

AGM MINUTES

Minutes of the 7th Annual General Meeting of the Charitable Incorporated Organisation (CIO) of the Association for Heritage Interpretation held at 08:30hrs on Thursday, 9 October 2025, at Holiday Inn® Cardiff City Centre, Castle Street Cardiff, CF10 1XD.

Item 1 Welcome and apologies

AHI Chair, Jackie Lee welcomed everyone to the 7th Annual General Meeting of the CIO which was also the 50th for the Association for Heritage Interpretation. She declared the meeting open at 08:34hrs and confirmed that it was quorate.

The Chair asked Operational Group members Eric Langham (Vice Chair), Astrid Krumins (Secretary) and Michael Glen (Treasurer) present to introduce themselves. It was noted that Lyn Redknap was acting as minutes secretary and had joined the meeting online via Zero.

Other trustees present were Gav Glencorse and Chris Walker.

Apologies were received from:

Philip Ryland

Amelia Evans

Bob Jones

Sindi Breshani

Damon Mahoney

Barbara Acan

Lisa Keys

Susan Cross

Ruth Coulthard

Proxy votes have been received from Lisa Keys and Ruth Coulthard.

Item 2 Minutes of 6th CIO AGM (49th AGM for AHI).

The minutes of the last AGM's were approved by the AHI trustees at our committee meeting on 22 November 2024. A copy was also uploaded onto the AHI website after that meeting. Copies of the minutes were also circulated to members via an e-Bulletin issued on 24 September 2025.

The Chair asked for questions from the floor and as there were no questions, she asked everyone to vote on the resolution:

THAT the minutes of the 6th AGM of the Charitable Incorporated organisation (CIO) (1180025) held on 10th October 2024 be received.

The resolution was carried unanimously.

Item 3 Annual Report and financial statements AHI for the Year ending 31 March 2025

A copy has been uploaded onto the AHI website. The AHI Trustees formally approved the accounts on 16 September 2025, by majority, and it is proposed that the Annual Report and Financial Statements be received by the AGM.

The Chair, Jackie Lee reported that there had been considerable activity and achievement in 2024-25 - the flavour of which are covered in the annual report. Highlights include:

- In August AHI received some amazing news. The National Lottery Heritage Fund confirmed that our project Interpretation Gold: Celebrating 50 years of inspiring, engaging and connecting people to drive a more sustainable future in heritage interpretation had been awarded a grant of £150,000.
- The conference, held in October, continues to be one of AHI's most valuable events. The quality of papers, projects, and speakers was high. It provided delegates and organisers with much-needed connection, inspiration, and expertise. There were 21 speakers from a wide range of backgrounds and industries. Site visits to Glasgow Science Centre, the Tall Ship Glenlee, the Riverside Museum and the Burrell Museum. The conference was attended by 99 delegates (72 members and 27 non-members).
- Not only did we launch the 2025 Engaging People Awards (sponsored by ATS Heritage), our celebration of excellence within the profession, were opened for entry. The winners will be announced at a Gala Dinner due to be attend by 103 people this evening (9 October 2025) and will also be featured in the winter issue of the Journal.
- We also began to think about our celebrations for our 50th Anniversary in 2025 with our focus being on our Interpretation Gold project.
- Two well attended webinars, and an online Heritage Interpretation course were held.
- Two well received journals.

The Chair handed over to AHI's Treasurer, **Michael Glen** who provided an overview of the financial statements AHI for the Year ending 31 March 2025.

Michael explained that unless those present agreed otherwise, he was obliged to read out to you the important, if lengthy, independent examiner's – what used to be called the accountant's – financial review [on pages 9 to 20 of the accounts]. Essentially, the examiner's report states that the accounts are “clean” and have not been qualified in any way – this is a good thing!

May I take this report as read? Those present agreed.

Thank you.

The headlines are:

As you will see on page 20, AHI finished the year with a total of funds carried forward of £135,253. However, £58,173 relates to Restricted Funds (page 19 - NHL Funded Interpretation Gold project - £55,502, Awards, £1,184 and Interpret Wales - £1,487) leaving AHI general funds with £77,080 which is reasonably comfortable.

For clarification, on page 19 you will see further details relating to Restricted Funds - Interpret Wales, Awards and NHLF Interpretation Gold project.

