

Maria Self, ACII

Secretary

**North Downs Insurance Institute**

secretaryiic@outlook.com

**To All Office Representatives /Council Members**

**The North Downs Insurance Institute**

Dear Colleague,

**Annual General Meeting: 9th April 2018 – 6.00 pm**

**Jurys Inn, Lansdowne Road, Croydon CR0 9XY**

I am writing to advise you that our AGM will take place as above. I am now enclosing:

- Agenda
- Minutes of the 2016 Annual General Meeting
- Presidents Review of Year, and Council reports
- Council nominations in respect of Officers for the year 2018/19
- A copy of the Accounts for the year ending 31<sup>st</sup> December 2017.

This is a member's institute and we are always looking to reinforce our Council with committed and enthusiastic individuals. Nominations for election will be extended until 30 March 2018. Please note that any Nominee must be supported by four members.

If you require any additional copies of the information contained in your pack, please contact me at the address shown above.

Yours sincerely,

**Maria Self ACII (Secretary)**

# ANNUAL GENERAL MEETING

**Monday April 9th 2018**

The above event is to be held at Jurys Inn, Lansdowne Road, Croydon CR0 9XY  
Commencing at 6:00 pm.

## AGENDA

1. Minutes of the AGM 3rd April 2017
2. President's Report and Report of Council for the 2017/2018 session
3. Accounts for the year ending 31<sup>st</sup> December 2017
4. Election of President, Deputy President and Vice Presidents for 2018/2019 session
5. Election of Other Officers for 2018/2019 session. (see below)
6. Election of Council Members for 2018/2019 session. (see below)
7. Election of nominated Members for 2018/2019 session. (see below)
8. Election of Auditors for 2018/2019 session (see below)
9. Any Other Business.
10. Fix dates for 2018/19 AGM and Council Meeting dates.

## **ADDENDUM**

Item 1 : MINUTES OF 2017/2018 AGM

# **ANNUAL GENERAL MEETING**

**Monday April 3<sup>rd</sup> 2017**

**The above event was held Zurich Insurance, Sunley House, Bedford Park, Surrey  
CR0 2AP  
Commencing at 6:00 pm.**

## **MINUTES**

### **PRESENT**

All signed the attendance sheet, reproduced in these minutes.

Paul Tunnell

Maria Self

David Peters

Alan Wheat

Julie Bradley

Gabriella Hobart

Matt Gunn

Sue McCall

Susie Nodder

Matt Arnell

Robert Jenkinson

Daniel Purkis

Rajan Amin

### **APOLOGIES FOR ABSENCE**

James Hill

Jo Holroyd

**President Paul Tunnell opened the meeting at 6:05pm, welcoming all attendees. Maria Self said the notice convening the meeting had been circulated to all members.**

**1. Minutes of the AGM 4<sup>th</sup> April 2016**

These were circulated prior to the meeting.

They were also ratified at the first Council Meeting following the 2016/17 AGM.

There were no matters arising.

Proposed accept as true record: JB

Seconded: GH

Accepted nem com

**2. President's Report and Report of Council for the 2016/2017 session.**

Proposed acceptance of the Report: SN

Seconded: SM

Accepted nem com

**3. Accounts for the year-end 31<sup>st</sup> December 2016 were circulated prior to the meeting. These are yet to be audited & PT has approached Sussex Institute to undertake this.**

Proposed acceptance of the Treasurers Report : SN

Seconded: SM

Accepted nem com

**4. Election of President, Deputy President and Vice Presidents for 2017/2017 Session**

Please see Appendix.

The nominations were circulated prior to the meeting.

Proposed: SN

Seconded: AW

Accepted nem com

5. Election of Other Officers for 2017/2018 Session.  
Please see appendix.

The nominations were circulated prior to the meeting.

