



**MINUTES OF THE ANNUAL GENERAL MEETING
HELD USING ZOOM ON THURSDAY 18TH MARCH 2021**

PRESENT:	Committee	Members
	D Norton (Hon Chairman)	Qadees Ahmad
	C J Weil (Hon Secretary)	James Bache
	S W Earland (Hon Treasurer)	Andrew Capel
	H Ashraf	Push Dhillon
	K Baksh	Andre Greeff
	D J Evans	Chris Hart
	D Gibbons	Paul Hopkinson
	M Gough	Malcolm Robins
	T Griffin	
	D King	
	M Moore	
	S Parsons	
	S Pugh	
	P Siggery	
	R Skinner	
	H Zettler	
APOLOGIES:	J Rose	
	P Vannan	

1. MINUTES OF PREVIOUS AGM AND MATTERS ARISING

Note: This AGM was held virtually due to the ongoing Covid-19 constraints.

The minutes of the previous Annual General Meeting held on Thursday 20th February 2020 were reviewed. There were no corrections.

It was proposed by Kassem Baksh and seconded by Hezlin Ashraf that the minutes be accepted as a true record of the 2020 AGM. This was agreed by a unanimous vote.

Matters Arising: See Any Other Business.

2. CHAIR'S REPORT

The Chair gave his report as a PowerPoint presentation. The slides are inserted here. Any comments or votes related to an individual slide are included below the report.

HTS AGM - 2021

via Zoom

Agenda

- Minutes of Previous Meeting
- Chairman's Report
- Mike Ackrill Trophy
- Treasurer's Report
- Approval of Accounts
- Election of Officers and Committee
- Election of Auditors and Auditing System
- Resolutions
- AOB

Chairman's Report

- Acknowledgements
- Membership: Included in Treasurer's report
- Annual Dinner 2020
- Forum Events: Mike Ackrill Trophy
- HTS Award



Mike Ackrill Trophy

- September 2020: CALGAVIN:
 - Martin Gough / Tom Higley
 - IMPROVED ECONOMIC & PLANT OPERABILITY BY ENHANCING HEAT EXCHANGER PERFORMANCE
- October 2020: Zeeco Europe Limited:
 - Tom Nicholson
 - COST EFFECTIVE ULTRA-LOW NOX BURNER RETROFIT SOLUTIONS
- November 2020: HTRI:
 - Frank Ashley IV / Hans Zettler
 - REALIZE THE COST IMPACT OF ENGINEERING DECISIONS
 - Joint event held with SONG
- December 2020: HIETA:
 - Drummond Hislop
 - 3-D PRINTING OF METAL HEAT EXCHANGERS
 - Joint event held with HEXAG
- January 2021: VICTOR CASTANEDA (HTS AWARD WINNER)
 - DEVELOPMENT OF FLAT FLAME BURNERS FOR INDUSTRIAL HEAT TRANSFER APPLICATIONS
- March 2021: EARLAND ENGINEERING AND ZURICH ENGINEERING CONSULTANCY SERVICES:
 - Simon Earland / Miles Gardner
 - PRESSURE EQUIPMENT IN POST-BREXIT UK



Treasurer's Report

• Membership Status:	
• Number of members paying £15	133
• Number paying £14	1
• Number of life members or fellows paying nothing	13
• Number of overseas members paying nothing	8
• Number of award winners paying nothing	4
• Total number of members	158
• In addition:	
• Number paying £7	6
• Number paying less than £7	4



Review / Approval of Accounts

INCOME

	2020	2019
Subscriptions	£2,097.00	£2,186.00
AGM and Forums	£0.00	£0.00
Annual Dinner	£348.00	£7,676.00
	£2,445.00	£9,862.00
National Westminster Clubs/Societies Account Interest	£0.13	£0.24
National Savings Bank Deposit Account Interest	£15.66	£17.26
Mailshots	£0.00	£0.00
Ties	£0.00	£0.00
Refund of unauthorised direct debit payments	£0.00	£0.00
Dinner raffle	£0.00	£0.00
Conferences / Exhibitions	£0.00	£0.00
	£15.79	£17.50
Total	£2,460.79	£9,879.50



