



Association of Event Venues Ltd
Company Number 05152713
Annual General Meeting
Wednesday 20 September 2023, 12:00
Manchester Central
Petersfield M2 3GX

MINUTES

Attendees:

Kerry Villa	ACC Liverpool
Fitzroy Hutchinson	Celtic Manor Resort
Chris Holt	CHC Global
Jenny Robertson	CHC Global
Andy Cox	Coventry Building Society Arena
Paul Michael	Coventry Building Society Arena
Henry Havis	ExCeL London
Jeremy Rees (JR) - Treasurer	ExCeL London
Dr Peter Vlachos	University of Greenwich
Paula Lorimer	Harrogate Convention Centre
Jess Bridge	Manchester Central
Louise Day	Manchester Central
Shaun Hinds (SH) - Chair	Manchester Central
Dave Holden	Manchester Central
Gillian Kiamil	Olympia London
Rowan Kitching	Roundhouse
Jill Wadge	SEC
Dan Thurlow	SEC
Andy Gibb	Stadium MK
Steve Hanley	Telford International Centre
Emily Iveson – Pritchard	The Kia Oval
Ian Taylor - Vice Chair	The NEC
Rachel Parker (RP)	AEV
Dani Bull	AEV
Margery Youngs	AEV
Alden Arnold	AEV
Kimmie Garrett	AEV

SH welcomed everyone to Manchester Central and to the AEV AGM. RP and JR were introduced to all.

1. Apologies for absence and to note proxy representation.

Apologies were read from Jackie Boughton (Barbican), Max Bull (Business Design Centre), Carlo Zoccali (Farnborough International Exhibition & Conference Centre), Julie Driscoll (Olympia London), Steve Sayer (The O2) and Alison Griffin (Telford International Centre). No proxy representation.

2. To approve the minutes of the last Annual General Meeting held on 21st September 2022.

MB proposed the minutes of the last AGM held on 21 September 2022 as an accurate report, IT approved and RK seconded.

3. To receive the Chair's report.

AEV Chair SH delivered his Chair's report (see appendix 1).

4. To receive the Treasurer's report.

AEV's Treasurer, JR, delivered the Treasurer's Report (see appendix 2).

5. To confirm the adoption of the Accounts for the period ended 31st December 2022.

After careful consideration the accounts were unanimously adopted by the meeting. DT approved and PL seconded.

6. To reappoint Colin Gray & Co. as Accountants and Tax Advisors to the company at a remuneration to be agreed by the Council.

AGi approved and PL seconded. Colin Gray & Co. were reappointed.

7. To elect members of the Council.

One third of those appointed as Directors must retire each year. Under these rules, the following Council members were required to retire by rotation prior to the AGM and were seeking re-election:

<u>Name</u>	<u>Company</u>
Jackie Boughton	Barbican Exhibition Centre
Paula Lorimer	Harrogate Convention Centre
Paul Michael	Coventry Building Society Arena

The following director was required to retire and did not seek re-election:

<u>Name</u>	<u>Company</u>
Carlo Zoccali	Farnborough International Exhibition & Conference Centre

The following director filled a casual vacancy during the year and was seeking formal election:

<u>Name</u>	<u>Company</u>
Julie Driscoll	Olympia London

The following candidate had put themselves forward as candidates for election:

<u>Name</u>	<u>Company</u>
Rowan Kitching	Roundhouse

There being 5 candidates for 6 vacancies, no vote was required and the following were duly elected to the Board:

<u>Name</u>	<u>Company</u>
Jackie Boughton	Barbican Exhibition Centre
Paula Lorimer	Harrogate Convention Centre
Paul Michael	Coventry Building Society Arena
Julie Driscoll	Olympia London
Rowan Kitching	Roundhouse

8. Other Business: To transact any other Ordinary business of the company of which due notice has been given.

No other Ordinary business had been notified.

9. Special Resolution

The meeting unanimously approved the Special Resolution to:

Changing the language in the Articles to be gender neutral, replacing:
Chairman with Chair (49 changes)
He with they (15 changes)

His with their (13 changes)

The introduction of a formal confidential voting process, to replace a 'show of hands' by updating Articles 19 to 20 to reflect this change.

The Company Secretary to submit the Resolution and revised Articles of Association to Companies House.

SH again thanked all for attending. The meeting was formally closed at 12:55.

Appendix 1

AEV Chair's Report - Delivered by Shaun Hinds, AEV Chair

Welcome to the Annual General Meeting of the Association of Event Venues.

Thank you all for coming to Manchester Central today, I am delighted to welcome so many of you to our venue and it's a pleasure to see so many familiar faces in our midst.

I am pleased to report that the AEV has enjoyed yet another prosperous year, effectively addressing the challenges and providing unwavering support to its members. Our financial management remains sound, and Jeremy, our treasurer, will provide more insights on this shortly. Furthermore, our membership continues to thrive, with active engagement and interaction.

