

# **International Spill Control Organization**

## **2020**

### **NOTICE OF ANNUAL GENERAL MEETING**

**20:00 GMT. 15:00 EST. Friday 18<sup>th</sup> December 2020**  
**07:00 19<sup>th</sup> AEDT Sat 19<sup>th</sup> December 2020**

**A “face-to-face” Meeting will not be possible this year because of the Coronavirus Pandemic.  
The 2020 AGM will therefore be held remotely.  
Members will be given information later on how to join the meeting**

## **AGENDA**

### **Agenda Item 1**

#### **Introduction to the 2020 AGM**

Welcoming remarks from the President and Secretary

Guidance from the meeting host (ISCO VP Mary Ann Dagleish) on remote meeting participation and etiquette.

### **Agenda Item 2**

#### **Retrospective approval of holding a remote AGM**

The Secretariat proposes that Members be asked to retrospectively approve the holding of a remote AGM in 2020 and, if necessary, use a remote meeting format at a future time.

In voting in favour of this proposal, Members agree to instruct the Secretariat to make necessary amendments to the **ISCO Constitution** and the **ISCO Bye-Laws, Guidelines and Reference Information** to address the option to hold remote meetings.

### **Agenda Item 3**

#### **Approval of the Minutes of the ISCO 2019 AGM**

The Minutes of the 2019 AGM are attached – See Appendix 1

### **Agenda Item 4**

#### **Secretary’s Report and Statement from the Secretary in regard to his intention to stand down**

I think that it goes without saying that 2019 has been a strange year in which the world’s focus has been on managing Covid-19 and for all the balance between personnel safety, supporting others and maintaining economic activity, jobs and business as best we could. Many of our members have had to find new ways to operate and deliver their services in a socially distanced way, form work bubble or find other ways to mitigate the safety issues of Covid-19 along with the continuing need to maintain, train, exercise and response to spills.

The Secretary himself can attest to the added complications responding, travelling and working in a Covid-19 safe way. I would add however how impressed I was at the incident I attended and heard about and the determination and lengths all those involved went to make the response possible but also safe.

The Covid-19 situation has also impacted on how we communicate and the occasional video conference has for most of us become the daily video conferences where rather than where is the meeting it is more what is the meeting Skype, Teams, WhatsApp, Zoom, Webx, Kudo etc. The physical conferences of Clean Gulf, Pacific, Waterways, IOSC, AMOP, Interspill and many more have all had to postpone, realign to virtual conferences or to webinars.

That has allowed some of the knowledge transfer and updates to be communicated and distributed but has done nothing to plug the gap for manufacturers and the opportunity for them to meet, demonstrate and promote their products. Given the huge spend from governments and reduced turnover of businesses of all sizes future budgets will be tight. We all need to hope and advocate that spill response is not allowed to fall back in priorities, lose out on funding if we are the maintain the advances in prevention and prompt response gained over many years of effort.

For ISCO a year without conferences has allowed us to save some travel costs (none of the ISCO secretariat are paid but expenses and travel are refunded at cost) and to use that saving to allow us to address some overdue issues such as updating the web page to a newer system, as the existing one was no longer being supported, and in the process refresh and renew the content.

We have seen a number of pillars of the response community retire and unfortunately some pass since the last AGM. Those who left us included Mehmet Kemerli, Mike Foulds, Alun Lewis and Mike Webb. All of them have left behind a legacy in the industry.

Finally I wish to confirm as you have already been advised that I intend to stand down as secretary to concentrate more time on my own business and will be looking transfer the responsibilities to a successor once they are identified and in time for the 2021 AGM. I will remain a ISCO member and will support the organization where I can.

## Agenda Item 5

Revenue for the year ending 31<sup>st</sup> March 2020, wholly represented by the membership fees received from Members, was £17,557.

### Financial Report

#### Statement of financial position 31st March 2020

	2020 £	2019 £
Current assets	11,392	9,810
Creditors: amounts falling due within one year	(13,756)	(13,185)
<b>Net current liabilities</b>	<u>(2,364)</u>	<u>(3,375)</u>
<b>Total assets less current liabilities</b>	(2,364)	(3,375)
Accruals and deferred income	(693)	(693)
<b>Net liabilities</b>	<u>(3,057)</u>	<u>(4,068)</u>
<b>Capital and reserves</b>	<u>(3,057)</u>	<u>(4,068)</u>

## **Agenda Item 6**

### **Adoption of Draft Constitution 2020**

As instructed by the Membership at the 2019 AGM, the Secretariat worked on the production of the revised and updated **Constitution**. This was circulated to members for review and a final version received their approval.

It remains for the Membership to formally adopt the 2020 Constitution. The final draft has been available for review for some months within the ISCO section of the Members' Area on the website. A copy can also be forwarded upon request.