AHI showed a surplus of £1,756 in the last financial year (2024/2025). The surplus resulted from total income in 2024/2025 of £70,081 less expenditure of £68,325 (as shown on page 16). In addition there was an additional £19,599 expenditure which related to Awards (-£101) and NHLF Interpretation Gold (-£19,498) up to 31 March 2025.

You will notice on page 18 the figure recorded under Creditors: amounts falling due within one year -£18,497. The largest amount - £16,079 – relates to the way membership subscription income is recorded.

AHI run a rolling membership year. Each subscription runs for 365 days from the date of payment. For example, a membership fee is received on 1 September 2024 runs to 31 August the following year. Therefore, half falls in one financial year and the other half falls in the next financial year and forms part of the deferred income.

Michael asked if there were any questions. Steven Richards-Price noted that Interpret Wales had closed some time ago. He highlighted that it had been agreed that the funds could be used to provide bursaries. Astrid Krumins indicated that the remaining funds had been used to provide bursaries to attend the 2025 Conference in Cardiff.

Maintaining – and ideally increasing – membership levels continue to be critical to the success of AHI and remains a constant challenge. Our budgeting for the current year anticipates of a loss of about £19,000. A large proportion of this is expenditure (£10,000) relates to the appointment of a Marketing and Communication Consultant. AHI's reserves are likely to fall significantly below the target set in our financial policy of maintaining reserves broadly equal to an annual years' turnover. We now look to 2025/26 to help restore our reserves.

Michael noted that the Marketing and Communication Consultant was putting considerable effort into bringing in new membership. However, he offered a severe warning that this was unlikely to be able to recoup these funds.

The strength of AHI's financial position is largely due to the excellent administrative skills of Lyn Redknap as well as the considerable voluntary efforts of trustees and other AHI members, to whom we owe continuing gratitude. A lot of belts have been tightened and will have to stay that way for the foreseeable future.

The Chair thanked Michael and invited questions from the floor. No questions were raised.

The Chair then asked those present to vote on the resolution **THAT the Annual Report and Financial Statements for year ended 31 March 2025 be received.**

The resolution was carried unanimously.

Item 4 Appointment of auditors

The Chair noted that as a small charity, AHI does not have to have its accounts "audited" [see Charities Act 2011], and so we arrange for our accountants to undertake an independent examination of financial records.

The following resolution proposed by the Executive Committee was then put to the meeting:

THAT WarnerWilde be appointed as AHI's independent examiners and the Committee be allowed to determine their remuneration.

AHI Treasurer, Michael Glenn highlighted that WarnerWilde were considerably cheaper than AHI's previous accounting firm.

The resolution was carried unanimously.

Item 5 Resolution to elect an Honorary Fellow

Jackie Lee proposed **THAT Susan Cross be elected as an Honorary Fellow in recognition of her services to Heritage Interpretation and to the Association for Heritage Interpretation.**

I'll ask you to vote on the resolution **THAT Susan Cross be elected as an Honorary Fellow.**

The resolution was carried unanimously.

The Chair then outlined proposed membership changes which required changes in AHI's Constitution:

Membership for people will be covered under 2 categories. There will no longer be an Associate membership. There will be:

- Individual
- Concessionary – student, retired, unwaged

Corporate membership will remain unchanged.

Becoming either an Accredited Member or a Fellow will **not** require an increase in membership fees – everyone pays the same. The current system effectively penalises people for going ahead with their professional development. A one-off administrative fee will be charged to those applying for Accredited or Fellowship membership but there will be no increase in their annual membership fee beyond what has been decided to keep pace with costs and applicable to all members.

Initially the individual fee will be £71; the concessionary £38. These costs compare favourably with other organisations. GEM's current freelance membership is £88; the MA's full membership is £100.

As well as the changes in title, we are also proposing to change the 3 months leeway given to pay membership to 1 month. It is just not sustainable for our Association to grant 3 months to those who have not paid their membership on time.

The Chair invited questions from the floor. No questions were raised.

Item 6 Changes to AHI's Constitution

Termination of Membership (AHI Constitution – Page 5 – Section 9 – Membership of the CIO, sub section 5)

THAT the **Termination of Membership** point c (AHI Constitution – Page 5 – Section 9 – Membership of CIO) be changed

FROM “any sum of money owed by the member is not paid in full within **three months** of falling due”.