Review / Approval of Accounts

EXPENDITURE

	2020	2019
AGM and Forums	£0.00	£350.00
Annual Dinner	£348.00	£6,767.00
Subscription Refunds	£15.00	£0.00
	£363.00	£7,117.00
Unauthorised direct debit payments	£0.00	£0.00
Postage/Printing/Stationery/Sundries	£222.10	£50.00
Registry of Friendly Societies	£0.00	£0.00
Insurance	£448.00	£448.00
Donation (dinner raffle)	£0.00	£0.00
Conferences / Exhibitions	£0.00	£0.00
HTS Award	£1,000.00	£1,000.00
Web Site	£257.03	£0.00
	£1,927.13	£1,498.00
Total	£2,290.13	£8,615.00



Review / Approval of Accounts

FINANCIAL REPORT FOR YEAR ENDING 31 DEC 2020

STATEMENT

	2020	2019
Balance Brought Forward	£11,498.19	£10,233.69
Plus Income	£2,460.79	£9,879.50
Less Expenditure	£2,290.13	£8,615.00
Balance Carried Forward	£11,668.85	£11,498.19

ACCOUNT SUMMARY

Balances given as at 31 December

	2020	2019
National Westminster Bank Current Account	£9,360.89	£9,206.02
National Westminster Bank Clubs/Societies Reserve Account	£117.01	£116.88
National Savings Bank Deposit Account	£2,190.95	£2,175.29
Total	£11,668.85	£11,498.19

Excess Income over Expenditure	£170.66	£1,264.50
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Election of Officers and Committee

- Chairman: David Norton
- Secretary: Colin Weil
- Treasurer: Simon Earland

- Committee:

H Ashraf	K Baksh	D Evans	D Gibbons
M Gough	T Griffin	D King	M Moore
S Parsons	S Pugh	J Rose	R Skinner
P Siggery	P Vannan	H Zettler	

3.



Election of Auditors and Auditing System

The Society is able to disapply the need for a full audit in accordance with the Friendly Societies Act 1974, as amended by the Deregulation (Industrial and Provident Societies) Order 1996 and required by the Financial Conduct Authority. A vote of reaffirmation for un-audited accounts is required at the AGM each year.



Resolutions

Code of Conduct:

Proposed Wording:

It is the policy and practice of the Heat Transfer Society to observe and encourage the highest standard of ethical conduct from all officers, committee members and members.

The Society encourages behaviour in a manner that is lawful and complies with current moral and community standards.



Any Other Business

- Changing of the Guard
- HTS Award
- Energy Transition
- Develop collaborations (joint webinars)
- UKNHTC
 - Support Hezlin Ashraf in her role on both UKNHTC/HTS committees
 - 17th UK Heat Transfer Conference in Manchester (5-7 Sept 21)
 - Host a Pop-Up Stand?
 - Flyer/Leaflet for handout?



4. MIKE ACKRILL TROPHY

Selection of the winner should be based on the Forum that most moves the industry forward, and/or has the greatest technical relevance, and/or shows that the presenter put 'extra effort' into the preparation of their material. The President's presentation should not be considered as a possible winner.

The individual Forums are listed within the Chair's slides.

Due to time constraints, it was decided that the vote for the winning webinar (forum) presentation will be undertaken separately to this AGM. All AGM attendees will be invited to vote. **Action: Secretary.**

The Mike Ackrill trophy is normally presented at the annual dinner. As the dinner was cancelled in 2020 Phillip Siggery (last year's winner) has not yet been presented with the cup or received his mug. The trophy will require to be suitably engraved. **Action Colin Weil.**

5. MEMBERSHIP INCLUDING TREASURER'S REPORT

The Financial Report for the year ending December 2020 was presented. The report has been reviewed by Dave Evans. The accounts are available to the members on the HTS website.

The Treasurer reported that due to the pandemic there have been no face-to-face meetings or annual dinner this year. Hence few in-, or out-goings. The income and expenditure against the dinner was due to receipt of a table booking fee, which was then refunded when the dinner was cancelled.

The revenue from members' subscriptions remain fairly constant. It was noted that just 19 members receive information by post.

Due to the impact of Covid-19 the accounts will be signed by the committee and officers by correspondence.

6. APPROVAL OF ACCOUNTS

Approval of the reviewed accounts was proposed by Hans Zettler and seconded by Kassem Baksh. The accounts were approved by a unanimous vote.