About the 2020 Draft of the ISCO Constitution:

The lay-out and wording of the Constitution has been revised to improve its clarity. The main changes are –

- Improvements to the Members' Code of Conduct to reflect 21st century norms of behaviour.
- The use of electronic mail for the communication of official communications is now permitted.
- To facilitate decision-making between AGMs the Executive Committee is authorised to conduct a poll of members by email in order to determine approval or rejection by the membership of proposals so submitted for their consideration.
- In appointing new Members of ISCO Council where an ISCO-recognised regional or national trade association exists, such organizations will be given preference
- Amendments to the By-Laws, Guidelines and Reference Information created for the regulation of the organization shall be submitted for comment / approval by the Members.

It should be noted that the draft of the updated Constitution and the By-Laws, Guidelines and Reference Information have been approved by the Executive Committee and all members have been given the opportunity to submit comments.

## **Agenda Item 7**

### **Appointments to Executive Committee and Council**

Notwithstanding the usual provisions regarding rotation of members of the Executive Committee, the Secretariat recommends that, at this time, the existing members be re-elected.

However, the Secretariat asks that all members of the ISCO Executive Committee and ISCO Council to confirm that they are willing to continue in their roles.

Anyone wishing to stand down should make this known at the meeting or after the meeting by email to the Secretariat.

## **Agenda Item 8 – For information**

### **Membership Fees**

After extended deliberations and discussions the Secretariat eventually agreed to increase the annual membership fee structure by approximately 10%. Essentially this was a compromise – not enough to counter the absence of any upward revisions for a period of about 8 years, and not enough to effect a large improvement in ISCO's financial situation, but probably as much as was possible considering the difficult economic times being experienced by many members.

Members of the Secretariat have recommended that future increases should be kept broadly in line with published inflation indices.

The upwardly revised fees became effective on 1<sup>st</sup> June 2020 and can be viewed in the table below.

Class	Subs		Who	Deliverables
Individual Member	£ 85		Interested individuals and spill control professionals	Access to Members Area, Weekly news letter May display ISCO logo May vote and serve on committees Members' discount at conferences
MISCO	£ 155			
FISCO	£ 180			
Corporate Members	£ 200 £ 400 £ 800 £1,600 £2,000	1-9 staff 10-49 staff 50-99 staff 100-499 staff Over 500 staff	Response Companies, Co-operatives, Equipment Manufacturers, Consultancies, Training Providers	As above plus Free inclusion of information on new products, training or other events in the weekly newsletter. Free listing and banner with web link to member's website in the ISCO International Directory of Supplies and Services.
Industry Partners	£200	Subject to exceptions	Trade associations, Companies and Individuals involved in or with an interest in spill control matters but not covered in other membership classifications; Also Energy, Oil, Petroleum, Chemical Industry and Transport Companies and Associations, Academic Institutions, Governmental Departments and Agencies, Research Establishments,	Free inclusion, at the editor's discretion, of information in the ISCO Newsletter on member's activities and events that are relevant to the interests of the spill response community.

The launch of the new website is only the beginning of a process that will improve the experience of its users and extend its functionality.

## Agenda Item 9

### Increasing Membership

ISCO receives no subsidies from governments and bodies such as the UNEP, IMO, Industry Organizations, etc. Currently the organization's only source of income is the annual membership fees received from Members.

It is therefore a priority to redouble our efforts to increase the number of paying members. All Members, and especially Members of ISCO Council, are asked to help in this effort.

The Secretariat will continue to look at other possibilities for generating funds and suggestions from Members will be welcomed.

## Agenda Item 10

### New Website

Because the website platform provider discontinued software support it became necessary to move the ISCO website to another platform provider. The re-launch of the ISCO website took place at the end of October and it appears that the transition has gone well.

Before the launch much work was done to check that everything was working correctly but with so many links within documents and other web content it is still possible that users may encounter some glitches. Members and others accessing the website have been asked to report any problems by email to the Secretariat [info@spillcontrol.org](mailto:info@spillcontrol.org) with cc. to ISCO's IT support contractor, Mike Watson [mike@mwadigital.com](mailto:mike@mwadigital.com)

# Agenda Item 11

## Any other business

Members are invited to submit suggestions, ideas and comments for discussion at the AGM.

Items to be discussed should be submitted in advance of the meeting by email to [info@spillcontrol.org](mailto:info@spillcontrol.org) – this to allow for circulation to members and to give time for their consideration.

# Agenda Item 12

## Next Meeting

We very much hope that a face-to-face AGM will be possible for the 2021 AGM but at this time there is too much uncertainty to identify a venue and date.

