



WELCOME TO THE

International Institute of Marine Surveying

Annual General Meeting 2022

broadcast live from MURRILLS HOUSE, 7th June 2022



AGENDA

1. Apologies
2. Minutes of previous AGM held in June 2021
3. President's Report (Geoff Waddington)
4. Chief Executive Officer's Report
5. Directors' Reports
6. Pre AGM election voting results on
 - a) Management Board re-election en-bloc
 - b) New Deputy Vice President nomination
7. Pre AGM voting results on
 - a) Proposed fee structure for 2023 membership
8. Incoming President's Message (Peter Broad)
9. Fellowship & Honorary Awards
10. AOB



1. Apologies



2. Minutes of previous AGM held in June 2021



3. President's Report (Geoff Waddington)



4. Chief Executive Officer's Report





Chief Executive Officer's Report

By Mike Schwarz



**Prepared for the International Institute of Marine Surveying
Annual General Meeting on 7th June 2022**

Period covered by the Report: July 2021 to June 2022



Chief Executive Officer's Report

by Mike Schwarz

2022



CONTENTS

- | | |
|--|---------------------------------------|
| 03 General review of last year | 13 Report Magazine |
| 04 Head Office matters | 14 Website |
| 05 Management board and succession planning | 15 Digital Marketing & Communications |
| 06 Branch news | 16 IIMS Apps and CPD |
| Membership update | WhatsApp groups |
| 07 Surveyor complaints | 17 Investment projects |
| 08 Certifying Authority news | External projects |
| 09 Online seminars and training | 18 Financial overview |
| 10 Distance Learning Professional Qualifications | 19 Marine Surveying Academy (MSA) |
| 12 Handy guides and news bulletins | My personal thanks |

General review of the last year

The world of marine surveying has continued to be disrupted by

- the pandemic, now thankfully starting to recede;
- by the outbreak of war in Ukraine;
- by a disrupted global shipping industry.

Despite these challenges many members have reported being consistently busy.



In its 31st year, IIMS suffered its own disruptions caused by pandemic challenges with members of the team being out due to Covid or needing to self-isolate. After a hybrid system of working from home and office, the whole team is now back at Murrills House.

With hindsight, the right decision was made to keep the team fully employed with no need to furlough anyone unlike most other surveying organisations. The second half of 2021 proved to be strong, and the Institute posted a profit well in excess of its budget to consolidate its financial position. The main drivers for an excellent performance came in the areas of strong membership growth and a larger number of students than anticipated studying the distance learning Professional Qualifications.

The industry said a sad farewell to surveying legend, Eur Ing Jeffrey Casciani-Wood, who passed away earlier this year after a short illness. He leaves a legacy like few others in the surveying business.

A big thank you is due from the membership to its out going President, Geoff Waddington. His contribution during the toughest two years any President could have had, has been inspirational.



As alluded to, the hybrid working situation has now ended. Holly Trinder left the business in December and was followed by Sharon Holland, who departed in April.

Rosie Webb joined us in March and is responsible for keeping the various websites up-to-date, publishing news and features. She is also assisting Membership Secretary, Camella Robertson and is learning to understudy Certifying Authority administrator, David Parsons, with coding and tonnage processing duties.

Rachel Moores joined the business last month and has taken over the responsibility for planning and managing courses and events for the Institute's subsidiary, the Marine Surveying Academy. She is already getting busy with eCMID AVI events and the soon to be relaunched RMCI standard.

In April 2022, Craig Williams, (our talented in-house designer), celebrated ten years with IIMS. We marked the occasion with a small celebration. Craig is responsible for the majority of the professional creative and graphical output from the organisation.

Head office, Murrills House, is looking splendid. Much of the investment made by IIMS last year went into bricks and mortar. Essential repairs to windows, doors and roofs were successfully completed. The exterior was given a thorough painting and the boardroom was updated and decorated. There are no plans to invest significant further funds this year.

04

The team's annual away day and overnight adventure into the New Forest is planned for later this month. This will be our fifth such team building event. Over the two days the team will get the chance to work and play together in small teams and as a group.

Management board and succession planning

The management board has continued to meet each quarter under my Chairmanship.

