

**Minutes of the thirty-sixth Annual General Meeting of the Central Dredging Association, 17:00 hrs, Friday, 17 October 2014, Henri Conscience Gebouw, Brussels, Belgium**

**Present:**

**CEDA Board**

**Officers:** Mr. Johan Pennekamp, Vice-President (Chair)  
Prof. Cees van Rhee, Secretary Treasurer

**Board members:**

Ms Kathleen De Wit  
Mr Wim Klomp  
Mr Polite Laboyrie  
Mr Eric Van den Eede  
Mr Bart Verboomen  
Mr. Loek Verheijen

**CEDA staff:**

**General Manager:** Ms Anna Csiti (Minutes)

**Members and guests**

**1. OPENING**

On behalf of the Board of CEDA Vice-President, Johan Pennekamp (Deltares, the Netherlands), welcomed members and guests to the thirty-sixth Annual General Meeting. He thanked the Ministry of the Flemish Community Maritime Access Division for the hospitality.

**2. MINUTES OF THE PREVIOUS AGM (7 NOVEMBER 2013, ROTTERDAM, THE NETHERLANDS)**

These were accepted as true records of the meeting.

**3. PRESIDENT'S REPORT FOR THE YEAR 2013/2014**

Mr. Johan Pennekamp, CEDA Vice-President reported. He passed on the apologies of Anders Jensen, President, who due to illness has not been able to join the meeting.

Ladies and Gentlemen, Members of CEDA, guests,

In April this year you have received a terrific Annual Report about the achievements of 2013. A number of copies are available here for you to pick them up. These reports are prepared on a voluntary basis by members and we are very grateful for that.

The year 2013 saw

- An outstanding WODCON XX in Brussels, Belgium;
- CEDA Forum 2013 in Rotterdam the Netherlands with two excellent workshops, (i) one on working under exotic circumstances, with a focus on the Arctic and (ii) one on the lessons learned from designing and executing large marine infrastructure projects in compliance with the EU Habitats Directive
- The publication of two CEDA papers: (i) WODA Technical Guidance on Underwater Sound and (ii) CEDA information paper on ecosystem services
- A celebration of the 25<sup>th</sup> anniversary of the Belgian Section

just to mention the most significant achievements.

After an extremely busy 2013, this year has been less spectacular. Nevertheless a lot of work went on behind the scenes, processing, following up and closing down last year's events and paving the way for future work. Today I focus on some of these activities, starting with an item essential for CEDA's future.

**CEDA Strategy 2014**

Following up the Strategy workshop last year, the Board approved "Leading the Way in Dredging – CEDA Strategy 2014" and the associated Strategic Action Plan for the coming four years which will further develop CEDA as a forward-thinking organization. Areas where we want to extend our activities include:

- We want to establish a social media presence to extend contact between members
- We want to strengthen our role as knowledge disseminator as well as knowledge networker and and knowledge generator. We are setting up an Educational Activities Commission chaired by Prof. Cees van Rhee to look after this area of work.

- We want to enhance our communication and CEDA's image as an independent platform and primary source of objective dredging knowledge.
- We plan to extend our scope by adding deep sea mining and offshore energy
- We continue work to engage the younger generation and to extend our geographic reach.

### **CEDA getting social**

On social media we can already claim results. We have stepped up our presence on LinkedIn and set up a CEDA page on Twitter. Our primary aim is to engage CEDA members and others on these platforms instead of a one-way communication channel.

Also we post immediate CEDA information here. I encourage you to make use of these platforms where geographic distance is not an obstacle and connect with, talk to and learn from each other.

### **Young CEDA**

This brings me to Young CEDA as they are the ones who champion CEDA's social media efforts. I am delighted to tell you about Young CEDA's impressive results this year: they have organized four very well attended events in - Belgium, Germany, the Netherlands and the UK - to inform students about careers in dredging. Young CEDA has representation on the CEDA Board as well as on a number of commissions and committees including the Papers Committee for CEDA Dredging Days 2015.