Proposed: SN

Seconded: AW

Accepted nem com

6. Election of Council Members for 2017/2018 Session.  
Please see Appendix.

Proposed: SN

Seconded: AW

Accepted nem com

7. Election of Nominated Members for 2017/2018 Session.  
Please see Appendix.

Proposed: SN

Seconded: AW

Accepted nem com

8. Election of Auditors for 2017/2018 Session.  
Please see Appendix.

Proposed: SN

Seconded: AW

Accepted nem com

9. Any Other Business.  
Paul Tunnell presented Presidents badge to Sue McCall

Sue McCall presented the Deputy Presidents badge to Gabi Hobart

10. Fix date for 2017/18 AGM and Council Meeting dates.

AGM: Monday 9 April 2018

Other Council meeting dates:

**Monday 15<sup>th</sup> May 2017**

**Monday 5<sup>th</sup> June 2017**

**Monday 4<sup>th</sup> September 2017**

**Monday 2<sup>nd</sup> October 2017**

**Monday 6<sup>th</sup> November 2017**

**Monday 4<sup>th</sup> December 2017**

**Monday 5<sup>th</sup> February 2018**

**Monday 5<sup>th</sup> March 2018**

**Meeting closed 6:27 pm**

## **Item 2 : PRESIDENT'S REPORT AND REPORT OF COUNCIL FOR THE 2017/2018 SESSION**

### **PRESIDENT'S REPORT**

- Attended CPD Events providing introductions to speakers
- Liaised with technical speaker for events – Damien Glynn on BI and Tracy Head on Construction
- Attended 5-a-side Football Tournament
- Attended the CII Annual Network Conference in Manchester
- CPD events have totalled 31 and that's thanks to the huge effort made by Julie
- Attended the CII President's Annual Dinner – always a good event; I get invited as a Board Member of the Society of Claims Professionals
- The Website looks great now and I'm so pleased we are more active with Social Media via Twitter and Linked In – Ethan's enthusiasm is infectious
- We received the maximum grant for a Council of 14%. This is a great accolade and we need to ensure in 2018 that this is spent wisely
- The Joint Event with Sussex was a huge success and NDII had better representation this year
- The Breakfast meeting we had with the market was a big success and we need to look to arrange more of these and get better engagement with local Employers
- Our Council has grown to 18-20, once we get Lark on Council and with James Hill resigning. The website will need an update. We still have Matt Gunn appearing.
- We need to keep a focus upon succession planning and make sure Youth is listened to and developed, they are after all...our future.
- It's great that Gabi will be taking over as President in April and I have committed to another 6 Months on Council as Deputy President
- I'm not big on Dinners and whilst I have attended the Sussex Dinner in Brighton, Gabi is taking my place at all other Dinner Events. It's great for her development and exposure, so a win, win.
- In a year when there have been huge changes within CII, with D&I and Young Professionals taking an even greater focus and the announcement of a move from Aldermanbury, I embrace all that is new and think its hugely positive to have Sian Fisher leading the way
- I'm looking forward to my first (and only) Dinner as President of NDII. The Photographer is someone I have seen in action before and he is very good. Simon Evans is going to be great and the Tunbridge Wells President could not believe we have him for our entertainment, as he is a huge fan!

Sue McCall ACII  
President.

### **DEPUTY PRESIDENT'S REPORT**

A busy year, with lots of progress made on growing the young persons quota with many thanks to the team work of our growing YPG group.

We held our first social event which was a great success and thanks to all who came and promoted the event!

I attended the Annual conference in Manchester with Sue, Paul and Susie, made some good connections within the CII charities team and with other local institute senior council members. The key message from the CII is staying relevant to members, ensuring diversity and working with our digital age to promote increased membership and interest in what the CII and local institutes have to offer.

I attended the Reading president's reception at Mill House Hotel in June and the NDII president's reception at Addington Palace Golf club in November. Both were very enjoyable and a great chance to network with CII members and council members from our own and also other institutes.

I am due to attend the following dinners before the end of this institute year:  
Royal Tunbridge Wells  
Reading

I am also widening my network and using all opportunities to speak to other local institutes about successes they are having.

I helped co-organise the annual CPD conference for the second year running including assisting on the day and we have already started planning the next one coming up in October.

I have attended quite few lunch and learn sessions and have helped promote them within Zurich.

**Gabi Hobart LLB(Hons) Cert CII**  
**Deputy President**

## SECRETARY'S REPORT

I have produced all the documentation required by Aldermanbury on time and maintained our Institute's records in accordance with the constitution.

I also organised the Presidents Reception/Annual Prize Winners Event at Addington Palace Golf Club on 9 November 2017 at which prizes were presented to our 4 exam winners.

The Data Protection registration was renewed.

I have produced and distributed Agendas and Minutes for the meetings.

