Policy and Advocacy Officer, Josh Barnes, recently joined the team in July 2023.

4. Our Activity and Impact in 2022

Policy and Advocacy

The Head of Policy and Advocacy, Duncan Law, provided key highlights from Community Energy England policy and advocacy activities in 2022.

Connections, Research & Resources

Philip Coventry, the Head of Operations, gave an overview of the key CEE projects over 2022, CEE training and resources created in 2022 and a rundown of the events held by CEE during 2022.

Lisa West, Membership and Operations Officer, followed and provided a breakdown of membership in 2022 and an update on principal supporters.

5. Financial Accounts

Philip introduced the draft accounts for the year ending December 2022. Attendees were offered the chance to ask questions. No questions were raised.

A vote was put forward for approval of the draft accounts for the year ending December 2022 through Zoom's polling function, with only Community Energy England members having the opportunity to vote. The accounts were approved.

6. Proposal to Extend the CEE Interim Chair Arrangements

Emma Bridge explained the background and rationale for proposing an extension to the interim chair arrangements. Helen Seagrave was appointed interim chair by the board in March 2022. The board wishes this appointment to continue to the 2023 AGM. The special resolution was to disapply Article 14(1) for one year. This would allow the CEE board to appoint an interim chair from any category until the next AGM in 2023, which would allow Helen to continue as interim chair subject to her re-election as a director at this meeting.

Attendees were offered the chance to ask questions. No questions were raised. A vote on the proposal was put forward on Zoom's polling function, with only Community Energy England members having the opportunity to vote. The proposal was approved.

7. Voting for Appointment of Directors

Helen thanked the directors who have chosen to stand down this year from the CEE board; Afsheen Rashid (Chair), Debbie Trebilco, Rachel Hayes and Martin Crane. Ollie Pendered was standing for re-election again this year.

Helen set out the remaining members of the board and reminded attendees of Community Energy England's rules for numbers and nomination of directors in accordance with the organisation's Articles and Bye-Laws. This year's ballot was non-competitive.

Nominee, Kate Gilmartin, was present and provided a brief overview of why she wanted to join the board of Community Energy England. Syed Ahmed and Ollie Pendered were not present at the meeting and Helen read out their nomination statements on their behalf.

Voting was carried out via Zoom's polling function, with only Community Energy England members having the opportunity to vote.

8. Looking Ahead

Emma Bridge updated attendees on plans for the future and development of the organisation, and the focus and direction for the coming year. Attendees were offered the chance to ask questions.

9. Director Nomination Result

Helen confirmed that Syed Ahmed, Kate Gilmartin and Ollie Pendered were voted onto the board.

10. Any other business

No other business was received.

Helen thanked all members for their continued support and closed the meeting.