Ciarb Annual General Meeting 2025

Minutes of the meeting held at 1600hrs GMT on 28 October 2025 by videoconference.

Present	David Huebner (DH) Chair, Board of Trustees Paul Barrett (PB) Honorary Treasurer
In attendance	Don MacIntyre (DM) Chief Executive Officer (Interim) Helen Waters (HW) Director of Corporate Services Sai Shanmugarajah (SS) Director of Governance and Professional Standards Millie Patel (MP) Director of Member Engagement and Communication Michelle Hughes (MH) Head of Finance Katie Odling (KO) Head of Governance Irum Johal (IJ) Governance Officer

Item	
1.	**WELCOME FROM THE CHAIR** The Chair welcomed members to the 2025 Annual General Meeting ("AGM") of the Chartered Institute of Arbitrators ("Ciarb"). The Chief Executive Officer read the Notice convening the meeting.
2.	**MINUTES OF THE AGM – 19 SEPTEMBER 2024** The minutes of the Annual General Meeting held on 19 September 2024 were presented for approval. The motion to approve the minutes was proposed and seconded. The Chair declared the motion passed. **RESOLVED:** That the minutes of the Annual General Meeting of the Chartered Institute of Arbitrators held on 19 September 2024 be approved.
3.	**ANNUAL ACCOUNTS, THE TRUSTEES' ANNUAL REPORT AND THE REPORT OF THE AUDITORS FOR THE YEAR ENDED 2024** The Chair introduced the Trustees' Annual Report and reflected on Ciarb's activities and achievements during 2024. The Chair thanked fellow Board members, Ciarb's Branches and Branch Committee members, faculty, thought leadership contributors, speakers,

	volunteers, the Chief Executive Officer and staff for their contribution, dedication and expertise during the year. It was reported that Ciarb had continued to make progress during 2024, including through its governance reforms, expansion of its global reach, investment in its educational offering and strengthening of financial discipline. The Chair noted that Ciarb was entering a period of organisational renewal under new operational leadership, with a focus on sustainability, transparency and organisational resilience. The forthcoming appointment of a new Director of Membership was also highlighted, reflecting Ciarb's commitment to strengthening member value and ensuring that members remained central to the organisation. The Chair reiterated Ciarb's commitment to safeguarding its long-term sustainability and strengthening its position as the global home of dispute resolution. Members and volunteers were thanked for their contribution to Ciarb's Branches, guidance, training, events and wider activities. The Chair invited the Honorary Treasurer to present the Trustees' Report and Consolidated Accounts for the year ended 31 December 2024. The Honorary Treasurer reported that Ciarb had operated against a challenging global economic backdrop during 2024, including inflationary pressures, currency fluctuations, stagnant economic conditions and geopolitical uncertainty. Notwithstanding these conditions, total income for the year was reported at approximately £9.8 million, supported by growth in membership subscriptions and education and training activity. Membership income increased by approximately £273,000, representing growth of 5%, while education and training income increased by approximately £251,000, representing growth of 11%. Worldwide education and training activities accounted for approximately 25% of global income. Ciarb headquarters and its subsidiaries reported a combined surplus of approximately £72,470, although performance was below budget. The number of professional members remained broadly stable at 17,469. Income from room hire at 12 Bloomsbury Square Ltd increased by approximately £68,700, or 10%, to £759,000. It was noted that income was expected to reduce during 2025 following the loss of regular customers during the year. Expenditure on delivering services for Ciarb members increased to approximately £9.8 million. After investment movements and currency translation effects, the overall movement on activities was approximately £72,400. It was noted that, excluding grants paid to Branches, the position represented a small deficit of approximately £44,200.

	The meeting was advised that Ciarb was reviewing the way in which Branches were funded and supported, in consultation with the Branch network, to support the continued delivery of services to members locally. Currency movements continued to affect the consolidated financial position. Translation losses for 2024 were approximately £184,000, reflecting the strengthening of sterling. Work was continuing to consider options for mitigating this risk. Worldwide staff costs increased to approximately £4.5 million, compared with £3.8 million in 2023. Average staff numbers increased from 99 to 104, including staff employed within Branches. The increase reflected salary costs and exceptional costs relating to outgoing personnel. Consolidated net assets at the end of 2024 were approximately £9.8 million, including a restricted fund of £9,000 within the Caribbean Branch. Tangible assets were approximately £6.2 million and principally comprised Ciarb's properties at 12–14 Bloomsbury Square. Long-term mortgage liabilities had reduced by approximately £55,000 during the year to approximately £794,000. The book value of Ciarb's equity in the properties was approximately £4.2 million, with the Trustees considering the underlying market value to be significantly higher. Intangible assets totalled approximately £1.2 million and included Ciarb's worldwide trademarks. Investments remained at approximately £1.2 million as at 31 December 2024 and cash held globally stood at approximately £2.5 million. The Honorary Treasurer drew members' attention to the Going Concern statement within the Annual Report. The Trustees and Executive remained satisfied that Ciarb had adequate resources to continue operating for the foreseeable future and to meet its financial obligations. In concluding the financial presentation, the Honorary Treasurer reported that Ciarb remained in a strong financial position and continued to progress delivery of its strategy and global activities. The Board, Finance Committee, Audit and Risk Committee, other committees, Branches, volunteers, staff and members were thanked for their contributions during the year. Members were advised that the Annual Report and Accounts were available through MyCiarb and would be made publicly available following their approval at the AGM. The motion to approve the Annual Accounts, the Trustees' Annual Report and the Report of the Auditors for the year ended 31 December 2024 was proposed and seconded.

	The Chair declared the motion passed. RESOLVED: That the Annual Accounts, the Trustees' Annual Report and the Report of the Auditors for the year ended 31 December 2024 be approved.
4.	REMUNERATION OF THE AUDITORS The Chair presented the motion that the Trustees be authorised to determine the remuneration of the Auditors. The motion was put to the meeting and declared passed. RESOLVED: That the Trustees be authorised to fix the remuneration of the Auditors
5.	ANY OTHER BUSINESS There were no items of other business raised for consideration. The Chair thanked everyone for attending and declared the meeting closed.