Their support for me personally and for the wider team over a challenging period has been appreciated.

At the last meeting there was a deep discussion about succession planning, the importance and need for it. With some of the existing management board expected to retire over the coming years, it is necessary to address this matter now. As a consequence three long standing IIMS members, Graeme Temple (Singapore), Elliott Berry (UK) and John Walker (Majorca).

Mike Proudlove will join the management board from June, following his election as Deputy Vice President.

Barney Sollars has agreed to join both the Certifying Authority committee and the PAC. Additionally, Oli Byles and Graeme Temple have both agreed to join the PAC.

If you feel you have something to contribute to the Institute and would like to put your name forward for consideration, please contact IIMS HQ.



Branch news

The pandemic has meant that running any face-to-face events locally has not been possible.

James Renn lined up a first-class array of speakers for an online Conference earlier in the year, but sadly due to lack of interest, the event was pulled and did not happen. It is our intention to put this event on again later this year as a face-to-face event at MITAGS, Baltimore.

The Canadian branch fared better with their online AGM, which was supported by several expert speakers who engaged a sizeable number of delegates. Scott Kennedy has taken up the reins as the new branch Chairman and thanks are due to Lachlan Mackenzie, his predecessor, who has stepped down.

06

Membership update

Professional Assessment Committee (PAC) Chairman, Capt Chris Kelly, will give a verbal update.

New applications made a slow start to the year but put on a spurt recently. At one point we had half a dozen applications in just a few days. The quality of applications is variable. Some are granted a lower membership classification than applied for and others are refused membership. The work the PAC (which met recently) performs is invaluable. They are checking for forged documents and certificates, which is not uncommon, and for objective evidence that the applicant has the knowledge and experience to back up their claims.

The final members who have not paid their fees (a small number) are suspended and will be withdrawn from membership at the end of June. This year we gathered more membership fees earlier than ever before. The annual churn of members is low and in keeping with expectations and industry norms.

Last year we broke through the 1,000 membership mark and that has been sustained.

Surveyor complaints

There has been a steady stream of surveyor complaints which have kept Chairman of Standards, Paul Homer, busy over the past year. Whilst putting the member first and supporting them, on a couple of occasions this has not been possible to do given the severity of the complaint.

There is a theme emerging though.

The main recurring issue we are seeing is surveyors not reporting what they are not able to see or report. There is now a consistent theme and we need to address this with some communication to small craft members to remind them of the importance of saying in the report what has not been surveyed with some example phrases to use.



Certifying Authority news

The Certifying Authority (CA) sector has had a disruptive year. Following my decision to resign my position as Chair of the CAs Professional Standards Working Group mid last year after five years, I have continued to work behind the scenes to try and move the sector to a common certification scheme that recognises and endorses competency in MCA coding. It remains a challenge, but intervention later this year with the issuing of a new MCA CA contract will refocus minds.

The IIMS CA remains busy. The Institute has attracted a number of new coding examiners caused mainly by the melt down at a rival CA which has disrupted the market. Our fleet size remains steady with transfers trickling in from other CAs. But some of these new examiners are starting to eye up IIMS as the future home for their coded vessels and I expect our fleet size to increase. David Parsons continues to do an excellent job in his role as Administrator.

The new much vaunted Workboat 3 Code is nearing readiness to go to consultation. The code is not so relevant to IIMS as it is to other CAs with larger workboat fleets. But we will need to introduce the new regulations.

The annual audit by the external monitoring MCA team was successfully negotiated with no major findings.

08

The CA delivered its much admired remote tonnage training to 20 plus delegates worldwide earlier in the year and several new Tonnage Measurers have been approved. A face-to-face tonnage training day in early autumn at Itchenor on the UK south coast.



Online seminars and training

There have been a number of training events organised in recent weeks. Attendance at face-to-face events post pandemic has been disappointing however, but online seminars continue to attract good support.

The inland waterways training event in Leicestershire was held across two facilities. Delegates had the chance to see grit blasting and the application of zinc coating at close quarters. In the afternoon, at the other facility, they were treated to presentations from Akzo Nobel and an experienced paint applicator.

The quarterly online report writing seminar continues to be popular, especially with students and the last one drew around 30 delegates.

