
The Association of Polish Engineers in Great Britain

Minutes of the Annual General Meeting held online and in person at POSK

Saturday, 1st April 2023 at 16.00

1. Welcome and agenda for the Annual General Meeting

The Annual General Meeting (AGM) commenced at 16.00 on Saturday 1st April 2023. All members who joined online and in person at POSK were welcomed by the Chairwomen of the Association of Polish Engineers in Great Britain, **Anna Kopyto**. The meeting invitation and agenda had been distributed via email to all members before the AGM.

Marian Zastawny asked those present if the proposed agenda was agreed. This was unanimously confirmed by the all presented at the meeting.

2. Election of an AGM Chair, a Secretary and two Assessors

In accordance with clause 19 of the 'Articles of Association' the Secretary of the Association of Polish Engineers in Great Britain, **Marian Zastawny**, proposed:

- **Piotr Świeboda** to Chair the AGM

There were no other proposals and **Piotr Świeboda** was duly elected to do so. He then proposed:

- **Anna Kopyto** to take the role of the AGM Secretary and
- **Artur Pawłowski** (online) and **Mirosława Michniewicz** (in POSK) to take the role of AGM Assessors.

The above-named individuals accepted the nominations, and the members present unanimously approved.

15 members present in POSK were eligible to vote, this number soon increased to 17 members after two members paid their late membership fees before voting started.

8 eligible voters were present on Zoom. The total number of voting members was 25, which is over 10% of the total number of STP members.

A list of all AGM attendees has been appended to these minutes in Appendix 1. There was one proxy nomination and authorisation from **Andrzej Fórmaniak**. This has been appended in Appendix 2.

3. Minutes of previous AGM

The minutes of the previous Annual General Meeting of the Association of Polish Engineers in Great Britain were accepted as a true and accurate record of the proceedings by acclamation

4. Presentation of the Annual Report by the Chairwoman of the Association of Polish Engineers in Great Britain

Anna Kopyto presented her annual report, which covered the following topics:

- Czwartek 4U Lectures and Seminars
- Unleash The Potential – Report on Polish Women Working in STEM in the UK
- Mentoring scheme,
- World Congress of Polish Engineers in Gliwice
- Cooperation agreements with The Silesian University of Technology and Society of Engineers UAE,
- Strategic Workshop,
- III Conference of Polish Organisations,
- WWW and CiviCRM Migration,
- Workshops, Courses and Lectures,
- Development of Social Media Channels (Facebook and LinkedIn),
- STP Socials,
- Membership Update,
- Expressing gratitude to the Council and Core Team,
- Easter wishes.

During her presentation, **Anna Kopyto** awarded **Andrzej Rumun** with the Silver STP Award for his outstanding contributions to STP and continued support provided to the Council and Core Team. **Marian Zastawny** expressed his gratitude to **Anna Kopyto** for her work as Chair over the past two years.

The presentation by **Anna Kopyto** was accompanied by PowerPoint slides, and the Annual Report has been included in these minutes as Appendix 3.

5. Presentation of the Annual Report by the Treasurer

Piotr Świeboda PŚ, as the Treasurer, presented the Annual Finance Report for the year ending on December 31, 2022. He provided an explanation of the key figures as outlined in the report, which had been shared with all members through the invitation to the AGM. The report is attached to these minutes as Appendix 4.

6. Internal Audit Committee report

Andrzej Rumun AR presented the recommendations from the Internal Audit Committee Report and drew attention to the risk of organizational continuity in the event that **Marian Zastawny MZ** is unavailable to perform the numerous tasks he currently handles. **MZ** has become indispensable, and many functions would cease to exist without his ongoing support. Therefore, the Council is urged to address the workload imbalance and enhance sustainability by developing succession and contingency plans.

The second issue raised was the lack of a clear strategy for promoting STP membership and attracting new members. The Council needs to gain a better understanding of our existing members, their needs, and how to attract and increase the number of paying members. The Internal Audit Committee Report is attached to these minutes as Appendix 5.

