

**Event Supplier and Services Association
Annual General Meeting
Tuesday 27 May 2008, 4.30pm
At the Naticia, Embankment Pier, Victoria Embankment, London, WC2N 6NU**

Attendees:

See attached appendix 1.

1) Apologies for absence and to note proxy representation

ML opened the meeting and noted the proxy representatives. ML also noted apologies (see attached appendix 2).

2) To approve the minutes of last AGM held on 30th March 2007

Approval of the last minutes was proposed by Richard Armitage (Octanorm) and seconded by Mark Lamont (DMN Solutions).

3) To receive the President's report

ML gave the presidents report detailing his view of the path that BECA had taken in the previous year as well as where he saw ESSA going in the future. In his report the president included:

- Highlighting the notable size of the attendance at the AGM
- An assessment that 2007 had been an eventful year with the merger of BECA and AEC
- His view that the associations had chosen the right path and that the merger would prove to be mutually beneficial
- His opinion of the big issues facing ESSA in the coming year including, outside influences, upcoming legislation, training courses, the raising of the profile of the association
- His thanks to CS and the secretariat for their hard work and Lynn Felton for her service to BECA
- The association's intention to leave the premises at Walthamstow and to find alternative office space in a central London location
- The ESSA logo and brand launch

The president asked the commercial director Austen Hawkins to give a presentation giving a review of the activity in 2007 and achievements so far in 2008. (Please go to www.essa.uk.com/events08 click on 'AGM & Launch Party' for a summary of the PowerPoint presentation given)

In his report AH included:

- A run through of the ESSA business plan and its progress to date
- The importance of successfully promoting the ESSA brand
- The success of the events put on in the past year
- The development of the eGuide
- The various industry issues that had been tackled including NEC infrastructure changes and CITB negotiations
- The myriad of council and working group meetings
- The efforts gone into merging the relevant administrative services of AEC and BECA such as IT/logistics, the phones and the websites
- The success that ESSA had achieved from moving the budget from being 'balanced' to one forecasting a surplus
- The efforts to resolve the BECA pensions issue
- The membership renewals effort as well as an explanation that of those members resigning from the association none of these had given the merger as a reason for leaving

The meeting was opened up for questions from the floor.

- Richard Armitage (Octanorm) asked a question regarding the pension's situation stating that with the pension company going into liquidation how might this effect the pension provisions. AH answered that the situation was under control with the current pension administrators being chased. AH also informed the meeting that the list of people who had paid into the scheme had been located at ESSA house and that we were waiting for the pension company to notify us of the best course of action to honour pension payments.
- Jim Reilly (Equinox Design Ltd) commented on problems with infrastructure at the NIA to which CS highlighted this had not been raised with the secretariat but offered assistance to try to resolve this.
- Bob Cheeseman (Melville Exhibition And Event Services) asked whether ESSA produced its own health and safety advice. AH answered that it did not although David Bates, the ESSA Operations Manager, helps members in the first instance.
- After questions from Jim Reilly (Equinox Design Ltd), MY gave an explanation of ESSA's position within the EIA and made the point that the EIA was owned by ESSA, AEO and AEV with each association having equal voting rights.

4) To receive Association's Financial Report, Auditors Report and Audited accounts for the year ended 31st December 2007

JH provided the members with a commentary on the audits and then the meeting was opened up to questions from the members.

- Trevor Pearson (Aston Display Limited) asked questions regarding Lynn Felton's contract termination, specifically focussing on whether this represented value to the association. JH answered that the course of action taken by the association was the most efficient way of dealing with the issue. Lynn Felton had been encouraged by multiple members of the board and secretariat to stay but had, in the end, chosen to leave the association.
- Trevor Pearson (Aston Display Limited) asked whether the £7.5k charged by EIA for merge consultancy was justifiable. AH and ML commented that this was a recognised, acceptable and one off cost.
- Helen Cole (Europa International) asked a question regarding the progress being made on the ESSA Directory. CS answered that this is taking longer to bring to fruition due to delays caused by the merger and internal issues with the publisher, Burrows, but assured the members that it would be taken forward as quickly as possible.

5) To confirm the adoption of the Accounts for the period ended 31 December 2007

Accounts acceptance were proposed Trevor Pearson (Aston Displays Limited) and seconded by Richard Mosley (Networks).

6) To reappoint Kingston Smith LLP as Auditors to the company at a remuneration to be agreed by the Council

Acceptance of the appointment of the auditor was proposed by David Freeman (Mayridge Group) and seconded by Tim Perutz (Nimlok).

7) To vote on incorporation as agreed by the merger team (background document attached)

AH outlined the council's concerns on members' liability if ESSA's trading status with Trade Union and Labour Relations (consolidation) Act 1992 was removed as ESSA and BECA before it no longer acted as an employers association. He continued stating that BECA's solicitor during the merger discussions highlighted that there was no reason not to incorporate and that this was the current preferred trading status of associations.

- Richard Armitage (Octanorm) asked if there was any real likelihood that ESSA's employer's association status could be changed. AH reiterated solicitors advice was that ESSA should incorporate. AH gave his view that incorporation was a usual and positive step and that it tidied up ESSA's status.
- Jim Reilly (Equinox Design Ltd) asked if incorporation would affect the association's relationship with its members. CS answered that it would not.

A vote on the issue of incorporation was held and the motion carried with the majority in favour and three against.

8) Elections – not necessary this year as per 17 point plan

9) Other Business: - To transact any other ordinary business of the company of which due notice has been given

None

10) Declare meeting closed at 5:25pm

APPENDIX 1

Attendees:

4D Design & Display Ltd	Exposure Displays Ltd
A1 Event & Exhibition Cleaners Ltd	Exposystem
Access Displays Ltd	G Haslehurst Builders Ltd
Agility Fairs & Events Logistics Ltd	Gallowglass Ltd
Alfa Display & Design Ltd	Groovy Gecko Ltd
Arrow Display	Harrisons Signs Ltd
Aston Display Limited	Hirex Ltd & Index Group
Bill Moule & Sons Ltd	Hotelworld
Central Event Services Ltd	Index Group
Clip Ltd	Indisplay Ltd
CMEx	Joe Manby Limited
DB Systems Ltd	Lawford Exhibits Limited
DMN	Mash Media
Early Action Group Ltd	Max Wifi (UK) Ltd
EIA	Melville Exhibition & Event Services
Equinox Design Ltd	MyWorldOfExpo
ESM Ltd	Networks
ESSA	Nimlok Ltd
Europa International Exhibition Services Ltd	Octanorm UK
Event Magazine	Perton Signs

PSL - Presentation Services Ltd

Reeds Carepts

Show Presentation Services

Sternberg Clarke

The Mayridge Group

Thorns Group

Virtuoso Limited

White Rose Exhibitions Ltd

Woodgates

APPENDIX 2

Apologies for Absence

Apex.co.uk
Aztec Event Services Ltd
Babcock Exhibitions
BMB Ltd
Clements & Street Ltd
City Creative Ltd
Co2 Balance Ltd
Diamond Exhibitions Ltd
DSA Ltd
Enigma Creative Solutions Ltd
Expo Floors Ltd
GLS Design Ltd
Halifax Ironworks Ltd
International Exhibition Design Services Ltd
Max Wifi (UK) Ltd
Meridian Services Ltd
PSL Exhibitions Ltd
Revelation Event Management
Showlite Ltd

List of Proxy Voting

John Robson (Aztec Event Services Ltd)
Jeremy Howell (City Creative Ltd)