



**MINUTES OF THE 29TH ANNUAL GENERAL MEETING OF
THE INSTITUTE OF SOUND, COMMUNICATIONS AND VISUAL ENGINEERS LIMITED
HELD ON TUESDAY, 17 MARCH 2026 at Coombe Abbey, Binley, Leicestershire**

The President, Jim Smith FInstSCVE, declared the meeting open at 2.15pm and welcomed all members in attendance.

The following business was transacted in accordance with the Articles of Association.

26.01 Apologies for absence

Apologies were received from 5 members.

26.02 Minutes of the 28th AGM

The minutes of the 2025 AGM held on 17 March 2025, were pre-circulated and were proposed by David Howe FInstSCVE, seconded by Peter Walker MInstSCVE and approved by all members in attendance.

26.03 Annual Report by outgoing President

Jim Smith FInstSCVE, outlined some of the key activities of the Institute over the past year;

- Migrated entire membership records to a new CRM
- Upgraded all new membership applications process through new CRM
- Introduced improved event and training registration processes through new CRM
- Processed 195 new member applications and 5 membership upgrades
- Recruited new Chairpersons for ISCVEEx, Standards and ESG Committees
- Re-established the Voice Alarm Committee (VA) Committee
- Established a new Environmental & Sustainability (ESG) Committee
- Launched new Registers Installer Scheme membership level
- Held an Extraordinary General Meeting (EGM) to approve new Articles of Association
- Finalised Engineering Council Professional Registration qualification through ISCVE
- Completed Membership and Financial Audit
- Installed MyCareerPath, an Engineering Council approved CPD platform for members
- Agreed individual membership fee increase to better align with other professional

Institutes

- Ran seven ISCVE Training Courses, including two in-house
- Created a Learning Development Matrix for skills progression and course development
- Re-submitted updated training courses through CPD with successful approval
- Launched apprenticeship information web pages
- Involved in panel discussion at ISE
- Presented awards at Production Futures for best AV and Sound newcomers
- Delivered a successful ISCVEEx 2025 and seminar day
- Joined AV Rise as a media/event partner (representing gender diversity and professional growth)
- Joined LIVE as a partner (representing live events)
- Secured strong editorial coverage in industry publications and podcast coverage
- Attended Rise AV Summer Party
- Attended the following trade shows; ISE, Fire Safety Event, PLASA Leeds, ABTT, PLASA London, Production Futures (X3 events)

Ongoing Initiatives

- Further development of the Good Sound Charter
- Expansion of ISCVE training programme
- Completion of webpages and application process for ECS Gold and Black cards
- Progress towards Charitable Status for the Institute
- Development of STEM resources for members to use for teaching sound and AV principles
- Expansion of our Engineering Notes to include more relevant to the AV industry
- Improved guidance on Industry Standards for ISCVE members
- Continue to strengthen industry and education partnerships

26.04 2025 Year End Accounts

Net Loss for 2024 is -£11,752

This was due to the following factors:

- Investment in new CRM and new scheme development and processes
- Bad debt write off from lapsed members (accumulated over the past year)
- Outstanding membership fees
- Additional investment in industry partnerships

Current Account Balance is £45,657.00

Fixed Asset Investment Net Book Value is £47,144.70

Bounce Back Loan of £32,615 is now at a reduced balance of £1,708.46

The 2025 Year Accounts were proposed by John Willet MInstSCVE, seconded by Phil Price HonFInstSCVE and were approved by all members in attendance.

26.05 Authorising Council to fix the fee of the Accountants

The Accountants fee of circa £1,800 was proposed by Bryan Robinson HonFInstSCVE, seconded by Hanieh Motamedian AMInstSCVE and approved by all members in attendance.

26.06 Elections to Council and the Board of Directors

Members were asked to vote to approve the following elections:

The re-election of Neil Voce FInstSCVE as a Director.

This was proposed by Peter Walker MInstSCVE, seconded by Paul Malpas MInstSCVE and approved by all members in attendance.

The re-election of David Howe FInstSCVE, Jim Smith FInstSCVE, Neil Voce FInstSCVE and Chris Nicolaides MInstSCVE.

This was proposed by Alex Krasnic MInstSCVE, seconded by Mark Bailey MInstSCVE and approved by all members in attendance.

The election of Rich Soper MInstSCVE, Mark Bailey MInstSCVE, Mark Faulks FInstSCVE and John Perry MInstSCVE as Council Members.

This was proposed by John Willet MInstSCVE, seconded by Phil Price HonFInstSCVE and approved by all members in attendance.

Jim Smith FInstSCVE thanked the administrators, Committes, Council and Directors and also gave thanks to Phil Price HonFInstSCVE for his hard work on chairing the ISCVEx committee for many years.

And finally, Jim Smith FInstSCVE gave further thanks to all our members, supporting members, registered installers and the ISCVEx sponsors and exhibitors.

The meeting was formally closed at 3.15pm, and was followed by the Members' Day seminar presented by Paul Davidson, Director of Secuirty Consulting at Team 9 Ltd.