

The Association of Polish Engineers in Great Britain

Minutes of the Annual General Meeting held online and in person at POSK

Saturday 20th April 2024 at 16.00

1. Welcome and agenda for the Annual General Meeting

The Annual General Meeting (AGM) commenced at 16.00 on Saturday 20th April 2024. All members who joined online and in person at POSK were welcomed by the Chairman of the Association of Polish Engineers in Great Britain, Marian Zastawny. The meeting invitation and agenda had been distributed via email to all members before the AGM.

The recording was started at 16.20.

2. Election of an AGM Chair, Secretary and two Assessors

In accordance with clause 19 of the 'Articles of Association' the Chairman of the Association of Polish Engineers in Great Britain, Marian Zastawny, proposed:

- Piotr Świeboda to Chair the AGM
- Michał Sławek to take the role of the AGM Secretary and
- Mirosława Michniewicz and Zuzanna Kurzawska to take the role of AGM Assessors

The above named accepted the nominations and the members present unanimously approved.

A list of all AGM attendees has been appended to these minutes in Appendix 1.

3. Minutes of previous AGM

The minutes of the previous Annual General Meeting of the Association of Polish Engineers in Great Britain were accepted as a true and accurate record of the proceedings.

4. Presentation of the Annual Report by the Chairman of the Association of Polish Engineers in Great Britain

Marian Zastawny (MZ) presented his annual report which was aided by PowerPoint slides.

The Annual Report has been appended to these minutes in Appendix 2

5. Presentation of the Annual Report by the Treasurer

Piotr Świeboda, the Treasurer presented the Annual Financial Report and explained the main figures as presented in his report which had been made available to all. The report is appended to these minutes in Appendix 3.

6. Internal Audit Committee report

Andrzej Rumun (AR) reported that the Committee reviewed the activity of STP and accounts for the last financial year presented by the Treasurer of the Association. AR talked about past achievements of STP and presented suggestions for the future such as whether the STP website should be available in both English and Polish and necessity for STP to be known by more people as well as approving activity outside the UK however advising that STP should focus on activity within the UK. The Acceptance Note is appended to the minutes in Appendix 4. AR informed that a letter with regards to Benevolent Fund will be presented at the end of the meeting.

7. Discussion on the reports presented

7.1 Teresa Bilińska (TB)

TB outlined the importance and benefits of cross-border cooperation for STP.

7.2 Janusz Ptak (JP)

JP congratulated on STP work and achievements.

7.3 Kris Ruszczynski (KR)

KR congratulated on STP work and achievements expressing opinion that STP activity is going into right direction however the focus should maintain withing the UK.

7.4 Marian Zastawny (MZ)

MZ commented on the Internal Audit Committee (IAC) report and suggested that IAC could review STP procedures and come up with improvement suggestions.

7.5 Arkadiusz Marczewski (AM)

AM asked whether there was anything else STP could do to be known to a wider group of people and suggested contacting Technical University of Gdansk.

7.6 Piotr Świeboda (PS)

Commented on the Internal Audit Committee (IAC) report and suggested that reports should also highlight achievements and positive aspects of STP activity as well as suggested to improve communication between IAC and the Board.

7.7 Piotr Dudek (PD)

PD congratulated on STP work and achievements.

8. Vote of approval of the current Board

The voting took place online and in person. The Assessors counted votes in the room and Piotr Świeboda counted votes online. Vote of approval passed unanimously. The results are attached in Appendix 5.

9. Strategy and planned preliminary budget for the next year.

Martian Zastawny presented his plans and strategies for the next year which among other included:

- Three pillars of STP activity: people/community, events and communication.
- Proposal to organise a conference regarding the future of Polish community in the UK.
- Proposal to organise a Whatsapp chat for members not actively involved in STP activities who could get involve in individual events when posted on that proposed group.
- Proposal to organise events outside London.
- Mentoring for schools – organising presentations for young people regarding job positions, helping them to understand real responsibilities and duties of different jobs in cooperation with other professional Polish associations i.e. Polish Medical Association, Polish City Club, Polish Policemen and others.

A copy of the strategy for the next year has been appended to these minutes in Appendix 6.

Budget forecast for next year was presented and shared by Piotr Świeboda (PS). A copy has been appended to these minutes in Appendix 6.

Krzysztof Ruszczyński asked whether there was any allowance within the budget for the 85th anniversary of STP in 2025; PS confirmed no allowance for this in the current budget forecast.

Arkadiusz Marczewski asked if STP had hypothetically have more funds within the budgeted, would there be any plan how to use these funds.

Marian Zastawny responded that STP has an operation budgeted with all revenues and expenses planned and there is currently no need for more funds. If there was a need to organise a bigger event, we would need to get more funds to finance it.

Andrzej Fórmaniak asked whether the Polish Science Day events have been abandoned by STP. Marian Zastawny confirmed this was the case due to difficulties with finding partners to organise these events.

