

Occupational Hygiene Training Association Minutes of the Annual General Meeting 2022

**The 2022 Annual General Meeting was held on Wednesday 22 June 2022
at 14.00 (UK BST) via teleconference.**

1. Welcome and Apologies

Chris Laszcz-Davis, Co-Chair of the Board of Directors, welcomed members to the Annual General Meeting (AGM) of the Occupational Hygiene Training Association (OHTA), a charitable company. Chris Laszcz-Davis confirmed that in line with the Articles of Association, the notice of the meeting had been sent out in time, the meeting was quorate, and that as joint chairs of the Board, she and Steven Verpaele would jointly chair the meeting.

All members were provided with the opportunity to give their input in advance of the meeting, so apologies were not required. No members were in attendance, but a recording would be made available the following day.

2. Voting and quorum

Chris Laszcz-Davis confirmed that an email ballot was used to provide members with the facility to vote in advance of the AGM. These votes were used to quorate the meeting. A total of 3 votes were required and 4 had been received.

3. Approval of minutes of previous meeting

Steven Verpaele confirmed that the minutes of the AGM held on 16 June 2021 had been circulated with the notice of the meeting. Members had been invited to comment on the accuracy of the minutes, and in the absence of any comments, the minutes were adopted with effect from the end of the meeting.

4. Announcement of the result of ordinary resolutions relating to Board appointments

Members had also been asked to vote by way of a poll in advance on three ordinary resolutions relating to the re-election of three directors to the Board, pursuant to article 17.1 of the Articles of Association, and one ordinary resolution relating to the approval of appointment of one director to the Board, pursuant to article 18.3 of the Articles of Association. Votes had been counted by Vicky Wylde, Association Manager at MCI UK and verified by Therese Dolan, Director of Association Management and Consulting at MCI UK.

Steven Verpaele announced the results of the vote in relation to the three Directors standing for re-election;

As a result of the vote, Mrs Lynn O'Donnell, Mr Alan Leibowitz and Ms Ruth Jimenez Saavedra were re-elected to the Board of Directors of OHTA with effect from the end of the meeting. Congratulations were offered to the candidates.

Chris Laszcz-Davis announced the result of the vote in relation to the approval of the appointment of one director to the board of directors;

As a result of the vote, Dr Sharann Johnson was approved as a Director of OHTA with effect from the end of the meeting. Congratulations were offered to this candidate.

5. Presentation of Trustees' Report and Financial Statements

Alan Leibowitz, Hon. Treasurer, presented the Trustees' Report and Financial Statements for the period ended 30 September 2021.

Since no other relevant items of Company business had been brought to the Company's attention, Steven Verpaele declared the AGM business concluded.

The AGM was followed by an update on OHTA activity, presented by Alan Leibowitz and Sharann Johnson.