



Draft Minutes
International Institute of Marine Surveying
Annual General Meeting
Tuesday 7th June 2022 at 1400 (UK London time)

Geoff Waddington, President of the IIMS, welcomed members and declared the meeting open at 1400.

1. Apologies

Received from Matt Folkes, Lee Wartier, Barney Sollars, Nigel Cox, Denis Korolkevch, Richard Rapp, Chris Wilks, and John Heath.

2. Minutes of previous AGM held in June 2021

Minutes of the last meeting were agreed. Proposed by Paul Homer and seconded by Allen Brink.

3. President's Report

Geoff Waddington commented on what a year it had been. His two-year term as President of the IIMS has been very interesting with Brexit, the COVID pandemic and now the ongoing situation in Ukraine. The marine surveying industry has been through troubled times and problems for some are still being encountered. However, there have been highlights, one being the acquisition of Murrills House, a splendid place and valuable asset for the Institute to have as its permanent home.

Geoff Waddington, on behalf of himself and the Board, thanked the IIMS Head Office team for their hard work and efforts during these challenging times. They have weathered the storm of lockdowns and staff illness, but despite this the Institute remains in a healthy financial condition.

Geoff particularly wanted to highlight The Report Magazine which he believes is a key asset and the shop window to the organisation.

Mike Schwarz paid his own personal tribute to Geoff for his continued support in handling some exceedingly difficult issues. He also thanked him for his input into writing articles for The Report and his leadership over the past two years.

4. Chief Executive Officer's Report

See attached report.



General review of the last year

Mike paid tribute to Jeffrey Casciani-Wood, who sadly passed away earlier this year. A remarkable man leaving a fantastic legacy and much missed by all who knew him.

The world of marine surveying has had a disruptive year and it is hard to predict what lies around the corner. COVID remains a challenge for everyone.

Despite these difficulties many members have reported how busy they are particularly in the small craft sector. However, this is not the same for all Institute members, something that head office is always mindful of.

The IIMS chose not to furlough the team during the pandemic, although most of our competitors took advantage of government intervention. The whole team are back in Murrills House

In the second half of 2021 IIMS delivered a strong trading position. The Institute posted a profit in excess of expectations.

The main drivers have been strong growth in various areas. Membership and Certifying Authority revenues have increased. Despite a small price rise of the Professional Qualification, this continues to perform steadily.

Head Office Matters

HQ has had some staff changes. Holly Trinder left the business in December and was replaced by Rosie Webb who will become webmaster for all the IIMS websites over time. All the team have their own specific areas of business they are tasked with; however, it is important these areas are covered for holidays or sickness so Rosie will also be assisting Camella Robertson with some of her membership work and also understudying David Parsons, who is the Certifying Authority Administrator. Geoff Waddington also commented on what a good addition to the team Rosie has been.

Sharon Holland left in April. She has been replaced by Rachel Moores, who joined in May. Rachel has settled in well.

Earlier this year Craig Williams (in-house graphic designer) celebrated 10 years at the Institute, and this was marked by a small celebration at Head Office. Mike offered his personal thanks to Craig for all his hard work and consistent performance.

Murrills House is looking splendid. Windows have been replaced at a considerable cost, in the region of £60k. The building holds a Grade II listing which meant the windows had to be handmade by local craftsmen. A recent leak to part of the roof has been repaired.



The gardens are being maintained on a regular basis.

The building will be revalued in July 2023 and it is likely this asset will have further increased in value.

Staff retention is important to the IIMS. Recruiting has become increasingly difficult with more jobs available than there are to fill them. The team is off to the New Forest in June for their annual team building event. As well as fun elements, business strategies are tabled for discussion.

Management board and succession planning

At the March Management Board meeting the need for succession planning was discussed. A number of committees have members who are expecting to retire in the near future. Mike expressed a desire to encourage more members onto the education committee and highlighted the particular need for a naval architect to serve on the Certifying Authority Committee.