### **Publications**

Later this year two CEDA working groups will complete their respective documents on two very timely and closely related topics:

- Position paper: Environmentally sound dredging through adaptive management
- Information paper: Environmental monitoring procedures

The reason for this twin-birth is found in the 'adaptive' aspect: adaptive management is heavily dependent on good environmental monitoring, which in itself can be made in an adaptive way. Both groups work under the remit of the CEDA Environment Commission (CEC) and are chaired by CEC members.

### **Environment Commission**

Moving on to the Environment Commission I only want to stress the importance of the work of this group at international bodies such as OSPAR, the London Convention and the European Commission in ensuring the regulations affecting the sector are based on current, sound technical-scientific knowledge and best practice experience. Polite Laboyrie, Chair of this group has already told you about this earlier.

### **Events**

A brief overview of events:

- In co-operation with IADC we presented our joint two-day training course on environmental aspects of dredging in June in Wallingford, in co-operation with HR Wallingford and will present the course once again in Delft in co-operation with the Post-Academic Education Department of the Delft University of Technology. This is an excellent opportunity to learn from experts with plenty of experience and also from colleagues who are facing similar challenges. **It is still possible to register.**
- Early next year we are planning a workshop on underwater sound workshop in Paris with a practical focus on the practical aspects of this environmental parameter

### **Dredging Days 2015**

Our flagship event, CEDA Dredging Days will take place one year from now, once again in conjunction with the Europort exhibition. It will focus on innovative dredging solutions for ports.. I encourage you to submit abstracts for the conference and to support the event as sponsor or exhibitor.

### **National Section meetings**

The President's report cannot be complete without mentioning the events of the national sections which continue to be essential forums for knowledge exchange and networking for many of our members.

## **New CEDA website**

Finally I am very pleased to announce that shortly we are going to launch the new CEDA website with a fresh look and feel but more importantly with a much improved structure to assist users to find quickly what they are looking for.

## **Words of thanks**

All these work required enormous input from our members and I can't stress enough how grateful we are for their support and commitment in all these activities.

## **4. SECRETARY/TREASURER'S REPORT ON THE YEAR 2012**

Prof. Dr. ir. Cees van Rhee (Delft University of Technology, the Netherlands) reported.

Ladies and Gentlemen,

I start my report with membership information.

### **Membership**

At the end of 2013, CEDA had 487 individual members including 10 students, 9 starters, 36 retired members and 12 lecturers at colleges or universities. The number of individual members continues to decrease – in the previous year the total number of individual members was 487. The Board of CEDA is addressing this subject via the Strategic Commission.

Fortunately the number of Corporate Members shows a different trend. At the end of last year we had 128 corporate members which is four members more than the year before.

### **Finances**

Moving on to finances, I would like to remind you that the consolidated financial statement of the year 2013 has been included in the AGM invitation.

### **Results of 2013**

2013 was a very special year also in terms of finances due to the two events, WODCON XX and Forum 2013. Our total income including WODCON was € 824 400 (without WODCON it would have been some € 250 000). With a total expenditure of € 805 400 we closed the year with a surplus of € 19 000.

We added E 140 000 to our general reserves earmarked for activities in the coming years. You have heard about our ambitions under the new strategy:

- strengthening our role in knowledge generation, dissemination and exchange including
  - o the production of a book on "Sustainable dredging" in co-operation with IADC,
  - o and covering subjects such as dredging for offshore energy and deep sea mining;
- establishing presence on social media as an extension of the existing physical platforms for interaction for members;
- adding new features to our conferences and so on.

### **Membership fees 2015**

In line with the CEDA Board decision endorsed by the AGM the membership fees are now annually indexed. Accordingly, the fees for next year will increase by 1 %.

## **5. REPORT OF THE AUDIT COMMITTEE**

Members of the Audit Committee for the year 2013 were:

- Rikke van Berg, Independent Consultant, the Netherlands
- Peter de Graaff, ROYAL IHC, The Netherlands
- Lynyrd de Wit, SVASEK, The Netherlands

Peter de Graaff presented the main findings of the Committee. The full written report is appended to these minutes. Regarding the Audit Committee's suggestions the Treasurer said that those have already been implemented with the exception of the WODCON XX bookkeeping for which it was too late to make changes. The suggestions will be taken into account with future conferences.