7. Discussion on the presented reports

7.1 Wojciech Lisowski WL

WL inquired about the possibility of changing his membership status from 'Affiliate Member' to 'Member' so that he can participate in voting and run as a candidate for a Trustee in the elections. **Marian Zastawny** confirmed that this change had been formalised prior to the AGM. **Anna Kopyto AK** confirmed that **WL**'s Engineering Diploma, which was submitted with his application, was reviewed by the Membership Committee and accepted without any comments. **WL** also suggested that the Membership Committee should actively promote other membership options if they believe the candidate meets the criteria.

7.2 Teresa Bilińska TB

TB asked what are the benefits coming from the STP's affiliate status in the Engineering Council. How can we help other engineers become Chartered Engineers?

7.3 Wojciech Lisowski WL

WL stated that Polish students in the UK do not perceive many benefits in Joining STP. Further promotion of mentoring programme is needed. **WL** suggested business and investing courses for engineers looking to expand their skills and knowledge in these areas.

7.4 Piotr Dudek PD

PD proposed to establish cooperation with Wojskowa Akademia Techniczna and also Mazowiecka Okręgowa Izba Inżynierów Budownictwa, two organizations with which he is actively involved.

7.5 Andrzej Fórmaniak AF

AF referred to the points raised by **PD**, **AR**, and **TB**, highlighting the concern that the Core Team and Council do not have sufficient personnel to effectively manage all the events. The number of C4U meetings has decreased, and the release of a new podcasts has been delayed. He expressed his support for additional initiatives, emphasizing that the focus should primarily be on activities taking place in the UK rather than in Poland. The main objective should be to serve Polish engineers who reside and work in the UK, and it is crucial to keep this group in mind when organizing our events.

7.6 Krzysztof Ruszczyński KR

- It appears that the Council is more focused on establishing collaborations with connections that may not bring significant value or interest to engineers in the UK. What are the benefits of paying the Engineering Council Fee?

- There is a lack of delegation skills within the organization, resulting in the creation of irreplaceable individuals.

- It appears that C4U lectures conducted in English lead to a smaller number of participants. How can we better utilise the available online tools for asking questions to lecturers prior to the lecture? There has been an improvement in direct communication with STP members. It is important to address the members directly and then follow up.

- Why is there no forum available? While our Facebook and LinkedIn channels are gaining momentum, they do not provide the opportunity for our members to post their own content.

- What are treasurer's suggestions for the most effective ways of spending our money?

- What are the treasurer's suggestions for the most effective ways of spending our money? Is there a possibility of subsidising the Technical Academy, as it was recently resurrected, to aid in its further development? **PS** – responded that the expenses should be directed towards our projects, such as C4U or other initiatives, after clearly defining the target audience and purpose of each event. It's important to note that our limitations are more related to processing capacity rather than finances. The Council has been prudent in managing expenses, as the majority of our costs are administrative and fixed expenses. While there is a possibility of securing additional funding, it should be noted that there are limited funds available to extensively support the Technical Academy. The Technical Academy should be a self-funding activity.

7.7 TB

TB has applied to the Polish Embassy for funding for the events organized by the Technical Academy. She is planning an event that will take place in mid-July. It is anticipated that the event will require payment for attendance. All proceeds from this event will be subsequently used to further invest in the operations of the Technical Academy.

TB emphasized that the workshops in Dubai are aimed not only at Polish engineers residing in Poland but also those residing in the UK, as the standards utilized in Dubai align with British and American standards.

8. Voting on granting discharge to the current Council

The voting on granting discharge to the current Council took place online and in person. **Marian Zestawny** counted votes online, and **Mirosława Michniewicz** counted votes of those who joined in person.

The results are as follows:

In favour: 15 people present in POSK, 5 people present on Zoom

Against: 0 people

Abstained from voting: 3 people

9. Proposed plans and budget for the upcoming year (announced by individuals running for the position of Chair)

Piotr Świeboda explained that the new Council is elected during the Annual General Meeting. The new chair will be elected by the council during the first Council meeting. **PŚ** then proposed **Marian Zastawny** as a candidate for the Chair position in the upcoming term of office. There was no other proposals.

MZ accepted the proposal.

MZ highlighted that the past two to three years have been challenging. Due to Brexit, there has been a decrease in the number of new individuals coming to the UK, resulting in fewer applications to join the STP. According to the data from the Polish Embassy, there has been a 70% decrease in the number of new students from the European Union coming to study in the UK.