Mike reported that as of this morning's Management Board meeting three new members had participated in an observing capacity. They are Graeme Temple, Elliott Berry, and John Walker. They will also sit as observers at the September Management Board meeting and if they decide to stay on permanently, members will be consulted for their approval. Additionally, Mike Proudlove will be joining in his capacity as Deputy Vice President. The board is very keen to make sure both the small craft and the commercial ship sectors are represented equally to reflect the membership.

Oli Byles, Graeme Temple, and Barney Sollars have joined the Professional Assessment Committee. Barney has also agreed to become a member of the Certifying Authority Committee.

Mike appealed to all members to contact head office if they feel they have something to offer and would like to join one of our committees or contribute to the running of the organisation.

Branch

A quiet year for the branches. COVID has made meeting face to face almost impossible.

India who should have celebrated their 10th anniversary will may look to hold this later in 2022.

The Canadian Branch has continued to grow with the branch committee doing an excellent job locally.

The usually successful US Conference, this year online only, was cancelled due to lack of attendance. It may resurface again as a face-to-face event in August.



Membership

Chris Kelly, Professional Assessment Committee Chair will report later in the meeting.

Membership has seen a steady growth over the last two years. Applications stalled slightly at the beginning of 2022 but have now picked up again.

The quality of applications can sometimes be a challenge and can lead to some applicants being granted lower membership classifications than applied for. Others have been refused membership.

Members who have not paid their annual fees by the end of June (a very low number) will now have their membership revoked. As it stands this will be around thirty members.

Surveyor Complaints

Mike Schwarz, Paul Homer, and Cam Robertson have been involved in a steady stream of complaints.

IIMS is usually able to push back to complainants and support the member. However there have been a couple of recent complaints where this has not been possible.

Certifying Authority

This sector has had a disruptive year. Mike previously advised that after five years he stepped down as Chair of the Certifying Authority Professional Standards Working Group.

However, Mike continues to work behind the scenes pushing towards a common standard. Introducing this certification scheme will help to recognise competency in MCA coding. This remains a challenge but the proposed new Maritime and Coastguard Agency (MCA) contract later this year is likely to force the issue.

The IIMS fleet size is steady. The Institute has authorised several new coding examiners and it is hoped this will increase the fleet size.

David Parsons is to be thanked for all his hard work as the Certifying Authority Administrator.

Work continues with the new Workboat 3 code. The MCA is preparing the documentation for a three-month consultation period.



Last year the IIMS underwent its annual MCA certifying authority external audit which was successful; however, we cannot be complacent as it is vitally important to maintain these standards at a high level.

During COVID the IIMS was approved by the MCA to deliver remote tonnage training. This proved to be very successful with a number of new tonnage surveyors becoming qualified to do this work. The course consists of a three-hour online delivery of the tonnage manual – the theory. Surveyors must then produce videos of themselves carrying out a tonnage survey which is then submitted for scrutineering – the practical.

A planned face to face tonnage training course is arranged for September this year, which will also be a hybrid event. Those who attend in person will be able to spend the afternoon measuring boats, complete the paperwork and, if successful, become recognised as a tonnage measurer.

This has proved to be a good source of income for the Institute with increased tonnages year on year.

Online Seminars and Training

IIMS has recently run two face to face training events. Both were poorly attended. Those who attended in person were, however, pleased to be once again meeting their fellow surveyors and being able to network with people who are doing the same job.

Online webinars continue to be well supported and more are planned.

This leaves us with a dichotomy. Where do we go from here? What do our surveyors want and how would they like to be trained in the future? Mike Schwarz advised, in mid-July, he will be sending out a research document to the membership asking for their views on a range of matters.

Online report writing seminars for yacht and small craft members and students continue to be run quarterly. They are always well attended – 30 plus delegates as a rule - with positive feedback from delegates. All IIMS students are entitled to attend for free.

Nick Parkyn, an expert in synthetic rigging, will be presenting a seminar in July, which has already attracted a number of bookings.