## APPENDIX 1 - MINUTES OF THE 2019 AGM

Due to unfortunate and unforeseen circumstances plans to hold this meeting during the Clean Gulf Conference and Exhibition in New Orleans, USA on 28<sup>th</sup> October had to be abandoned.

A short meeting did however take place attended by David Usher, Matthew Sommerville, Mary Ann Dalgleish, Kurt Hansen and Helena Rowland, but under the circumstances the planned agenda was not be followed.

Instead, the Secretariat determined to hold the Meeting by exchange of email communications.

The Agenda and other Meeting Papers were circulated to all Members on 29<sup>th</sup> September 2019 and on 30<sup>th</sup> November 2019 all Members were notified of the intention to hold the Meeting by email exchange. A short briefing note was also sent to Members, together with procedural advice, an online voting form and an invitation to submit comments on the matters covered in the already circulated meeting papers.

### **The motions on which Members were invited to vote were as follows -**

1. To approve the Minutes of the 2018 AGM
2. To accept the Secretary's Report
3. To accept the Financial Report
4. To reconfirm Kleinman Graham as independent auditors.
5. To re-elect Members of the Executive Committee
6. To instruct the Executive Committee to finalise a draft of a Revised ISCO Constitution, taking into account the Expressed Views of Members.
7. To allow the Executive Committee to progress the implementation of a Revised Final Draft of the ISCO Constitution after its approval by Members.
8. Because General Meetings are normally held on an annual basis the Executive Committee proposes that in the future members may be consulted between AGMs and invited to cast their votes by email in regard to matters that require Members' agreement. The objective is to take advantage of modern technology and avoid undue delay in decision-making.
9. In addition, it is proposed that the Secretariat be authorised to hold AGMs by email in the event that circumstances make it impossible or very difficult to follow the usual procedure.

*The deadline for submission of votes was advised to Members as 23<sup>rd</sup> December 2019. The number of completed voting forms received was quite low but Members unanimously voted in favour of all of the proposed motion.*

### Comments received from Members were as follows –

- Revision of ISCO Constitution (Proposals 6&7) – “I agree with the proposals”
- Holding AGM by email (Proposal 9) - “In my opinion, face-to-face is always better than remote, but if not feasible then this is a good way to go”.
- AGMs by email (Proposal 9) – “I think that might be a good idea”
  
- ISCO Newsletter – “Sorry to see that the newsletter is having a hard time keeping financially afloat. While I hate to mention it, as I love the format of the publication now, and you probably already thought of it, has there been discussion of accepting advertising for a fee?”
- ISCO Newsletter – “Not sure how much funding you need to keep publishing, but this has grown into a major source of response news. Always chock full of informative news items, current events, interesting studies, and training opportunities”.
- General comment - “Would like to see the ISCO members become more active”.
- Membership Fees – “This is always a tricky subject however it’s inevitable that fees must go up which I’m sure members will understand”.
- Membership Fees – “This has been a problem over the years, I agree Mary Ann Dagleish is doing a good job however I suggest that Members & Council in UK & other countries help her in chasing up Membership Fees & Associated Fees”
- Possible new ISCO Initiative – “I had an idea to float by you... A long time soapbox I have been on concerns oil spill training classes integrity. While I am not advocating a Certifying Body, it would be great to have some common standards for response training classes. Some sharing of curriculum, course materials, standard terminology, graphics, etc. There are many organizations out there performing training. It would be great for somebody to help coordinate the sharing of this information and ensuring we are all teaching from the same songbook. ISCO may be a good organization to take this on.
- Recruiting new paying members - “I suggest that Members & Council play a more active part in recruiting New Membership”.
- Recruiting new paying members – “Oil Spill Response Organisations carry out training, I suggest at the end of the course 5 minutes is given to introduce ISCO”.
- Recruiting new paying members – “Members should introduce ISCO to clients, as there's a lot of People, Companies, Ports & Harbours that don't know about ISCO”.
- Recruiting new paying members – “ISCO should introduce new flyer's that Members & Council can pass on to prospective new members”.
- Communications – “There is a lack of communication from the ISCO Secretary and ISCO Members other than what is provided in the ISCO News Letter. Surely the Secretary could keep us more up to-date with what he's doing for ISCO such as meetings, visits, etc.”
- Communications – “Would like more information from the Secretary regarding what is going on in ISCO”.
- Communications – “Would like to have members share information with others regarding ISCO”.

The ISCO Secretariat and Executive Committee is currently considering the received comments and will respond in due course.

## APPENDIX 2 – VOTING FORM

The 2020 AGM Voting Form has been designed to allow Members to submit their votes electronically.

Only Members in good standing (membership dues paid up-to-date) are entitled to vote.

The closing date for submission of votes is the day after the date of the AGM.

[TO DOWNLOAD THE VOTING FORM PLEASE CLICK HERE](#)

