

## **ConSIG AGM Notes**

*This brief file note supports the AGM slide presentation used for the AGM Held CQI Furnival Street 27<sup>th</sup> June 2018*

*In summary; there was a good turnout for the event which opened with an address by Vince Desmond, CEO of CQI followed by a brief presentation by Shirley Parsons on the maket for Quality Managers.*

*The AGM was chaired by Jon Adshead, supported by Mike Buss and Jon Elliot from the Steering Committee.*

*After event networking with refreshments provided by Shirley Parsons*

### 1. Introduction - members of Steering Committee

- Current SC introduced.

### 2. Apologies for absence

- Dan Keeling (provided update on CoQ Working Group for Chair to present)

### 3. Minutes of previous AGM

- This is the first AGM, no previous minutes available.

### 4. Chairman's report :-

- ConSIG Terms of Reference briefly discussed. Attendees were pointed to it on the web-site if they wished to review.
- No comments received during AGM.

### 5. Working group updates

- Update provided by Dan Keeling ion CoQ Working Group and Mike Buss on the Competencies / Training Working Group.
- Announced the two new proposed working groups:
  - Common Defects
  - Model Contract Terms and Conditions for Quality

The two new Working groups were Accepted; David Whiteside to lead Common Defects, Jon Eliot to lead Model T&C's

### 6. Summary of key activities in last 12 months

- Summary only covers the last 6 months activities.
- Brief review of activities up to the AGM. This covered the two evening events on Digital Technology (07.03.18) and Collaboration (30.05.18) Mike Buss presenting (Inspection & Test) on behalf of ConSIG at Quality in Construction Summit (07.06.18)
- These are summarised on our web-site.
- We have also managed to maintain a record of one article / opinion piece per month provided by a ConSIG member so far in 2018.
- Jon Adshead took over chair from Malcolm Gilks at Steering Committee Meeting on 10.01.18
- 3 articles uploaded to Designing Buildings Wiki, more planned.
- Tony Hoyle has taken up running the ConSIG web-site

- Louise Jones manages our Twitter account
- Jonny Montgomery has taken on managing our Linked-In account

#### 7. proposed activities for next 12 months

- An event to be held at BSI in Milton Keynes on 25<sup>th</sup> September was being arranged.
- Further articles to be prepared and uploaded to Designing Buildings Wiki
- Possible further evening event to be held at CQI London / Milton Keynes have requested support for an event.
- We now have individuals in place to manage and promote ConSIG through digital media channels so will be looking to increase engagement and activity in these areas over the next 12months.

#### 8. Election of Steering Committee members

- No election of members was held. As the AGM format and ToR had only recently been ratified and the membership of the Steering Committee had been overhauled under new Chairmanship from January, it was decided that this was too early to review the membership with changes not having bedded down. The full AGM agenda shall be implemented in June 2019

#### 9. AOB

- No additional items raised.
- AGM concluded with drinks arranged by Shirley Parsons Ltd.