**Maria Self BSc (Hons) ACII, Chartered Insurer**  
**Secretary**

## EDUCATION SECRETARY REPORT

With input and assistance from Council and our Administration Officer, we have run the following events, at 3 locations, Croydon, Bromley and Redhill, offering over 25 hours structured CPD this year:

Business Interruption

Emerging Risks

Improvisation

The Enterprise Act

Where do I begin? Researching, structuring & writing coursework assignments

Let's Forget Marketing

GDPR

IDD

Construction

Hacking

Focus on multiple choice and written exams

Our President, Deputy President and Administration Officer worked with Sussex Institute to again, run the joint Learning and Development conference, which provided in excess of 5 hours structured CPD.

**Julie Bradley FCII**  
Education Secretary

## MARKETING OFFICER REPORT

Nothing to report.

**James Hill Cert CII (Resigned)**

**Marketing Officer**

## SOCIAL SECRETARY REPORT

David and Paul very kindly hosted the quiz last year and I attended but came last, musical knowledge isn't one of my strengths!

I've looked at organising a fun run which will take place in the following institute year but planning is underway.

**Gabriella Hobart LLB(Hons) Cert CII**

**Social Secretary**

## SPORTS SECRETARY REPORT

A 5 aside football event was held on 7 June 2017 at Goals Beckenham.

Sponsorship was provided by Pavilion Recruitment.

**Matt Gunn (Resigned)**

**Sports Secretary**

## DINNER SECRETARY REPORT

Despite the heavy snow that prevented travel for a number of guests, we held another successful black tie dinner on 02 March at De Vere Selsdon Estate attended by 140 guests from local insurers, brokers and loss adjusters.

We were also joined by the Presidents of Sussex, and Mid Kent.

The after Dinner comedian was Simon Evans of Mock the Week and Live at the Apollo fame. This was followed by a couple of hours dancing to a disco by Tuxedo Class.

This year I once again approached a number of attendees and obtained some raffle and auction prizes including a case of 12 champagne from Tesco Underwriting, £100 gift card from Zurich Insurance, £50 M&S gift card from Aspen Risk Management, £25 gift card from Grout Insurance, a hamper of local Sussex goodies from Pavilion Recruitment, 1 London hotel stays from Direct Line Insurance, a bottle of wine from Coversure plus an overnight stay with dinner & breakfast, 4 ball golf

and 3 months gym membership from De Vere Selsdon Estate for which I am most grateful. This all helped raise £600 for the Insurance Charities and the President's chosen charity, Chestnut Tree Hospice.

Once again we had a Young Members Table at which we had 12 attendees who were funded 50/50 by NDII and their employers.

A good night was had by all.

**Maria Self ACII**  
Dinner Secretary

## CHARITIES REPRESENTATIVE REPORT

### **Volunteer Visitor Role**

I'm please to report that the necessary paperwork has now been completed to enable me to take on the role of 'Volunteer Visitor' for The Insurance Charities (North Downs catchment).

### **Insurance Charities Awareness Week**

The Insurance Charities Awareness Week will take place between the 25-29 June this year and the charity is aiming to reach even more insurance employees this year than before.

Companies take part by hosting a complimentary display box in their office filled with items for their employees to take. In doing this, the Insurance Charity hope that people will become more aware of the charity and feel able to turn to them if they are ever in need of help and support.

Companies wishing to participate should email the Insurance Charities at [marketing@theinsurancecharities.org.uk](mailto:marketing@theinsurancecharities.org.uk) with their name, company name, address and approximate number of employees. No organisation is too big or too small to take part.

### **Six-a-side cricket**

This year, as a culmination of the Insurance Charities Awareness Week this year, the charity are holding a one-day cricket event followed by a Gala Dinner at the iconic [Honourable Artillery Company](#) (aka the HAC) in the heart of the City of London on Friday June 29.

By day, Graham Gooch, OBE and Ex-England Captain, as well as other cricket professionals and ex-professionals will help the participating insurance companies battle against one another in the Cricket Six-A-Side tournament, all to the sound of leather on willow in the centre of the city.

By night the charity will be rolling out the red carpet for a Gala Dinner full of entertainment and celebration in the prestigious Prince Consort Rooms at the HAC with a champagne reception, 3-course meal, entertainment, personalities and surprise celebrities.

The charity have an events company managing this and if you would like to take part, or know someone who would please contact The Insurance Charities direct.

Alan Wheat

Insurance Charities Representative.

## MEMBERSHIP SECRETARY REPORT

Our membership stays steady around the 1900 mark.