The man overboard drills – theory and practice – held recently at the RNLI headquarters in Poole was again a great and innovative training event, with the afternoon devoted to presentations on life saving equipment.

Nick Parkyn's seminar in July on synthetic rigging already has 20 plus delegates signed up.

We are looking at training possibilities for the autumn, including one full day for yacht and small craft surveyors. But a hybrid event offering an online joining option seems to be the way to proceed.



Distance Learning Professional Qualifications

The professional qualifications programme remains the most valuable source of income for the Institute.

A significant investment was made last year in the new Education Portal in conjunction with our partners in Goa, eDot Solutions. The roll out that started in January is complete and all current students now have an online profile. There has been positive feedback from those who have used the previous system, particularly citing the usability and variety of resources it now includes. Administration procedures have been streamlined significantly, creating a smoother, faster application process.

There has been an encouraging increase in graduation rate in early 2022, which could be attributed to our enhanced interaction with students, continued support from assessors and expansion of available resources. Graduation is essential for onward development through membership of the Institute. The need for succession planning on the Education Committee is just as important as it is elsewhere in the business, and we have work to do in this area.

There has been a steady increase in intake numbers after a tough January. More late bookings have been a strange but welcome feature with some applying after the starting dates. Campaigns to re-engage those who have expressed an interest in previous years continue, with emphasis on enhancements to the student experience since the new portal launch.



CARGO
+ Commercial
SHIP



YACHT
+ Small
CRAFT



Module updates are ongoing. Module 12: Heavy Lift is under peer review. Module 14: General Cargo is being considered ready for updates. Module 23: Marine Coatings is to be re-written and updated. Module 28: Small Craft Rigs & Sails was updated at the end of 2021 to include a new section on synthetic rigging by Nick Parkyn.

Last year we rolled out a new professional qualification in marine corrosion. Over 20 delegates joined the programme and most have now achieved the qualification having completed their studies. We plan another live event in October, but the course material and modules will soon also be available as an on demand programme which can be studied remotely.

Earlier this year Peter Broad developed and presented a new programme entitled Shipbuilding Acquaint Course. The take up was disappointing and following discussions with Peter, this has been moved to an on demand course.

The second week long practical course for small craft surveyors was successfully delivered in December at the Boat Building Academy in Lyme Regis. All delegates passed.



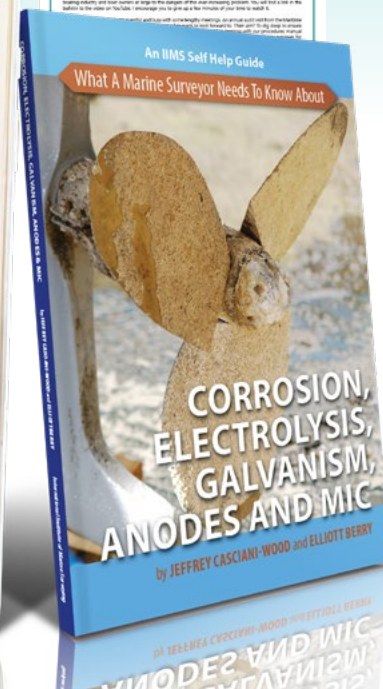
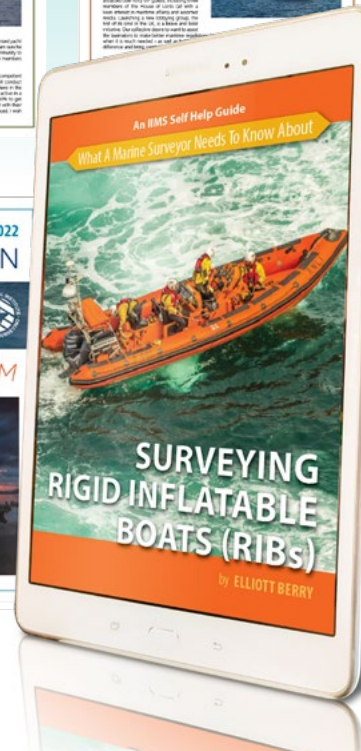
Handy guides and news bulletins

As part of the Institute's continuing strategy to package in more membership value, the monthly news bulletins are regularly hitting the 20-page mark in pdf format. There is no shortage of marine news, both directly relevant to members and the wider industry.