Distance Learning Professional Qualifications

A significant investment has been made in the new Education Portal, a bespoke built system to handle and process our students learning. The modules have also been



rebranded.

Mike thanked Ruchin Dayal and his eDot team in Goa for their help and support in bringing this online in January.

Mike also thanked Vicki Loizides for her exceptional work on the portal and for completing the migration of all students. Students who have been moved from the old system to the new portal have been very positive with their feedback.

Vicki reported an encouraging increase in the graduation of students. It is felt our escalated interaction with students is the driver for this, reaching out to them in various ways, one of which is the introduction of student WhatsApp group. These have been a remarkably successful addition in connecting students.

Support from assessors continues with online tutorials, all of which are recorded and uploaded to the portal for future reference.

Succession planning remains a concern for the Education Committee, Mike made an appeal to anyone who has an interest in education and would like to offer their time and support to contact HQ.

The education performance was slow at the start to 2022, however later intakes have been more encouraging. Given the current economic situation worldwide with the cost-of-living crisis it is unsurprising.

Modules 12, 14 and 23 are currently being peer-reviewed. Module 28 has been updated and re-introduced.

Last year, administered by the Marine Surveying Academy, a new professional qualification in Marine Corrosion was developed, written, and delivered by Mike Lewus. This attracted over twenty delegates most of whom have achieved the qualification. Another live event has been planned for October 2022, but it has been decided that the course material and modules will also be available on demand.

In early 2022 Peter Broad developed and presented a new programme, the 'Shipbuilding Acquaint Course'. Take up was disappointing and following discussions with Peter this programme is also going to be made available as an on-demand course. There have been further conversations with Peter on delivering this as a practical one-week course delivered live in Busan in South Korea.

In December 2021, the second weeklong IIMS practical course for small craft surveyors was delivered at the Boat Building Academy in Lyme Regis. A highly successful course which is planned again for later in 2022.



Handy guides and news bulletins

Handy guides remain strong particular in the first quarter of 2022. eBooks are now outselling our paperback versions.

The monthly news bulletins have grown in size, a deliberate strategy to enhance membership value.

Having launched his own column, 'What caught my eye,' Mike expressed his delight in how popular this has become and is grateful for those who have taken time to respond.

Apart from our members, bulletin emailers, are also sent to other marine surveyors on a random basis to promote the IIMS. Their contact details have been harvested from various marketing campaigns. Analytics show strong engagement, highlighting relevancy of the material. Open rates each month in excess of 2,000 are common.

Report Magazine

Mike wanted to reference the front cover of this 100th edition. Earlier this year, long-standing member, Mr Jeffrey Casciani-Wood, passed away. He had a particular fascination with Liberty ships. It was with this in mind and out of respect for Jeffrey and the legacy he has left, that Mike commissioned Craig Williams to design the front cover. Thanks was given to Craig for his excellent original watercolour.

Readership figures of the Report are almost impossible to know. However, by collating all the various download data of the pdf and eReader formats, it is estimated the Report is read by 8,000 to 10,000 each edition.

Website

The website has had a significant makeover. The site has been migrated from bootstrap 3 to 5 (the framework that underpins the site). It is the first major update since its launch in 2014. This has enhanced the viewing experience and performance of the website specifically on mobile devices.

The site has also been moved to a Progressive web App (PWA) a modern way of delivering websites.

Over recent months the IIMS website has been subject to increased and unwelcome cyber-attacks. Wedos is a major Czech based host, but we may need to consider moving.

Mike showed a snapshot of pdf download statistics, please see attached report for figures. Over 60,000 pdf downloads have been recorded since tracking was



implemented in late 2020, a sign of how busy the site is and how relevant the content. The website is a valuable source of information and attracts between 15,000 to 18,000 unique visitors a month who view on average 35,000 pages.

Digital Marketing and Communications

The Institute continues to use Vertical Leap, a specialist below the line digital marketing agency. They are responsible for generating membership and student leads and expressions of interest.