On behalf of the Audit Committee Mr. de Graaff was satisfied with the response. Further, he proposed to the meeting that the Board of CEDA be discharged of the financial responsibility for 2013. This was agreed unanimously.

Mr Pennekamp thanked the members of the Audit Committee for the excellent work that they had done on behalf of the members scrutinising CEDA's finances. The Audit Committee for the year 2013 was discharged.

#### **6. APPOINTMENT OF A NEW AUDIT COMMITTEE**

After two years on the committee, Rikke van Berk resigned. Peter de Graaff, Royal IHC, and Lynyrd de Wit, Swasek, agreed to serve one more term. Leen Wassenaar, the Netherlands volunteered to join the group for one year. The three members were appointed by general acclamation.

#### **7. ANY OTHER BUSINESS**

None.

#### **8. CLOSING**

Mr Pennekamp thanked all participants for attending and extended invitation to join the drinks and wished a pleasant time to everyone.

## CEDA audit committee book year 2013 report

From: Ceda audit committee: Rikke van Berk, Peter de Graaff (IHC Merwede), Lynyrd de Wit (Svašek Hydraulics)  
 Date: 2014-9-23  
 Status: Final

During the audit the CEDA audit committee has conducted the following tasks:

- Investigating the annual report and checked whether CEDA's money has been managed and spent properly. Properly is defined as in line with the budget and serving the purposes of CEDA.
- Investigating the books, bank accounts, etc. to see that the figures shown in the ledger physically exist

The CEDA staff (Anna Csiti and Yvonne Duivenman) assisted the audit committee in its task. This memorandum reports on the main audit commission's findings:

- 2013 was financially a good year for the CEDA with a positive result of nearly € 19.000,-. Also an addition provision has been made of € 140.000,- for additional activities the coming next three year. The large surplus is mainly caused by the one-time event of the WODCON XX. Apart from the WODCON XX there was a near balance between revenues and expenditures in 2013.
- The bank account balances above €5000,- in 2013 are checked and found to be correct.
- The annual report and balance sheets have been checked and it was found that the money has been spent properly in 2013, with one deviation. This deviation concerns over budget spending in one of the CEDA sections. This has been adequately corrected by CEDA and will be compensated.
- Bookkeeping is accurate.

Audit commission's suggestions for improvement are:

- One of the current tasks of the accountant is: "If the spending is not in the budget, he checks the minutes of the board meetings whether expense on that purpose has been agreed." In 2013 there was spending not according to the budget, but in the annual report there is no statement whether the accountant has carried out the check. On further discussion with the accountant it became clear that he prepares a so called "Compilation Report" for which he checks and confirms the financial administration. Checking the Board meeting minutes would not fall under that category. The AC recommends to delete the phrase "If the spending is not in the budget, he checks the minutes of the board meetings whether expense on that purpose has been agreed" from the task of the accountant and add the phrase "If the spending is not in the budget, the treasurer of the board checks the minutes of the board meetings whether expense on that purpose has been agreed, and reports his findings as attachment to the annual report of the accountant".
- The project administration of the WODCON XX is partly mixed up with the administration of the day to day activities of CEDA. This hinders both the references of the day to day activities to budget and previous years for trend analyses as well as a proper project cost control. The audit committee proposes to clearly split the administration/cost control of structural day to day activities and incidental larger projects.
- For the WODCON XX a rather complicated financial reporting structure has been used with provisions in previous years and the usage of these provisions in booking year 2013 when the WODCON XX took place. The CEDA staff explained that it is the plan for coming conferences to use a simpler financial structure and the audit committee supports this plan.

### Conclusions

Given that the annual report and balance sheets have been checked by the audit committee and it was found that the money has been managed properly in 2013 and bookkeeping is accurate, the audit committee therefore proposes that the Board of CEDA will be discharged from the financial responsibility for the year 2013.

On behalf of the CEDA audit team 2013,

Rikke van Berk, Peter de Graaff, Lynyrd de Wit