When I launched my own personal monthly column 'What caught my eye', little could I have known how popular it would become and I am grateful to those who have written to me with their comments. Some of the quirky stories I have managed to source beggar belief!

The open rate on the bulletin emailer continues to rise. Last month's edition had over 2,000 unique opens and hundreds of click throughs to linked content.

The series of handy guides has not increased and stands at 27 in total. The eBook versions are now outselling the printed paperback editions, but both types remain popular and generate steady online sales. Anyone wishing to contribute a manuscript for publication is asked to contact head office.



Report Magazine

The June 2022 Report Magazine is edition 100. There is the usual mix of essential marine surveying features of course but complemented by some real gems that would not normally be published. At 136 pages it is the largest ever edition.

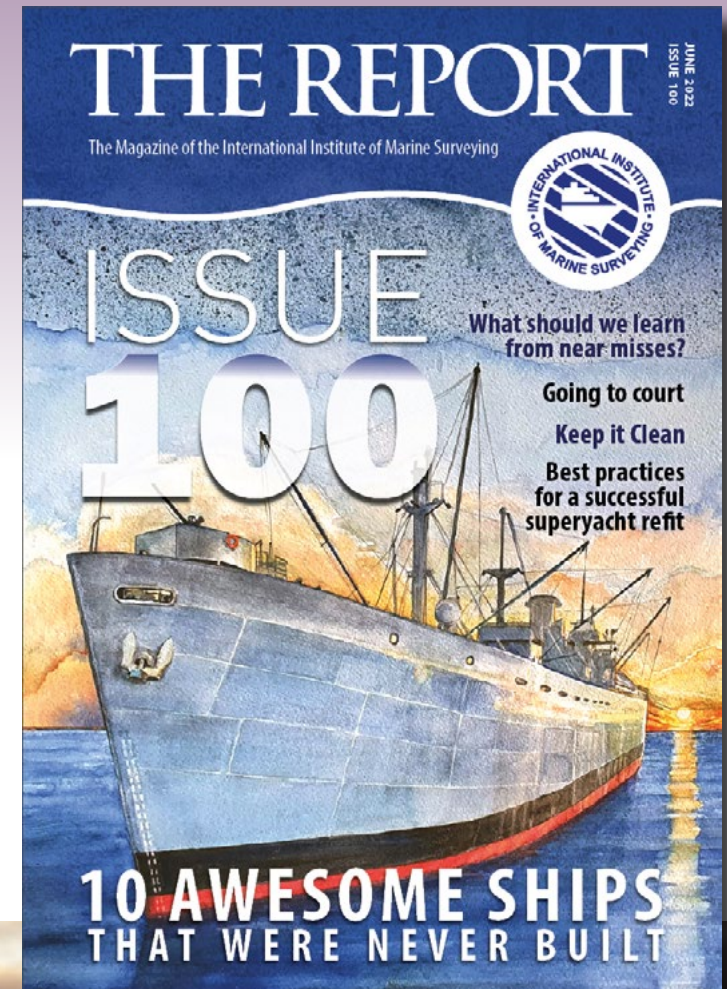
Worthy of note is Craig's front cover artwork, an original watercolour depicting a Liberty ship. Jeffrey Casciani-Wood was fascinated by Liberty ships, and this is partly a nod to him out of respect.

Some of the more eye-catching articles:

- 10 awesome ships that were never built
- The emperor has no clothes
- Wonders of Britain's inland waterways
- The challenging project that is dry-docking
- Going to Court
- From the murky bilge (new regular feature)
- 10 best practices for a successful superyacht refit
- The Art of Communication
- BIMCO EEXI transition clause for time charterparties
- Knowing how to stay the course: The story of one man and the Endurance

How many people read each edition of The Report?

There is no proof of the exact readership, but from adding together pdf and eReader download data it is estimated each edition is read by between 8,000 to 10,000 people.