The IIMS now has a database approaching 10,000 marine surveyors. This allows the Institute to market not only to our members, but also those from other sectors of the industry.

IIMS Apps and CPD

Mike advised those online to claim their two points for joining the AGM. At last year's AGM the membership voted to increase annual CPD points from ten to fifteen. There are members who have already collected enough to achieve their 2022 CPD roundel.

Thanks was given to Ruchin Dayal and the team at eDot Solutions and in particular Michelle Fernandes, the project manager, for the apps developed.

The Marine Surveyor Search App continues to be downloaded monthly.

WhatsApp

See earlier in the minutes

Investment Projects

Certifying Authority training module

Fraser Noble, Chair of the Certifying Authority, has been commissioned to produce a module for marine surveyors involved with MCA coding, or wishing to study this area of work, which will also sit as part of the IIMS Professional Qualification.

Developing the next generation of coding examiners is becoming an issue, and one the IIMS is eager to address. This module is aimed at surveyors who have an aspiration to become a coding examiner. But it will also present a standard and benchmark for existing examiners who have a desire to prove their competency.

ISO 9001 accreditation

A decision was made to pursue ISO 9001 accreditation. Cam Robertson has been leading this piece of work, however due to a heavy workload progress has stalled.



External Projects

IIMS is a founding member of Maritime Professional Council (MPC), formed in September 2021. The aim of the council is to hold industry regulators to account. Meeting monthly the council has tackled various issues from enclosed spaces to the recent P&O fiasco and the dangers of badly fitted diesel heaters in small craft.

Mike has been invited to Chair a panel at the Institute of Maritime Law entitled 'Workshop on Advancing Ship Technology: Autonomy' in September.

Financial Overview

Year on year revenue performance (2021 versus 2020)

IIMS had an extraordinarily strong 2020.

2021 saw Membership, Certifying Authority and Professional Qualifications all showing an increase with Online Seminars and Handy Guides showing a decrease.

Total net equity had increased by 62%.

Marine Surveying Academy (MSA)

The Marine Surveying Academy is a wholly owned subsidiary of the IIMS. Paul Homer, Mike Schwarz, and Hilary Excell are all Directors with Mike Proudlove and Ian Coates sitting as Non-executive Directors.

The MSA was launched a few years ago, set up to be a place where projects not directly for the benefit of the IIMS membership, could be housed.

The pandemic made for a particularly challenging year. Both the RMCI and IRMII standards stalled. But the RMCI (Registered Marine Coatings Inspector) programme has been reinvigorated. New course material has been written; the brand is being re-launched. Hilary has been working hard with key stakeholders including but not limited to ICOMIA, SYBAss and Akzo Nobel.

The eCMID accreditation vessel inspector scheme, managed on behalf of the International Marine Contractors Association, remains a steady revenue stream. Over six hundred people have been accredited since the scheme launched in 2015.

MSA handles the administration for the Marine Corrosion Course as well as the Shipbuilding Acquaint Course.

A soft launch is planned for later this year of the Marine Surveyor Practitioner Accreditation Scheme.

Earlier in 2022 the IIMS purchased the assets of the Institute of Diagnostic Engineers (DIAGS) for a token sum following its liquidation. This got off to a good start but has been struggling since. A rethink is needed on how we remarket the proposition.



My personal thanks

Mike wanted to extend his personal thanks to the Executive and Management Boards for their ongoing support.

His thanks extended to the IIMS management team, Cam, Jen and Hilary, and all other head office colleagues who work tirelessly on behalf of the Institute and its members and a range of other individuals.

They are Vicki Loizides who manages the education programme, Rosie Webb, Office and Website Administrator, David Parsons who manages the Certifying Authority, Craig Williams, Graphic Designer, Elly Bryant accounts support, Pui Si Chung who manages the eCMID scheme and Rachel Moores who has just joined us and who will be administering the RMCI programme.

All those who help us on a voluntary basis. In-country representatives and Regional Directors.