The number of members taking exams, gaining qualifications & attending the Lunchtime Lecture's that we hold is constantly rising. The popularity of the Lunchtime Lectures has meant that some of these have been 'sold out' in days which is brilliant news but shows once again that this is an area which we really need to focus on in 2018/2019 year.

Susie Nodder

Membership Secretary

## ADMINISTRATOR'S REPORT

The administration function continues to provide a valuable facility to the council officers in assisting with arranging and managing of educational (CPD) lectures and social events for the benefit of the membership.

I have spent most of my time developing our web-based offering and using the built-in facilities to take bookings for lunch n learns. After a slow start, this now seems to have gained universal acceptance. This also automates the process of attendees completing the survey, and gaining their CPD certificate. Where possible, presentation content is also stored under the event details for all to access.

A number of events have proven to be highly successful, well attended and received, whereas others have been postponed due to low interest. This has been particularly evident regarding events at Redhill, and the education team are reviewing attendances to maximise opportunities and provide the best outcomes for members.

Paul Tunnell BA (Hons) ACII  
Administrator

## REGIONAL COUNCIL REPRESENTATIVE REPORT

This position is an important liaison between the local institutes and the CII. It involves attending Regional meetings as agreed at the time, and Board meetings in London 3 times a year, plus the AGM. Reports are distributed, analysed and questions put to the Board.

I have attended all meetings on behalf of NDII & Guildford whom I represent. I have offered to attend their council meetings, and explain the nature of my role, but the offer has not been taken up. I always send them notice of the meetings and minutes/reports after. I will continue to try and engage with them.

Paul Tunnell BA (Hons) ACII

Regional Council Representative.

## Treasurers Report

The accounts have been completed for 2017 and currently are with our examiner. They have been submitted to CII with the proviso that they are to be confirmed, once examined.

In 2017, we were penalised by CII for having excess funds on deposit, which meant receiving less in income than 2016. However overall, this has left us in good shape, with the requisite amounts held going forward.

We have provided educational events, social events and council administration within CII parameters, with invoices received being paid on time, within our annual budget.

**Summary of Accounts attached by way of separate document.**

Paul Tunnell ACII  
Treasurer

ITEM 4 : COUNCIL NOMINATIONS FOR 2018/19

<b>PRESIDENT</b>	<b>Gabriella Hobart LLB (Hons) Cert CII</b>	<b>Zurich Insurance</b>
<b>DEPUTY PRESIDENT</b>	<b>Sue McCall ACII</b>	<b>Aspen Risk Management Ltd</b>

**VICE PRESIDENTS:**

(annual nomination)

Name	Company
Paul Tunnell BA (Hons) ACII	Retired
Barry Hawkes, ACII, FCILA	Cunningham Lindsey
David Peters, ACII	Retired
Gillian Reed, Cert CII	
Roger Aburrow, ACII	Northern Trust

## ADDENDUM

ITEM 6 : OTHER OFFICERS 2018/19  
(CII official position)

	Name	Company
<b>SECRETARY</b>	Maria Self BSc (Hons), ACII	Allianz UK
<b>TREASURER</b>	Paul Tunnell ACII	
<b>EDUCATION SECRETARY</b>	Julie Bradley FCII	Grout Insurance
<b>MEMBERSHIP SECRETARY</b>	Vacancy	
<b>DINNER SECRETARY</b>	Maria Self BSc (Hons) ACII	Allianz UK
<b>CHARITIES REPRESENTATIVE</b>	Alan Wheat	Direct Line Insurance
<b>PUBLIC RELATIONS OFFICER</b>	Daniel Purkis	Aspen Risk Management
<b>MARKETING OFFICER</b>	Vacancy	
<b>SOCIAL SECRETARY</b>	Gabriella Hobart Cert CII	Zurich Insurance
<b>SPORTS SECRETARY</b>	Vacancy	

**ITEM 6 : MEMBERS NOMINATIONS FOR COUNCIL 2018/19**

COUNCIL MEMBERS		
	Jo Holroyd	Cobra Underwriting
	Susie Nodder	Zurich
	Robert Jenkinson	Esure
	Matt Arnell	Travelers Insurance
	Angela Bond	Pavilion Recruitment
	Ethan Godlieb	Aon
	Jermaine Carrington	AIG
	Hector Horlick	Tesco Underwriting
	Rajan Amin	Covesure

**ITEM 7 : AUDITOR 2018/19**



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