As a board, we dedicated time to review our associations strategy, considering feedback received from my letter to our membership towards the end of last year and being cognisant of the changing external landscape. During our discussions, several factors emerged as significant considerations when evaluating our strategy:

- The work of the EIA (Events Industry Alliance) – we took note of the EIA's commitment to public affairs with the appointment of Cavendish to oversee the government relations efforts of the broader group
- Income and reserves – We discussed the income and reserves of the association and how they facilitate the work its able to do
- Resources – We emphasized the importance of the resources available within the association to support the various activities and projects undertaken each year

Certain recurring themes have also played a vital role in shaping the direction of the Association. Our Working Groups remain one of our most valued services. With 15 groups currently running, we have hosted 48 meetings in the past year. These groups proved indispensable during the pandemic and have seen record levels of participation and activity. Managing these groups demands a significant portion of our team's time and you will hear more about their outputs shortly.

I'm pleased to say that our membership currently stands at 48. Whilst we experienced a couple of losses earlier in the year, the return of Celtic Manor and the addition of new member Roundhouse have been positive developments.

The topic of membership numbers and categories remains a subject of discussion. We deliberated on whether increasing the volume of members would enhance the association's effectiveness. The consensus was that our current volume and composition, roughly 50 members, constitute a meaningful constituency, given the identity and prominence of many of our key member venues.

We recognised that simply increasing quantity, whilst boosting revenue, might inadvertently strain our resources and increase secretariat costs. However, we are exploring membership categories more closely. The question of why we have only one member from a particular genre of venue and none from others has surfaced. This intriguing aspect of our association opens the possibility of recruiting similar organisations to strengthen our representation in a particular genre.

Another unanimously agreed-upon positive development is our collaboration with educational institutions. The foundation established with the University of Greenwich should serve as an example for other universities to follow. With skills and talent identified as an ongoing priority, this partnership approach offers an ideal means of developing this capability while bolstering the industry's credibility in the academic environment. More details on this will be shared following the AGM formalities.

We've continued to invest time in forging partnerships with professional organisations that provide expert advice to our members. Earlier this year, we signed a new technology partnership with Momentus Technologies and we're delighted to maintain our relationships with both CHC Global and NQ Legal. They offer invaluable insights into many different aspects but in particular Martyn's Law, a significant piece of legislation with potentially profound effects on our venue community.

Lastly, I'd like to mention our event calendar and in particular the annual AEV conference, which has become a highlight for the venue community. Last year, over 180 of us gathered in Harrogate for a day filled with stimulating educational content and, of course, some good old-fashioned networking over a drink or two. This year, we return to London at the QEII Centre on the 17th November, and we hope to see many of you will be able to join us there.

As mentioned earlier, the AEV operates with a small and dedicated team, and I'm immensely proud of the progress they make each year. I extend my heartfelt thanks to Alden, Dani, Margery, Kimmie and Rachel for all their hard work.

I hope you enjoy today's proceedings and the lunch that follows. Once again thank you all for being here.

Appendix 2

AEV Treasurer's Report 2022 (AGM 2023) – Delivered by Jeremy Rees, AEV Treasurer

When first reading the statutory accounts for AEV, members may have been alarmed to see that we moved from a profit in 2021 of £12,759 to a loss in 2022 of £13,578. This loss was not due to poor trading conditions, it followed the strategic decision made by the Board to invest in Public Affairs.

Following our learnings from the pandemic, which identified the need to be better understood and connected to Government, we, together with our sister associations AEO and ESSA, under the EIA brand, contributed £33,000. This represented a third of the total £100,000 investment in Public Affairs. This funded the engagement of a public affairs agency Cavendish Consulting, marketing support, research in the form of the SASiE report and the launch of the EIA manifesto at a Parliamentary reception held at the House of Commons in October 2022.

We started 2023 with healthy reserves of £164,480 and made the assumption that the £33,000 investment would be funded from those reserves. However, due to over performance in other areas of the profit and loss account totalling £19,422, only £13,578, rather than the full £33,000, was taken from reserves.

Looking at the 2022 numbers and comparing them to the prior year, turnover was up by £22,000. Broadly, 50% of the increase was from membership and the remaining 50% from the AEV Conference.

Membership income was up by £10,000 with the net gain of 3 members. We started the year with 45 members. We welcomed the following 5 new members during 2022: Royal Armouries and New Dock Hall, Wembley Stadium, Church House Westminster, O2 Academy Brixton and Hilton Metropole Hotel Birmingham. 2 memberships lapsed, so there were 48 members at year end.

The AEV Conference was held in Harrogate. The £10,000 increase in turnover was from both delegate and sponsorship sales. The event produced a profit of £9,137 against a break-even budget. A third of this was due to higher delegate and sponsorship sales, whilst two thirds was due to cost control. By comparison the event made a profit in 2021 of £4,000.

New in 2022, there was £2,437 of partnership income which was generated from agreements with NQ legal, the University of Greenwich and CHC Global.

Moving on to Cost of Sales, this increased by only £1,000, when compared to 2021 due to conference costs. It is worth noting that the cost of running the Secretariat remained the same year on year, as a result of outsourcing marketing, the cost of which is shown under Administration expenses. As in 2021, we spent £1,000 exhibiting at Confex. There was a saving of £1,000 on the salary survey, with the release of a 2021 year end provision. xPerTHR now provide the salary survey at no cost to AEV, as part of their partnership agreement.

Administration expenses increased by £47,450 when compared to 2021. This was due to the £33,000 on public affairs, as explained earlier, and £14,000 outsourcing the marketing resource.

The loss for the year of £13,578 was posted to the investment fund, which reduced it to £80,902. This, together with the capital reserve of £70,000, gave AEV total reserves at the year-end of £150,902.