7. ELECTION OF OFFICERS AND COMMITTEE

Officers:

The Officers' nominations below were elected unanimously.

Chairman	David Norton	proposed by	S. Earland	seconded by	M. Gough
Secretary	Colin Weil	proposed by	R. Skinner	seconded by	K. Baksh
Treasurer	Simon Earland	proposed by	T. Griffin	seconded by	K. Baksh

Committee:

All current members of the committee have said they wish to continue.

Due to the complications of a virtual meeting it was suggested that, where possible, the same proposers and seconders stand as at last year's AGM and be re-elected by a single vote. This was proposed by Dave Evans and seconded by Dave King. This was accepted unanimously.

The nominations below were elected unanimously.

H Ashraf	proposed by	S. Earland	seconded by	D. Evans
K Baksh	proposed by	D. Norton	seconded by	S. Earland
D Evans	proposed by	C. Weil	seconded by	D. Gibbons
D Gibbons	proposed by	D. Evans	seconded by	C. Weil
M Gough	proposed by	D. Evans	seconded by	T. Griffin
T Griffin	proposed by	D. Gibbons	seconded by	M. Gough
D King	proposed by	T. Griffin	seconded by	P. Siggery
M Moore	proposed by	D. Evans	seconded by	T. Griffin
S Parsons	proposed by	T. Griffin	seconded by	P. Siggery
S Pugh	proposed by	D. Evans	seconded by	P. Siggery
J Rose	proposed by	D. Evans	seconded by	P. Siggery
R Skinner	proposed by	D. Evans	seconded by	S. Earland
P Siggery	proposed by	S. Parsons	seconded by	D. Evans
P Vannan	proposed by	T. Griffin	seconded by	D. Gibbons
H Zettler	proposed by	D. Gibbons	seconded by	T. Griffin

8. ELECTION OF REVIEWERS AND SELECTION OF AUDITING SYSTEM

The Society is able to dispense the need for a full audit in accordance with the Friendly Societies Act 1974, as amended by the Deregulation (Industrial and Provident Societies) Order 1996 and required by the Financial Conduct Authority. A vote of reaffirmation for un-audited accounts is required at the AGM each year. It was so proposed by Dave Evans and seconded by Colin Weil and approved by a unanimous vote.

9. RESOLUTIONS

With respect to the standing resolution recommending that the committee should develop a Code of Conduct for the Society's members. The chair proposed wording (see report). The wording will be reviewed and finalised at a committee meeting.

10. ANY OTHER BUSINESS

10.1. The Treasurer (Simon Earland) and Secretary (Colin Weil) both stated that they had been in post for many years and felt they should hand over to new officers. They will serve till the 2022 AGM to give time for members to consider taking on these positions. They will need to be formally voted into these positions at the 2022 AGM. **Action: Members.**

10.2. There was a discussion on possible sharing of the officer Secretary and Treasurer positions. The consensus was this not be suitable for the treasurer's activities.

10.3. It was discussed if the society could use online payments. The Treasurer will investigate if the NatWest Bank can now facilitate this for charities. **Action: Simon Earland.**

10.4. The Secretary's activities are multiple so to assist in handing over it was requested these be listed. **Action: Colin Weil.**

10.5. HTS Award: There were no student projects submitted this year, probably due to the Covid-19 impact. Therefore, no award will be awarded this year.

10.6. David Norton outlined a proposal from the family of the late David Champneys to fund an annual award in the field of heat transfer related to green technology. This might be a cup, or a cash award. David will liaise further with the family and further details will be discussed in a committee meeting. **Action: David Norton.**

10.7. Colin confirmed that the 2021 Annual Dinner had been cancelled due to Covid-19 restrictions. The contract had been reassigned to 25th March 2022.

10.8. UK National Conference (5-7 September 2021): The level of HTS involvement needs to be agreed. A Committee Meeting will be arranged ASAP to discuss this. This included a proposal for an HTS (perhaps informal) event during the conference. NOTE: This meeting will also cover future forums and the proposed David Champneys award. **Action: Initially Secretary, then committee members.**

10.9. Future Meetings: A President's Night was proposed for a face-to-face meeting in October/November. At this time there is no clear decision on when face-to-face meetings will be possible, so any decision on this will be addressed during committee meetings.

Meeting Closed at 13.00 hours.