

Occupational Hygiene Training Association Minutes of the Annual General Meeting 2023

**The 2023 Annual General Meeting was held on Wednesday 7 June 2023
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 for member association representatives.

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 16 had been received.

3. Approval of minutes of previous meeting

Steven Verpaele confirmed that the minutes of the AGM held on 22 June 2022 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 in advance by way of a poll, on two ordinary resolutions relating to the re-election of two directors to the Board, pursuant to article 17.1 of the Articles of Association. Votes had been counted by Vicky Upstell, Association Manager at MCI UK and verified by Lynn O'Donnell, OHTA Board member and Chair of the OHTA Awards and Qualifications Committee.

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

As a result of the vote, Ms Chris Laszcz-Davis and Mr Peter John Jacobs were re-elected to the Board of Directors of OHTA with effect from the end of the meeting. Congratulations were offered to the candidates.

It was noted that Ms Lucetta Weaver had notified the OHTA Chairs of her intention to step down from the OHTA board, effective from the end of the meeting. Steven Verpaele thanked Lucetta Weaver for her contribution to the OHTA board.

5. AOB

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

6. Presentation

The AGM was followed by an update on OHTA activity, presented by Chris Laszcz-Davis, Steven Verpaele and Sharann Johnson.

It was noted that the OHTA Trustees Report and financials were currently with the external auditors for review and would be added to the website in due course.

7. Close of meeting

Chris Laszcz-Davis thanked members for voting for the resolutions ahead of the AGM. Members were advised that any questions should be directed to team@ohtatraining.org.

The recording of the AGM would be released to members on Thursday 8 June 2023.