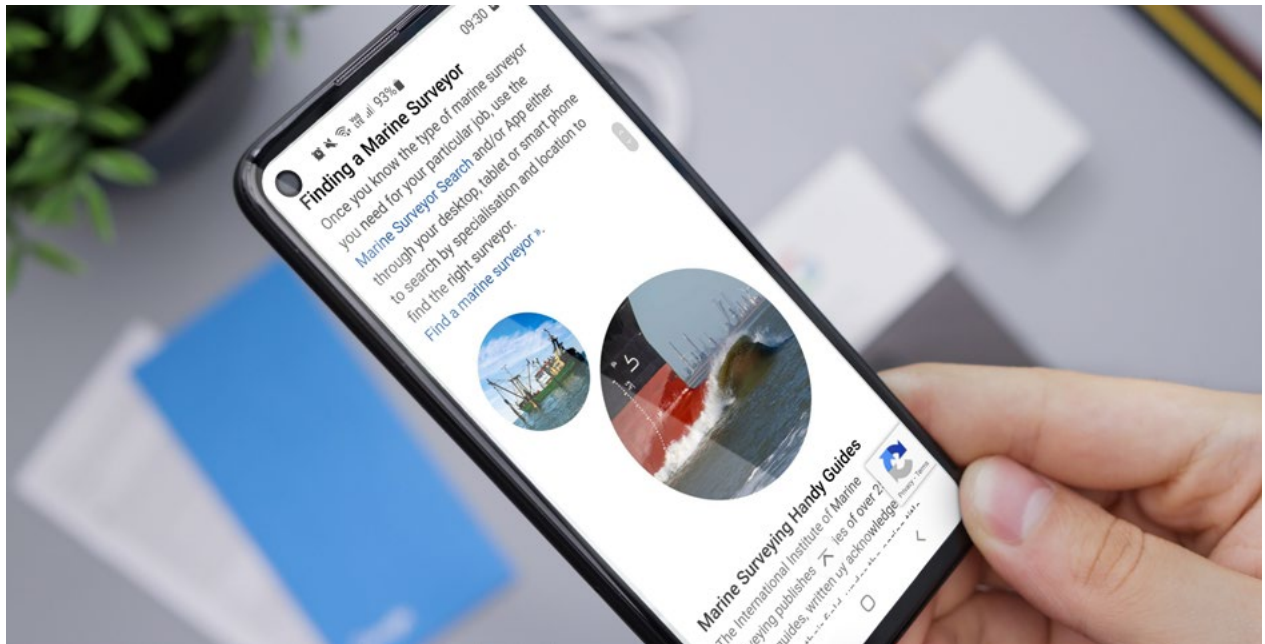
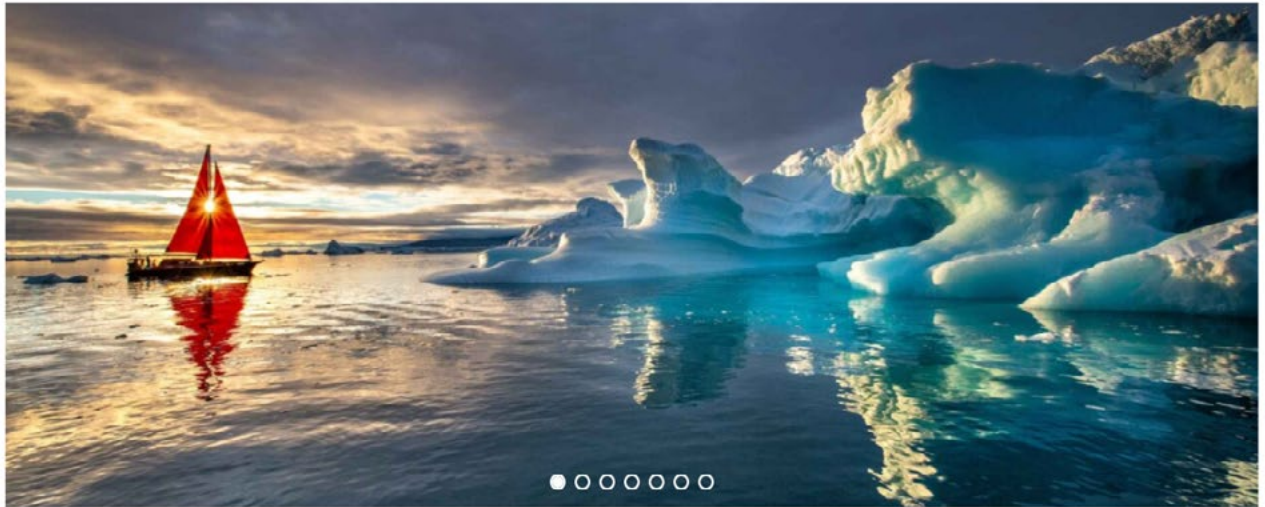
Website

