

**Minutes of CIPS West Wales Branch
Annual General Meeting Held at TechHub, Swansea
30th November 2016**

Present:	Paul Cattroll	Chair
	Bryan Webber	Treasurer
	Tracy Richards	Secretary
	Amy Williams	Communications Officer
	Sue Davies	Education Liaison Officer
	Phil Allen	Social Media Officer
	Nicola Thomas	Committee Member
	Nigel Doyle	Committee Member
	Carl Singleton	
	Chris Peach	
	Delyth Gwilym	
	Lauren Evans	
	Mary Davies	

Apologies: Andrew Falvey, Andrea James and Mark Lewis

	Agenda item
1.	<p>Welcome by Chair and Apologies</p> <p>Paul welcomed everyone to the meeting. Apologies had been received from Andrew Falvey, Andrea James and Mark Lewis.</p>
2.	<p>Update from CIPS Conference</p> <p>Paul gave an update from the CIPS Conference paying particular attention to:</p> <ul style="list-style-type: none"> • Big Data, and • Crisis Communications
3.	<p>Update from CIPS Congress</p> <p>Mary gave an update from the CIPS Congress, including:</p> <ul style="list-style-type: none"> • CPD • Ethical Procurement and Supply e-learning, and • CIPS Benefit Strategy 2017/18 <p>Mary also talked about the Global Congress planned for March 2017 where the number of CIPS Branches and Congress Members will be discussed.</p>
4.	<p>Review of Previous Year</p>

	Agenda item
	Paul gave the meeting an overview of the various events the West Wales CIPS Branch had run in 2015/16.
5.	<p>Financial Report</p> <p>Bryan updated the meeting with the final accounts for 2015/16.</p> <p>Due to the late payment of an event invoice, the branch unfortunately ended the year with £270.50 credit. That invoice will be paid out of the 2016/17 allocation of £1,500.</p>
6.	<p>Branch Action Plan</p> <p>Paul appraised the meeting of the planned West Wales branch events for 2016/17.</p>
7.	<p>Social Media Update</p> <p>Phil informed the meeting that there had been a low uptake on the West Wales branch social media pages.</p> <p>It was agreed by the committee that a key objective in 2017 would be to push the social media pages of the branch.</p> <p>Phil agreed to ask CIPS Head Office to send out the West Wales branch LinkedIn, Twitter and Facebook addresses to West Wales branch members.</p> <p><i>(Secretary's note: This action has been completed)</i></p> <p>Mary agreed to ask the other Three Nations Congress members how they ensured take-up of their social media sites.</p>
8.	<p>Roles and Responsibilities</p> <p>Paul reminded the meeting of the roles and responsibilities of the various committee members in readiness for point 9.</p>
9.	<p>Election or Confirmation of Branch Officers</p> <ul style="list-style-type: none"> a. Chair – Paul Cattroll confirmed b. Vice Chair – Mary Davies elected c. Treasurer – Bryan Webber confirmed d. Secretary – Tracy Richards confirmed e. Communications Officer – Amy Williams confirmed f. Social Media Officer – Phil Allen confirmed g. Education Liaison Officer – Carl Singleton elected h. Student Representatives – Chris Peach, Delyth Gwilym and Lauren Evans elected i. Committee Members – Andrea James, Mark Lewis and Sue Davies elected; Nigel Doyle

	Agenda item
	and Nicola Thomas confirmed Paul thanked Sue for all her hard work over the years as the Education Liaison Officer and warmly welcomed her decision to remain as a member of the West Wales CIPS Branch Committee.
10.	AOB There being no other business, Paul called the AGM to a close.
11.	Date of next meeting Committee meeting to be held on Wednesday 25 th January in DVLA.