

## ANNUAL GENERAL MEETING, 18 March, 2017

1. Minutes of the eighty second Annual General Meeting of the Motor Schools Association of Great Britain Limited (MSA GB) held at the Park Inn by Radisson, Forge Gate, Telford Shropshire TF3 4NA on Saturday, 18th March 2017.
2. Present: In addition to the National Chairman and the Board of Management, there were 116 members present and a small number of non-members.
3. **Chairman's welcome.** The national chairman Peter Harvey opened the meeting at 12.40pm and welcomed all those present to the eighty second Annual General Meeting of the Motor Schools Association of Great Britain Ltd. He reminded any non-members that they were very welcome to stay for the AGM, but that they could not vote.
4. **Convening Notice** the Company Secretary John Lepine read the formal notice.
5. **Apologies.** There were two written apologies from Ian Scott, South East and Terry Charnock, North West.
6. **Adoption of the Minutes** as a true record of the eighty first Annual General Meeting of the Motor Schools Association of Great Britain Limited held at the Cedar Court Hotel Wakefield, Denby Dale Road, Calder Grove, Wakefield. WF4 3QZ on Saturday 12th March 2016 was proposed by Alex Brownlee, Greater London and seconded by Peter Jones, East Midlands. Carried Unanimously.
7. **Matters Arising.** There were no matters arising.
8. **Financial Statements and Accountants Report.** Mr Lepine said he had a couple of points to highlight. This year the association has seen a decrease in admin costs of nearly eight percent which in turn is reflected in an improved bottom line on the association's profit and loss account.
  - a. He added that the association continued to provide information, representation, services and support to members at a modest subscription, the board will consider a small increase in subscriptions later in the year.
  - b. Mr Lepine recommended for adoption the financial statements and the accountants report for the year ended 30 November 2016. Proposed by Kenneth Spencer, North West and seconded by Arthur Mynott, Western. Carried Unanimously.
9. **Annual Report.** Mr Lepine went on to inform attendees that the MSA Board met five times during the year under review. A refreshed image for the organisation was launched, a new design for Newslink, a new logo for MSA GB and an updating of the [www.msagb.com](http://www.msagb.com) website.
  - a. Chamber Media Services (CMS) had continued as the association's official publishers and the board placed on record their thanks to them for the very successful re-launch of Newslink.

b. Special thanks was also given to all the association's advertisers who had continued to maintain their support for the publications and to all the contributors and editors from the regions and nations of the MSA GB, who work so hard to make the magazine such a great read.

c. The board had undertaken various projects during the year under review to ensure the MSA GB brand continued to be fully integrated into the digital marketplace, exploratory research had pointed to a reduction in remote modular hardware and the board remained keen to maintain access to MSA GB information and services across a wide variety of platforms. As the association moved forward it would need a constant re-imagining of balanced management hardware to ensure that its aim was achieved.

d. The association website had grown in popularity with the number of hits rising by fifty percent to over 1.5 million. The association continued to be active across a variety of different social media and had received around 5,500 links, likes, followers and friends.

e. The MSA GB has continued in membership of the Parliamentary Advisory Committee on Transport Safety (PACTS) and the Royal Society for the Prevention of Accidents (RoSPA). MSA GB representatives had attended various conferences, meetings and seminars around Great Britain, speaking at numerous events to promote the MSA GB and driver training.

f. In April 2016, a new Chief Executive, Gareth Llewellyn was appointed at the Driver and Vehicle Standards Agency (DVSA). MSA GB officials met with him at a NASP meeting in June where he outlined some of the key challenges faced by the agency.

g. The major driver trainer bodies continued to collaborate through National Associations Strategic Partnership (NASP) to work on behalf of, and tackle the key issues affecting, the driver training industry. During that time the group had been chaired by the Driving Instructors Association (DIA) and the MSA GB the third member of the partnership is the Approved Driving Instructors National Joint Council (ADI NJC) will take over the chair for the first half of 2017. During the year under review, the Driving Instructors Scottish Council resigned from the partnership.

h. Reports of meetings are carried on the NASP web site and in Newslink. Recent examples of NASP's activity include the learning to drive trial and supporting the launch of a consultation on learners on motorways. NASP has also developed, consulted on and finalised a new updated Code of Practice (CoP) for ADIs together with "I've Signed up" for the CoP and "I'm taking part" in CPD.

i. Mr Lepine continued that it was with deep regret that he had to report the deaths of several members and friends of the association during the year under review. In particular, he remembered Bob Butterworth, a past MSA GB Member of the Year and a dedicated member of the MSA GB North East committee. As always, their passing saddened us all and we extend to their families and friends our deepest sympathy.

j. The MSA GB Board of Management will do everything in its power to continue to help and offer advice to members during the years ahead. Mr Lepine concluded his remarks by recommending adoption of the Annual Report for the year ended November 2016. Adoption was proposed by Roy Appleby, North East and seconded by Peter Jones, East Midlands. Carried Unanimously.

10. **Installation of Chairman.** The Company Secretary took the Chair. He told those present that he was pleased to announce that the Board of Management had for the twenty second year elected Peter Harvey to be their chairman. This was greeted with acclamation. Mr Lepine then handed the chairmanship back to Mr Harvey who thanked the board of management, his deputy and Mr & Mrs Lepine for their continued support. He also took the opportunity to thank all the Conference Sponsors and Exhibitors for their continued support.

11. **Installation of Deputy Chairman.** The company secretary installed Geoff Little, West Midlands as Deputy Chairman of the Board of Management. This was greeted with acclamation.

12. **Board of Management.** The company Secretary called the roll of the Board of Management for the ensuing year.

Bob Baker – MSA Scotland  
Graham Clayton - MSA North West  
Tom Kwok – MSA Greater London  
Colin Lilly – MSA Western  
Karl Satloka – MSA North East  
Rod Tipple – MSA Eastern  
Jo Chapman – MSA South East  
Geoff Little – MSA West Midlands  
Stephen Sentance – MSA East Midlands

13. **Motion** – from the Board of Management. That – RSM Tax and Accounting Limited, be elected accountants and independent inspectors for the ensuing year. The motion was proposed by the chairman. Carried Unanimously.

14. The chairman informed those present that the next two motions were really about sensible and overdue housekeeping. Our Articles of Association were first written in 1958 and apart from a small update in 1978 they have remained virtually unchanged. The revised version is cross referenced to the latest companies Act and the old fashioned and in some cases discriminatory language from the original version has been modernised. The same applied to the bye-laws. These had been developed piecemeal over recent years and needed updating. These updates do not materially alter the content of these two documents.

15. **Motion** – from the Board of Management – That the MSA GB Memorandum & Articles of Association be amended as communicated to members via the MSA GB

web site (members section) and presented to this meeting for approval as the new articles of association. Proposed – The Chairman. Carried Unanimously.

16. **Motion** – from the Board of Management – That the MSA GB Bye Laws be replaced as communicated to members via the MSA GB web site (members section) and presented to this meeting for approval. Proposed – The Chairman. Carried Unanimously.

17. **Closure.** The chairman thanked those present for attending and formally closed the eighty second Annual General Meeting of the Motor Schools Association of Great Britain at 12.52pm.