Recent work undertaken to the IIMS website has made a profound difference, especially for those viewing the site on a mobile device. The significant difference is what has gone on behind the scenes, the biggest redevelopment since the site was launched in late 2014. It has been redeveloped using Bootstrap 5 framework. Bootstrap 5 was launched mid-last year. Already studying backend data, the performance of the site on mobile devices is seen to be greatly enhanced.

Whilst undertaking this development work, IIMS has migrated the website into a progressive web app (PWA). A PWA is a type of application software delivered through the web, built using common web technologies including HTML, CSS, JavaScript, and WebAssembly. It is intended to work on any platform that uses a standards-compliant browser, including both desktop and mobile devices. Since a PWA is a type of webpage or website known as a web application, they do not require separate bundling or distribution. Developers can just publish the web application online and users will be able to add the application to their home screen.



WELCOME TO THE IIMS NEWS ABOUT MEMBERSHIP EDUCATION VESSEL CODING WHAT'S ON MEDIA BOAT OWNER INFO KNOWLEDGE CENTRE



Monitoring the number of pdfs downloaded through the website is a weekly activity. Since the tracker was installed in October 2020, remarkably over 60,000 downloads have taken place.

Here are some examples taken at random from the report:

| | |
|---|-------------|
| The Report Magazine June 2020 | 1922 |
| The Report December 2020 | 1359 |
| Collision Regulations | 987 |
| Narrowboat & Canal Glossary of Terms..... | 930 |
| Introduction to the design and survey of marine propellers..... | 537 |
| 2021 Safety Loss Prevention Briefings Compendium..... | 497 |
| ICOMIA Small Craft Standards Bulletin..... | 468 |

| | |
|---|------------|
| Handbook for hydrogen fuelled vessels..... | 376 |
| Practice for the Safe Use of Lifting Equipment Code | 334 |
| IUMI 2020 report..... | 328 |
| Maersk Honam Fire Report..... | 308 |
| Canadian Vessel Plan Approval & Inspection Standard..... | 269 |
| Hire Boat Code 2021 | 236 |
| Flag State Performance Table..... | 225 |
| Belize Registry Yacht Code | 177 |



Digital Marketing & Communications

The Institute has continued to make good use of Vertical Leap, a specialist below the line digital marketing agency. They are responsible for generating targeted, quality leads for membership and new students. The programme has been refined over the years and is successful and cost effective.

The Institute has built up a database approaching 10,000 marine surveyors. Members receive the news bulletin electronically, but additionally we communicate with about 5,000 non members each month on a random basis to promote who we are and what we do.