Captain Chris Kelly, Chair of the Professional Assessment Committee (PAC), who is committed to maintaining the quality of membership.

Fraser Noble, Chair of the Certifying Authority, and its committee members.

Paul Homer, Chair of Standards and Geoff Waddington Chair of Administration, who has looked after the staff interests.

John Heath for his technical support.

Also, loyal suppliers, advertisers, accountants, all part of the IIMS family.

Mike also gave his personal gratitude to all who have authored content and contributed to the Report Magazine and to those who have presented training courses.

Geoff took the opportunity to thank Mike on behalf of the membership for all the hard work in continuing to run the Institute in a professional manner.

5. Directors' Reports

Membership – Captain Chris Kelly – see attached report.

Certifying Authority – Fraser Noble.

All vessels that proceed to sea for commercial purposes are required to comply with international load line regulations. The UK, for UK registered various red ensign



group states, and also including overseas vessels operating in UK waters, the Maritime Coastguard Agency (MCA) department of transport have issued codes of practice. Understanding the various codes of practice is difficult and we are authorised under a detailed contact with the MCA which requires us to operate a quality management system, whilst we are not ISO 9001 accredited the CA department works to this standard and is audited annually by the MCA. All coding examiners are required to be assessed by the CA committee for their competency, this is over and above membership assessments made by the PAC. Examiners are monitored for their performance every year making sure they maintain their competency, both generally and for their specific vessel types they are approved to survey, all of which is technically and administratively demanding. The CA administrator at HQ is now so proactive it allows Fraser more time monitoring, checking and scrutineering work and concentrating on how the IIMS can expand its fleet.

Financial Performance – Fraser Noble

Fraser views the financials every quarter and is happy to report the Institute's performance has improved significantly.

Administration – Geoff Waddington

Geoff is very pleased with the performance of the IIMS team and how hard they work.

Standards – Paul Homer - See attached report

United Arab Emirates – Zarir Irani - see attached report

Canada – Sarah White – membership continues to increase. The current Branch committee is strong, and they have developed a good programme going forward. Sarah confirmed they have recently secured a group insurance policy - a benefit to its members.

Nigeria – Emeraku Ijioma has been Chairman of the branch for some time and is looking to stand down. Membership continues to grow; the branch is promoting the IIMS which has resulted in new applications being received by HQ. Political issues and COVID continue to impact the marine surveying community.

6. Pre AGM election online voting results on:

- a) Re-election of the Management Board en-bloc
- | | |
|-----------|----|
| In favour | 95 |
| Against | 2 |
| Abstain | 4 |



b) Election of a new Deputy Vice President (Mike Proudlove)

In favour	90
Against	2
Abstain	9

7. Pre AGM online voting results on:

a) Proposed fee structure for 2023 membership

In favour	64
Against	32
Abstain	5

8. Incoming President's Message (Peter Broad)

Geoff Waddington gladly passed on the President's medal to Peter Broad and wished him well. Peter passed on gifts from the Institute to Geoff as a thank you. In return Geoff presented a 24lb cannon ball to the Institute, dating back to 1804 and which was extracted from within the barrels of cannons overlooking the Port of Spain in Trinidad whilst Geoff was serving in the Royal Navy onboard HMS Intrepid.

Please see attached for Peter Broad's incoming President speech.

9. Fellowship & Honorary membership awards

The following awards were announced:
Christopher Moody – Honorary Member
Graeme Temple – Fellowship

Congratulations were extended to both.

10. Any Other Business

Captain Zarir Irani extended his congratulations to Peter Broad and wanted to invite all to the IIMS UAE Branch conference in November in Abu Dhabi, date to be confirmed. This will be a hybrid event.

Mike's final point is taken from the intro of the latest Report magazine. When looking back to old Report magazines from some 20 years ago there appeared to be lots of letters to the editor. This is no longer the case. He urged for this to change and invited the membership to write and pass on their thoughts and comments on certain articles or maritime issues of concern for publication.

Thanks to all for joining and with no further business the meeting closed at 1604.