Due to the pandemic, most people continue to work from home. It is challenging to encourage them to participate in an in-person event after work. For the most recent C4U online event, a significant effort was made to promote it. It was actively promoted through social media channels. However, only 20 people attended the event, despite the topic being very interesting.

MZ proposed that the focus should be placed on three main goals:

- Increase the number of STP memberships by 5%.
- Retain existing members by actively encouraging their frequent engagement and participation in STP events, as well as volunteering within the organization.
- Enhance the visibility and prestige of our organization.

These goals can be achieved through the reorganisation of Membership Committee and the introduction of a "buddy system" where more senior members will mentor and guide junior members, familiarizing them with the inner workings of the organisation. Additionally, creation of a community where members can draw energy and support from one another, fostering connections and recognizing the immense value of natural interactions between members. To support these efforts, implementing tools such as a well-functioning website, CiviCRM, and efficient membership fee payment software will enhance connections, facilitate social management within the organization, and streamline the membership fee payment process. The emphasis should be placed on C4U (hybrid and online meetings), the Technical Academy, and the popularisation of science among young people.

TB suggested that international cooperation should also be included as a priority.

The planned budget was presented and shared during the AGM by the Treasurer, **Piotr Świeboda**. A copy of this budget has been attached to these minutes in Appendix 7.

10. Candidate presentation and election of the new Council members

TB highlighted that there was an error in **Sebastian Czajka**'s name in the voting system. **Artur Pawłowski AP** apologised for the confusion created, but he was unable to rectify it once the voting had started.

1. Election of the New Council members

a) Members of the Council

Piotr Świeboda reminded everyone that according to the STP constitution, during the annual election, half of the board members with long seniority must step down and have the opportunity to be re-elected.

The list of trustees who have stepped down and decided not to apply for re-election is as follows:

1. Anna Kopyto
2. Tomasz Dudziak
3. Kacper Więckowski
4. Ewelina Wachnicka

It should be noted that **Arkadiusz Piotrowski** and **Artur Pawłowski** formally resigned from their positions as trustees prior to the Annual General Meeting.

Thanks were given to the trustees who stepped down for their dedication, work, and support of the STP.

The list of trustees who have stepped down and decided to apply for re-election is as follows:

1. Piotr Świeboda
2. Marian Zastawny

PŚ introduced new candidates for Council Members: **Sebastian Czajka**, **Elwira Kamińska**, **Tomasz Koperniak**, **Wojciech Lisowski**, **Tomasz Rosiński**.

Biographical notes of the candidates have been attached to these minutes in Appendix 8.

AP closed the online voting for New Council Members at 17:55 and presented the results. There were 25 votes submitted in the voting system. The elected Council members for 2022/2023 are as follows:

1. Alina Antonik
2. Teresa Bilińska
3. Sebastian Czajka
4. Elwira Kamińska
5. Marek Jasiński
6. Tomasz Koperniak

7. Wojciech Lisowski
8. Mirosława Michniewicz
9. Tomasz Rosiński
10. Piotr Świeboda
11. Krzysztof Szweda
12. Kamila Wiatr
13. Marian Zastawny
14. Ryszard Chmielowiec (ex-officio, Chairman of the Benevolent Fund)

Guest speech of dr **Marek Laskiewicz** – POSK Chair

Guest speech of prof. **Włodzimierz Mier-Jędrzejowicz WM-R**– Former Chair Zjednoczenie Polskie

Guest speech of **Michał Larysz** – Architect, Rafał Brzoska’s stipendist.

b) Internal Audit Committee

MZ proposed the following members for the Internal Audit Committee: Andrzej Fórmaniak, Andrzej Rumun, Joanna Gos, Anna Kopyto, and Ewelina Wachnicka. These proposals were then voted on and accepted through both online and in-person voting.

In favour: 15 people present in POSK, 3 people present on Zoom.

Against: 0 people

Abstained from voting: not counted

11. Voting to approve the voluntary dissolution of the Sickness and Benevolent Fund

PŚ presented the resolution on the voluntary dissolution of the Sickness and Benevolent Fund, which was approved by the S&BF Council. STP members will need to vote on whether they are willing to assume the management of the funds in the fund from S&BF. Separate voting will also take place during the S&BF Annual General Meeting. A new S&BF fund management procedure will be created for this purpose, and subsequently submitted to the S&BF Council for approval. The management of S&BF funds will be carried out by individuals who are independent from the STP Council.