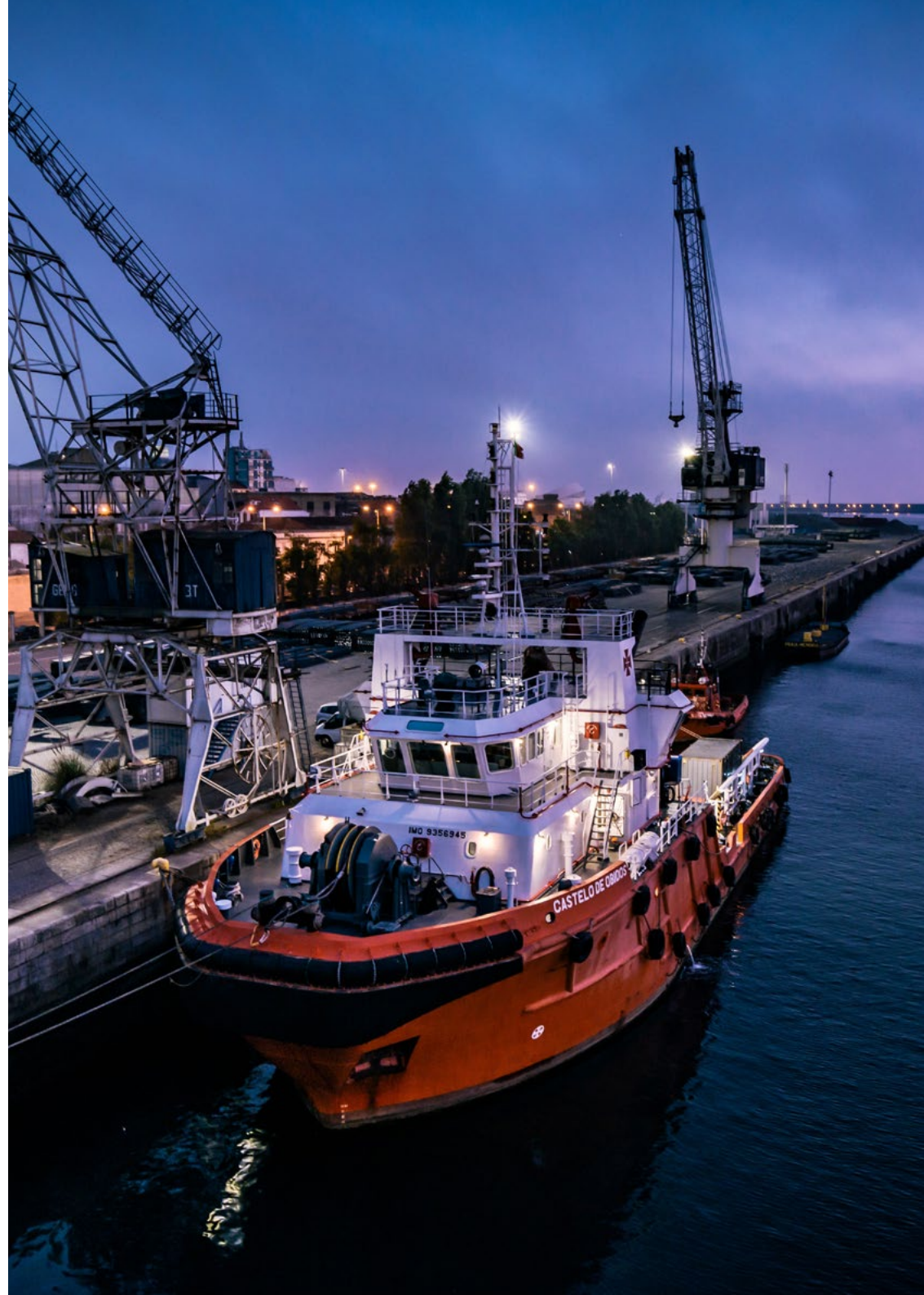
IIMS Apps and CPD

The IIMS Apps (managed by eDot Solutions) continue to perform well and have proved to be reliable. In particular, the Marine Surveyor Search App continues to be downloaded by a range of people each month.

Following the AGM last year and a proposal made by the PAC, it was agreed by the membership to increase the number of points required annually from 10 to 15 to become CPD compliant. The points table was amended accordingly and already around 30 members have secured their points for the 2022 CPD year. For those who are not familiar with the CPD process, it is handled via an App. Evidence must be attached so that Rosie can check each application for points and award them. No evidence means no points. Those who reach the required level of points have a dated CPR roundel added to their listing which appears on their web site and search app listings.

WhatsApp groups

There are now twenty plus closed WhatsApp groups since the first one we started for students and inland waterways narrow boat surveyors. The most recently added one is for UK yacht and small craft members. The success of the groups relies on the willingness of the members to share information and ask others for assistance – or just to share something amusing.





Investment projects

Certifying Authority training module

Work is underway on this project and Fraser Noble was commissioned to produce an authoritative module for those surveyors involved in MCA coding. The aim is partly to create a new module to add to the Professional Qualifications stable, but also to present a standard for those involved in this exacting work to prove their competency. The aim is to have this module completed by the end of this year for roll out in early 2023.