TO “any sum of money owed by the member is not paid in full within **one month** of falling due”.

Classes of Membership (AHI Constitution – Page 6 – Section 9 – Membership of the CIO, sub section 8). The following resolutions will be put to the meeting:

THAT the name of the **Student member** category be changed to **Concessionary member**

THAT the name of the **Associate member** category be changed to **Individual member**

THAT the name of the **Full member** category be changed to **Accredited member**

The Chair invited questions from the floor. No questions were raised.

Those present were asked to vote on the above resolutions **To Change AHI's Constitution.**

The resolutions were carried unanimously.

Item 6 Retirement and Election of Trustees

It was noted that under AHI's constitution the CIO Executive Committee consists of at least six trustees. There is no *maximum number of trustees which may be appointed to the CIO*.

Jackie Lee handed over to **Astrid Krumins**, AHI's Secretary, to carry out the election process.

Astrid explained that at this AGM, the following trustees have reached the end of their three-year elected term but wish to stand for re-election:

Michael Hamish Glen
Astrid Krumins
Gavin Glencorse
Philip Ryland
Damon Mahoney

The Secretary reported that nominations for trustee positions had been received from:

Stefanie van Stokkom
Ollie Taylor
Becky Jarvis-Stiggants
Mhairi Naismith

Astrid also noted that at this AGM, Ruth Coulthard, Amelia Evans and Chris Walker were standing down from their roles as trustees.

Since the number of nominations did not exceed the number of vacancies, the Secretary was pleased to announce that with effect from the end of this meeting, the following had been elected as trustees for a three-year term:

- Michael Hamish Glen
- Astrid Krumins
- Gavin Glencorse
- Philip Ryland
- Damon Mahoney
- Stefanie van Stokkom
- Ollie Taylor
- Becky Jarvis-Stiggants
- Mhairi Naismith

Congratulations to all!

Astrid handed back to Jackie who would like to say a few words before moving onto to Announcements

Jackie thanked Amelia, Ruth and Chris for their hard work and that AHI would be sorry to see them go.

Item 5 Announcements

The following Fellowships were awarded in 2024 and had been presented with certificates at the 2024 AGM:

Bill Bevan (FAHI) on 11 August 2024

Steve Slack (FAHI) on 1 October 2024

Iona Keen (FAHI) on 1 October 2024

Jackie asked those present to show your appreciation to **Sarah Oswald** who was awarded Fellowship FAHI) on 24 September 2025.

Jackie apologised that a certificate wasn't available for Sarah but would be sent to her as soon as possible.

The following Full membership (MAHI) was awarded in 2024:

Emily Summers-Mileman (MAHI) on 15 April 2024

The chair congratulated **Anna Maria Barry** who was awarded **Full Membership** (MAHI) on 27 April 2025 and **Ollie Taylor** who was awarded **Full Membership** (MAHI) on 4 August 2025.

For those of you who are individual members (formerly associate), we encourage new applications for Accredited member. Maybe next year we can congratulate you, it's well worth the effort.

Item 9 Any Other Business

The Chair invited any other business from the floor. No other items were raised.

Item 10 Closing Remarks

Jackie Lee thanked Journal Editor Bill Bevan who produced another excellent and engaging edition of the AHI Journal.

The Chair also thanked **ATS Heritage** for sponsoring the 2025 Engaging People Awards and the conference. Thanks also went to award category sponsors NovaDura, Squeaky Pedal and Jam Creative. Jackie also thanked Ann Tweedie Heritage Interpretation, Barker Langham and the National Lottery Heritage Fund for their bursary sponsorships which enabled four early career interpreters and four other interpreters to attend the conference.

Jackie offered her thanks to the 2025 conference team of Astrid Krumins, Michael Glen, Gavin Glencorse, Damon Mahoney, Danni Gilbert, Jo Scott, Suzanna Jones and Yunseo Joung.

Jackie also offered her sincerest thanks to the Awards Group Ruth Coulthard, Geraldine Mathieson, Jo Scott and Catherine Wright for their hard work and support whilst preparing for the 2025 round.

The Chair then thanked everyone for attending the AGM.

The AGM was declared closed at 08:59hrs.

(The minutes were approved by the AHI Trustees at their meeting held on 13 November 2025)