



Minutes

Meeting of Regional Management Board

6 October 2008
Doncaster, Council House

Present

David Purchon (DP)	Nick Wellington (NW)	Janet Szlamp (JS)
Roger Hart (RH)	Mandy Preskey (MP)	
Fiona Boothroyd (FB)	John Bryson (JBr)	

Apologies

Ian Sanders (IS)	Jenny Best (JBt)
April Fisher (AF)	Ruth Priestley (RP)
Peter Hubbard (PH)	Scott Forbes (SF)

Meeting commenced	18:00
Meeting finished	20:40

		Action
01/08	Welcome	
02/08	Apologies	
03/08	Minutes of the meeting held on 2 Sept 2008 minutes accepted as a true record	
04/08	Matters arising from the minutes of the meeting held on 2 September 2008	
04.01	Point	
05.01	The Weekend School accounts are slowly coming in due to work from the RMB. It was suggested that statements should be sent out after every event as a billing reminder over a period of time as a reminder.	MP
	Janet has spoken to HQ and they advised that they would consider co-ordinating the Weekend School but would not be confident in booking speakers. A theme is required.	
06.02	Janet has some business plans but not all. Kirklees/Calderdale's awaited. Ruth had reminded us that she had handed in the Leeds/Wakefield one at Sheffield.	JS
07.04	David Purchon will organise the Landfill training with Bradford officers who are very positive. Aiming for early 2009 at Cedar Court Hotel Bradford.	DP
09.03	4 th December has been reserved for the retired members Christmas Lunch. It will be held at The Waterton Park Hotel Wakefield and will be advertised in Nov EHP and What's on in EHN from next week	DP
08.01	Branch Funding/Accounts procedure to be looked at by Mandy and Fiona Boothroyd offered to test the procedure.	MP/FB
10.03	There were no Trustee nominations offered so David Purchon had been nominated for the role. It was agreed RMB should try to encourage new blood on to itself and Council	
05/08	WEEKEND SCHOOL	
05.01	It was agreed that Mandy would book York St John for 19 & 20 th June 2009 for next year's weekend School.	MP
05.02	David Purchon agreed to draft the ad for an organiser and publish it in EHN, on the website and send out to Members.	DP
05.03	A discussion took place regarding the possible themes of the next weekend	

		Action
	school. Suggestions included Climate change LocalArea agreements and Obesity	
06/08	BUSINESS PLAN	
06.01	The one year submission for the 2009 business plan has been approved for submission to Resources Ctte. with the budget for contingencies removed. The Forum meeting went well but not all Regions submitted a business plan.	
07/08	Training	
07.01	The Tesco visit went well although attendance was small. 3 students attended and no specific feedback was given.	
07.02	The Low Cost Training Conflict Resolution has received a good response.	
07.03	The advertisement for the Exotics Food Course Organiser will go out shortly.	DP
07.04	A letter was received from HQ regarding APD training. It was organised for earlier this year but there was not enough response to run the course.	
07.05	A loss was made on the Presentation Skills Low Cost Training course with only 7 attending.	
07.06		
07.07	The Pest Control seminar is a sell out with over 25 people in reserve for the next course. John Bryson will see how the event on 10 th October is received and may consider running another seminar early in 2009.	JS
	Legal Training will be organised via Julie Barratt and Janet. It will include the following: <ul style="list-style-type: none"> • Preparation for litigation • Interview skills and interviews under caution • Advocacy skills Janet is to work with Julie to finalise costs and dates.	
07.08	Janet is to gather information relating to an Asbestos removal course and email the details to the Board. David is to pursue the specialist asbestos stripping course with Andy Lucas at Birmingham	JS DP
08/08	Regional Accounts	
08.01	A Branch Funding/Accounts Procedure is to be looked at by MP and distributed to the branches. This is ongoing.	MP
08.02	A discussion took place regarding the allocation of funds to branches. It was agreed that branches should submit their 2008 accounts before 2009 funding is given. Mandy to send a memo to branches to request further funding requests for 2008 and ask for accounts by the end of December 2008.	

		Action
09/08	Any Other Business	
09.01	David is to pursue with John Buttolph and/or Gary Telfer regarding a revived Leeds Met Branch and integrating students into CIEH Regional training and events.	
09.02	It was noted that there was not a balanced attendance from each of the branches to the Regional Management Board Meetings.	
09.03	Best of the Best was well received with many examples of good practice. Killgerm funded a party and the event was excellent value for money.	
11/08	Date of next meeting	
	TBC: The next meeting 26 November 2008 at Kirklees, confirmation and agenda to be sent	
	Signed: _____ (Chairman)	