

Minutes

TPS Annual General Meeting

Tuesday 24 February 2009, 6:30pm, Institution of Civil Engineers, London

Outgoing Chair	Bill Wyley (BW)
Incoming Chair	Victoria Hills (VH)
Treasurer	Nick Richardson (NR)
Secretary	Nicola Jones (NJ)
Members	X 28

1 Chairman's report on the year (BW)

- BW 2 year term as Chair is complete.
- BW noted the growth in the society and thanked all Board members for their hard work over the last couple of years.
- Main change under his term as chair was the introduction of the Transport Planning Professional (TPP) Qualification.
- BW thanked IHT for their support and ongoing work as partners in the TPP process.
- The qualification has had legal implications on the Society and TPS is now a registered company. This also has tax implications.
- The TPS agreed to share the cost of the qualification with IHT in the early years (i.e. until it becomes self financing). These costs have been higher than expected.
- BW noted that membership was at an all time high. The growth in membership is due to a number of factors including the launch of the TPP, events, great tools for communicating with the membership e.g. All Change, and regional activities.
- BW closed by highlighting that the TPS is in a great shape and any issues that have arisen are due to the Society's success.

2 Financial Statement to 30 September 2008 (NR)

- NR thanked the Rees Jeffery Fund for supporting the Skills workstream and the development of the Professional Development Scheme and TPP Qualification.
- NR outlined that TPS relies on member subscriptions for a large proportion of revenue.
- Money spent on the website is considered to be money well spent. The website is excellent and many new members are applying on-line.
- The cost of Stakeholder subscriptions will be amended in 2010 to reflect the size of the stakeholder company.
- Skills initiative is the most costly element of the budget.

Questions

1) Will the Rees Jeffery funding continue?

No. The implication being that the Society will need to think about alternative ways of financing the TPP qualification and subscriptions are likely to be a key part of that.

2) As printing and postage costs are so high can we limit the number of mail outs?

Yes. We do aim to reduce the number of paper copies of items we produce. It is requested that members supply email addresses and that these are kept up to date.

3) Why does the Annual Dinner appear as a revenue item?

This is a consequence of the ICE accounting codes and how revenue and spend have been assigned. The Annual Dinner in 2008 actually made a slight loss.

4) Why has the cost of photocopying increased?

The Service Level Agreement that we have with ICE assigns photocopying costs which are very expensive. Measures will be taken to reduce photocopying costs in the future.

5) How much is IHT asking for to cover the cost of the TPP qualification?

The budget allowance is £10,000 and it is anticipated that the final payment will be about this amount.

3 Announcement of Executive Board and Directors for 2009 (BW)

- VH takes over from BW as TPS Chair.
- Two vacancies are available on the TPS Board and two nominations have been received from Jon Foley and Jamie Wheway. These have been accepted by the Board.
- NJ will replace VH as Secretary.

Transport Planning Society

4 Proposals for the Year Ahead (VH)

- VH thanked BW for his work as TPS Chair.
- VH outlined the background to the TPS, starting with the Transport Lecture in 1994, followed by the Forum and the eventual formation of the TPS in 1997.
- As previously noted membership is the highest it has ever been and a significant factor in this growth is the introduction of the TPP Qualification.
- To take the Society forward VH wants to focus on a number of key elements:
 - 1) Membership – TPS Board members will be asked to double efforts to maintain key stakeholder members. VH will host a stakeholder and Corporate member forum to ascertain what they want from their TPS membership. Individual membership numbers are approaching 1,000 – the 1,000th member will be given free TPS membership.
 - 2) Communication with the membership – VH will explore new channels for communicating with the membership. A survey of members will take place to give members the opportunity to comment on the Society.
 - 3) Events – TPS events offer very good value for money. Brian Souter was an excellent speaker at the last Annual Dinner. It is proposed that the next Annual Dinner is postponed until the summer of 2010 and the event takes the form of a Summer Ball.
 - 4) Regions – Regional branches are operated by volunteers and it is important that members therefore assist regional branches, particularly with events. The National Pub Quiz is to be held this Thursday and appears to be a great success, with a large number of teams registering. To date, over 65 teams have entered amounting to approx 325 people taking part. VH thanked the organisers of the event. VH organised the first meeting of the regional representatives in August 2007 and this event was repeated October 2008. These annual meetings provide the opportunity for regional organisers to get together and discuss TPS across the regions. Communication with members in the regions has improved through an agreement with ICE which allows regional representatives access to the membership database, which is updated monthly. During her term as chair VH will try and visit each regional branch. For regional members who are unable to attend the meeting tonight a copy of this presentation will be available on the website.
 - 5) VH would like to thank the supporting institutions for their assistance and continued support.
- VH noted the growth in membership (43% in the last two years) and recognised that it was largely a factor of the tremendous work Martin Richards, Keith Mitchell and others have done regarding the Skills Initiative.
- VH also noted that the TPP qualification is run in partnership with IHT and the cost of this partnership must be taken care of without financial instability.
- The priorities of the Board will be developed into an Action Plan and all Board members will be asked to concentrate their efforts towards meeting the actions listed.
- More details will follow regarding the Bursary scheme for 2009.
- The TPS will have a policy statement for the year ahead.
- VH will meet with previous Chairs of the Society to discuss the way forward in the Society's teenage years.
- VH closed by welcoming the continued growth of the Society through difficult times which signifies members commitment to their profession. VH looks forward to continued membership and Board support.

Questions

- 1) Overall membership of the Society has grown but do we know if we have lost any members?

It is a priority of the Board to look into this matter further as we don't have details of lapsed memberships. This was discussed at the Board meeting and it was agreed that we need to get better transparency through the Service Provider (ICE) to ensure we can determine when a subscription is lapsed. However the numbers suggest we are not losing members.

5 AOB

Nothing to add. BW thanked members for attending and closed the meeting.