Sebastian Czajka suggested to increase membership subscription fees.

Marian Zastawny responded that finances are not the biggest concern but the limited human resources.

Arkadiusz Marczewski put under discussion why there were differences between a business model company and STP. Piotr Świeboda clarified that STP is a charitable organization which cannot be run the same way as a business as STP does not generate profits. Marian Zastawny added that STP can employ someone on an ad hoc basis if this was required however STP cannot employ anyone permanently. Kris Ruszczyński added that previous constitution permitted to pay trustees for their work. Piotr Świeboda clarified that this was allowable when STP was a limited company; current status as a

charitable organization does not allow for this.

10. Presentation of new candidates and election of the New Council members

Marian Zastawny reminded that according to STP constitution each year during election, half of the board members with a long seniority must step down and may be re-elected.

Marian Zastawny introduced new candidates for Council Members: Monika Kołatka, Michał Sławek, Michał Kowalski and 5 Trustees (Alina Antonik, Teresa Bilińska, Marek Jasiński, Mirosława Michniewicz, Kamila Wiatr) with a long seniority have been proposed to be listed for vote. Piotr Świeboda closed online voting for New Council Members and presented the results with 31 votes made overall:

Elected Council members for 2024/2025:

1. Teresa Bilińska
2. Marek Jasinski
3. Alina Antonik
4. Mirosława Michniewicz
5. Kamila Wiatr
6. Monika Kołatka
7. Michał Kowalski
8. Michał Sławek

11. Election of Committee of Internal Auditors

MZ proposed the following members for the Committee of Internal Auditors: Andrzej Fórmaniak, Andrzej Rumun, Piotr Dudek, Elżbieta Mytko, Anna Kopyto as well as Marian Zastawny and Piotr Świeboda (both without a right to vote) These proposals were then put to the vote and accepted unanimously in online and in person voting.

12. Proposed 'other' motions

12.1 Resolution Regarding Independent Management of Benevolent Funds

12.1.1 Andrzej Rumun presented a resolution regarding independent management of the former Benevolent Fund, currently managed within the STP under the name Support Fund. The AGM voted and decided on the following:

- Andrzej Rumun is tasked with revising the STP-016 rev. 1.0 Support Fund Management document to clarify that the fund is to be managed by the current and former chairs, or the most senior members if the chairs refuse participation. Chairs holding trustee positions will be non-voting members of the committee. Additionally, some management principles will be revised, and proposals issued for member acceptance in accordance with the Constitution.
- Piotr Świeboda emphasised that the current version of the STP-016 rev. 1.0 Support Fund Management document had been reviewed and accepted by the former Trustees of the Benevolent Fund. While further clarifications and amendments may be necessary to ensure the independence of the fund management, their will should be respected and taken into account.

12.1.2 Composition of the Support Fund Management Commission:

- Elzbieta Mytko was added to the fund management commission as a former Treasurer of the Benevolent Fund. Kris Ruszczynski confirmed during the meeting that he resigns from his right to be part of the commission.
- The AGM voted (all votes in favour, except one abstention) and confirmed the composition of the Support Fund Management commission, consisting of the following persons:
 - Andrzej Fórmaniak
 - Piotr Dudek
 - Marian Zastawny (non-voting member, currently Trustee of STP)
 - Piotr Świeboda (non-voting member, currently Trustee of STP)
 - Anna Kopyto
 - Elzbieta Mytko

12.1.3 Management of the Support Fund:

The management of the Support Fund will be carried out by the persons mentioned above, and the funds will not be frozen. The STP-016 rev. 1.0 Support Fund Management document will be revised in the meantime and issued for acceptance to members in accordance with the Constitution.

11.2 Teresa Bilińska summarized her involvement and activity in Technical Academy and cross-board cooperation including cooperation with Society of Engineer in UAE, Polish universities and engineering societies.

11.3 Kris Ruszczyński suggested that a need to start planning for the 85th anniversary of STP in 2025.

11.4 Andrzej Rumun thanked Andrzej Fórmaniak for all his past involvement in STP.

12. Any other ordinary business

None.

13. AGM closure

MZ thanked everyone for their attendance and contribution. The meeting was declared closed at 18.30.

Minutes taken on and prepared by	Michał Sławek
Signature:	
Date:	20.04.2024

Appendix 1

List of all AGM attendees

In person:

1. Marian Zastawny
2. Elwira Kamińska
3. Teresa Bilińska
4. Marcin Wickowski
5. Andrzej Rumun
6. Sebastian Czajka
7. Alina Antonik
8. Monika Kołatka
9. Tomasz Koperniak
10. Zuzanna Kurzawska
11. Piotr Świeboda
12. Mirosława Michniewicz
13. Monika Koclega
14. Iwona Pietraszewska
15. Michał Sławek
16. Arkadiusz Marczewski
17. Tatiana Sawicka