1. **Notice of Annual General Meeting**

Notice is hereby given that the Annual General Meeting of the Scottish branch of the Society of Trust and Estate Practitioners will be held at **9.00am 19 June 2019** at the RRS Discovery Point, Discovery Quay, Dundee for the following purposes:

1.1 To receive the accounts of the branch and the report of the committee for the period ended 31 March 2019;
1.2 To elect the office bearers for the coming year;
1.3 To transact any other ordinary business of the branch.

By order of the branch committee

James MacKinnon
Secretary
May 2019

Note

A member of the branch entitled to attend and vote at the above meeting may appoint a proxy to attend and, on a poll, to vote instead of him. A proxy need not be a member of the branch.

2. **Report and Accounts**

The committee submit their report and accounts covering the period to 31 March 2019.

The accounts show a deficit of £1,457. During the year the Committee continued to engage a Branch Co-ordinator to assist with delivery of its Education Programme. This is a valuable resource which has helped to ensure a strong programme of events for members, and non-members, over the period.

The accounts show an available bank balance of £24,461 as at 31 March 2019, with the proceeds from the STEP Scotland Spring conference held in March to be paid from STEP HQ after the 31 March 2019.

The committee intend to use these funds for future conferences and events, the continued engagement of a Branch Co-ordinator, providing bursaries to students who have encountered hardship or financial difficulties and for appropriate investment in furthering the Scottish Branch's objectives.
3. Report

There are currently 513 members of the branch. This includes full members, affiliates and student members who have enrolled on the STEP Thesis, Diploma or Certificate for Financial Services. This represents an increase of 26 from 487 members over the last year.

The year to 31st March 2019 has been an active period for the Scottish branch. Events were organised throughout Scotland including:

- Spring & Autumn Conferences held in Dundee and Edinburgh respectively. The latter was a joint private client conference with the WS Society. We also held a Student Conference at the end of June in Glasgow.

- Discussion Forums in Aberdeen, Glasgow, Dundee, Edinburgh and Perth (the first event took place in April 2019). The discussion forum programme continues to grow and is being well supported by members and firms. A special thank you must go to the firms who are kindly providing their office space and acting as hosts for the regular forums. We will continue to run discussion forums in 2019 and will seek to ensure the SIG focus areas and topics are integrated into the forum and conference programmes.

- We have received sponsorship support from a number of organisations including Tilney and Estate Research. Tilney have agreed to sponsor our Spring conferences for the next two years and the committee were delighted to receive this commitment. Sponsorships help to keep the cost of attending conferences affordable for all members and enable us to offer discounted rates for student members and free places at our Student conferences for final year law students.

- Promotion of STEP – we have been promoting membership at various universities and through affiliates networks to increase membership. We have also been assisting the STEP Employer Partnership team promote the benefits of the programme to Scottish firms. We will continue this promotion and we are aiming to hold further events over the coming year.

- The Scottish branch launched a new micro-site on the STEP global website which features branch news, forthcoming conferences and events, as well past conference papers and slide decks. We would welcome feedback from members as the site develops https://scotland.step.org/

- The branch committee represented members at various forums, for example the SIG conferences/meetings, UK Practice Committee, UK Technical Committee, UK Branch Assembly and at this year’s Global Congress in Vancouver.

4. Office Bearers

The following STEP members intend to stand for the following offices:

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
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<tbody>
<tr>
<td>Alix Storrie</td>
<td>Chair</td>
</tr>
<tr>
<td>Alexander Lamb</td>
<td>Deputy Chair</td>
</tr>
<tr>
<td>Malcolm Steel</td>
<td>Treasurer</td>
</tr>
<tr>
<td>James MacKinnon</td>
<td>Secretary</td>
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<tr>
<td>Adelle Seaton</td>
<td>Student Liaison Officer</td>
</tr>
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Alix Storrie assumed the role of chair at the last AGM and will continue for another two years. John McArthur, previous Chair, will continue to represent the Scotland branch at the UK Technical Committee and Alix will attend UK Practice Committee.

We were delighted that Roddy MacLeod, Julie Hutchison, Nick Marshall and Susan Tweedie volunteered to join the Committee this year.

Our Dundee representative on the Committee, Yvonne Evans will stand down this year and we would like to thank Yvonne for the time and efforts made during her time on the Committee. Yvonne will be replaced by Laura MacDowall who has volunteered to join the Committee when she returns from maternity leave post-Summer 2019.

Ian Macdonald is the Scottish branch representative on the STEP Worldwide Council and is due for re-election in December 2019. Intimation of the election process will be made in during the forthcoming year.

We do not require any new committee members this year but if any member wishes to join in future years we ask that they express an interest in joining to the Branch Secretary or an existing member of the Committee.

Alix Storrie
STEP Scotland Chair
May 2019