



# Minutes

## Meeting of Regional Management Board

8 April 09

### Present

Janet Szlamp (JS)	John Bryson (JBr)
April Fisher (AF)	Mandy Preskey (MP)
Kim Walker	Peter Hubbard (PH)
Sue Coulter (SC)	Ian Sanders (IS)

### Apologies

Gill Rockett (GR)	David Purchon (DP)
	Ruth Priestley (RP)
Nick Wellington (NW)	Jenny Best (JBt)

Meeting commenced	18:00
Meeting finished	20:15

		Action
01/09	Welcome	
02/09	Apologies As recorded	
03/09	Minutes of the meeting held on 25 February 2009  minutes accepted as a true record although Ruth Priestley did not attend and April organised the Exotics course, not Ruth as stated in the minutes.	
04/09	Matters arising from the minutes of the meeting held on 24 January 2009	
04.01	Point	
	07.02        Kirklees end of year accounts have not yet been received	
	05/09        The contract for Denise Donnelly for the organisation of Weekend School has been signed.	
05/09	Weekend School	
05.01	The itinerary for weekend school has been drawn up by MP and JS. There are some issues with speakers being unavailable on those dates and Janet is awaiting confirmation from some speakers. <ul style="list-style-type: none"> <li>- Asda has been confirmed</li> <li>- Pam Waldron cannot attend</li> <li>- Tim Lang cannot attend</li> <li>- Mike Lees wants three half hour sessions</li> <li>- Ian Gray cannot attend</li> <li>- John has spoken to Killgerm regarding a speaker and sponsorship</li> <li>- Ruth is to contact Kim regarding speaker on Domestic Carbon Footprint</li> <li>- April has a contact relating to food</li> <li>- Janet is to ask David Newsum to speak about health and safety</li> </ul> <p>Discussions took place regarding reserve speakers and it was requested that information should be sent to Janet by 17<sup>th</sup> April.</p>	JS RP JB
06/09	Business Plan 2010	
06.01	A new business plan is being drawn up by HQ and further details will be discussed when the format has been agreed.	
07/09	International Initiatives	
07.01	David has found it difficult to establish contact with the Botswana contact. Mandy to send David and Janet details of the contact stated on the invoice.	MP

07.02	The international policy was raised at PDB and the next PDB meeting and Council Agenda will look at the international implications of policies.	Action JS
08/09	<b>Training</b>	
08.01	Exotics  The take up for the exotics course (32 delegates) is down compared to last year due to the change in curriculum. Handbooks should cost around £190 this year. The date for this year's Exotics course is 24 <sup>th</sup> April and it will be held at the Lakeside Community Church, Doncaster.	
08.02	Janet handed out the contracts for signature to sign, date and send to Graham Jukes. Ruth took Denise's contract.	AF/DB
08.03	Cheques for the exotics course were given to Mandy to bank.	MP
08.04	Pestology  A program was sent around. Peter is available all day. David will also attend on the day.	
08.05	A half day food course has been offered by Killgerm and is pencilled in for September in the Training Diary. John is to discuss details with Killgerm.	JB
08.06	APD  There has been an enquiry as to whether the region will provide APD training. This is not an area that has generated much interest in the past. An email is to be sent to members to gauge interest and Mandy is to gather details of interested delegates.	MP/IS
08.07	Janet is to contact EHN regarding running an article on APD.	JS
08.08	ELP  Ruth is to enquire at the University regarding ELP training	RP
08.09	GAS  There is a commercial course available relating to Gas and the HHSRS inspections. Janet is to find information and circulate to board.	JS
08.10	Legal Training  Janet is to chase the contact for Legal Training.	JS
09/09	<b>CIEH Strategy Meeting</b>	
09.01	HQ have organised a meeting to discuss strategy. Janet volunteered. Ruth is interested but cannot make the initial meeting.	JS
10/09	<b>Any Other Business</b>	
10.01	Nick Wellington is the regional liaison for Food and it was suggested that an FSA training course be organised.	

		Action
	Jenny was unable to attend the meeting but would like to organise the course. It was agreed that Jenny could organise the course if this included bookings and arrangements.	<b>JB</b>
10.02	Ruth asked for a change of name mandate for the bank and Mandy advised that she contact the Bank direct for a form.	<b>RP</b>
10.03	The promised updated branch manual has not yet been issued. Janet is to raise the issue at the next forum meeting.	<b>JS</b>
10.04	The Roadshow in March had a disappointing attendance, but was much better than in previous years, with good content and participation.	
13/09	<b>Date of next meeting</b>	
	TBC: The next meeting 14 May 2009 at Leeds, confirmation and agenda to be sent	
	Signed: _____	
	(Chairman)	