ISO 9001 accreditation

A decision was made to pursue ISO 9001 accreditation. Membership Secretary, Camella Robertson, is leading this piece of work. After a good and productive start, we have become bogged down with a heavy workload and the project has not progressed for a couple of months.

External projects

IIMS continues to play a part in other organisations not directly related to the Institute. IIMS was a founding partner last year in the Maritime Professional Council (MPC) which brings together some of the UK professional membership bodies. The MPC meets monthly. Over the past couple of months, the MPC has issued safety bulletins and press releases about the dangers of incorrectly fitted diesel heaters with a warning against purchasing cheap parts from via the internet. The Council has also tackled the subject of enclosed spaces (once again a hot topic) and has published a hard-hitting article by Capt Mike Lloyd. The Council also published a statement following the P&O fiasco.

In September I have been invited to Chair a panel at the Institute of Maritime Law entitled: 'Workshop on Advancing Ship Technology: Autonomy'.

Financial overview

Year on year revenue performance (2021 versus 2020)

Certifying Authority: 34% increase

Professional Qualifications: 3% decrease

Membership: 3% increase

Online seminars: 71% decrease

Handy guides: 17% decrease

Landlord income (rent): 110% increase

Total income: 1% increase on 2020

Operating costs: 2% increase
(due to building works)

Total net equity had increased
to £342,231 at December
2021, an increase from
December 2020 of 62%

Marine Surveying Academy (MSA)

The pandemic had made life for MSA challenging. The IRMII and RMCI standards both stalled and were mothballed. The eCMID accreditation scheme run on behalf of IMCA has, however, continued to blossom despite the obvious issues for inspectors boarding vessels. Over 800 have come forward for accreditation since the programme launched in 2015 and more than 600 have been successful.

The RMCI (Registered Marine Coating Inspector) standard is under redevelopment and is poised for relaunch imminently. Our belief is that there is a latent demand for the refresher and new course and we expect to busy this autumn.

MARINE
SURVEYING
ACADEMY



My personal thanks

An organisation the size that IIMS has become does not run itself. I am grateful as always and say thanks to:

- The Executive and Management Boards for their continued support behind the scenes and for helping to keep the wheels turning;
- My management team comprising Camella Robertson, Jen Argent and Hilary Excell;
- My colleagues at head office who work tirelessly for your benefit. They are Vicki Loizides (education); Rosie Webb (office and web site administrator), David Parsons (CA administrator), Craig Williams (graphic designer), Elly Bryant (accounts support), Pui Si Chung (MSA - eCMID AVI and DIAGS administrator) and Rachel Moores (MSA – course and events administrator).





I must also thank all those who work on a voluntary basis on behalf of the Institute around the world. Let me start with our In-Country Representatives, Regional Directors, Branch Chairmen and Officials.

Thanks are due to those who are involved with the various committees. They are:

Capt Chris Kelly: Chairman of the PAC and the dozen or so members who assist him in ensuring we maintain membership entry standards and keep them high.

Fraser Noble: Chairman of the Certifying Authority and the committee members.

Paul Homer: Chairman of Standards (who has had a busy year).

Geoff Waddington: Chairman of Administration (and President).

John Heath: Technical Support.

Thanks are also due to our loyal suppliers, supporters and friends.

I extend my gratitude to the many contributors who have written for The Report Magazine and also to those who have developed and presented training for the benefit of Institute members.



Chief Executive Officer's Report

by Mike Schwarz

2022



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5. Directors' Reports



6. Pre AGM election voting results on

a) Management Board
re-election en-bloc

| For | Against | Abstain |
|------------|----------------|----------------|
| 95 | 2 | 4 |

b) New Deputy Vice
President nomination

| For | Against | Abstain |
|------------|----------------|----------------|
| 90 | 2 | 9 |



7. Pre AGM voting results on

a) Proposed fee structure for 2023 membership

| | | |
|------------|----------------|----------------|
| For | Against | Abstain |
| 64 | 32 | 5 |

8. Incoming President's Message (Peter Broad)



9. Fellowship & Honorary Awards



10. Any Other Business





THANK YOU

International Institute of Marine Surveying

Annual General Meeting 2022

broadcast live from MURRILLS HOUSE, 7th June 2022