A new clause will be added to the STP Statute regarding a new function. **AR** suggested that this change will necessitate an update to the STP Constitution. **PŚ** responded that this change does not require an update to the STP Constitution, however STP would like to update the constitution nevertheless. Changes to the existing statute will be put to a vote in the upcoming year.

The proposal was then voted on and accepted through both online and in-person voting.

In favour: 14 people present in POSK, 5 people present on Zoom.

Against: 1 people

Abstained from voting: 1

S&BF Trustees' Resolution Approving the Voluntary Dissolution of the Sickness and Benevolent Fund has been attached to these minutes in Appendix 9.

12. Voting to approve STP Honorary Membership for Janusz Ptak

Ryszard Chmielowiec RC presented the profile of **Janusz Ptak** and proposed him for honorary membership of the Association.

The proposal was then voted on and accepted through both online and in-person voting.

In favour: 17 people present in POSK, 6 people present on Zoom.

Against: 0 people

Abstained from voting: 0

A motion to approve STP Honorary Membership for **Janusz Ptak**, along with his biographical note, has been appended to these minutes in Appendix 10.

A congratulatory letter will be sent to Janusz Ptak by the new STP Chair.

13. Any other business

TB highlighted inconsistencies in the naming convention. The association is officially known as the Association of Polish Engineers in Great Britain, yet the website address refers to "the UK". **TB** proposed changing the name of the website from "UK" to "GB" to align with the accurate naming convention of the Association as the Association of Polish Engineers in Great Britain.

TB mentioned that the Dolnośląska Okręgowa Izba Architektów we Wrocławiu inquired about the possibility of adding "Architects" to the name of the Association. They expressed interest in initiating cooperation with STP, potentially as an incorporated member, and participating in our events, such as the Technical Academy. In addition, **WM-J** suggested considering the inclusion of scientists, such as mathematicians and physicists, as well.

RC addressed the issue regarding the name of the association and also raised concerns about its logo, which is a source of pride for us. The new logo is an integral part of STP's history. **RC** suggested adding a clause to the constitution that any potential changes to the logo in the future would require approval at the Annual General Meeting, rather than a decision made solely by the Council.

14. Meeting Close

MZ thanked everyone for their attendance and contribution. The AGM meeting was declared closed at 18.30.

Minutes taken on and prepared by	Anna Kopyto
Signature:	<i>Anna Kopyto</i>
Date:	01.04.2023

Appendix 1

List of all AGM attendees

In person:

1. Piotr Świeboda
2. Andrzej Rumun
3. Marian Zastawny
4. Mirosława Michniewicz
5. Tomasz Koperniak
6. Teresa Bilińska
7. Sebastian Czajka
8. Zuzanna Kurzawska
9. Anna Kopyto
10. Krzysztof Rusczyński
11. Tatiana Sawicki
12. Tomasz Dudziak
13. Michał Sławek
14. Ewelina Wachnicka
15. Krzysztof Szweda
16. Rafał Delimata
17. Wojciech Lisowski
18. Agata Ura (lapsed member, not eligible to vote)
19. Michał Larysz (non-member, not eligible to vote)
20. Włodzimierz Mier-Jędrzejowicz (lapsed member, not eligible to vote)
21. Marek Laskiewicz (non-member, not eligible to vote)

In Zoom online:

22. Artur Pawłowski
23. Alina Antonik
24. Ryszard Chmielowiec
25. Andrzej Formaniak
26. Kris Janik
27. Piotr Dudek
28. Tomasz Rosiński
29. Ewa Mańkiewicz-Cudny (honorary member)

Appendix 2

Proxy authorisations forms

Appendix 3

The Chairman's Annual Report

Appendix 4

Treasurer's Report

Appendix 5

Internal Audit Committee Report

Appendix 6

Voting results

Appendix 7

The Chairman's proposals and
Preliminary proposed budget

Appendix 8

Biographical notes of the new
Trustee candidates

Appendix 9

Trustees' Resolution Approving
the Voluntary Dissolution of the
Sickness and Benevolent Fund

Appendix 10

A motion to approve STP
Honorary Membership for
Janusz Ptak