



Minutes

Meeting of Regional Management Board

11 May 2010
Evolution House, Leeds

Present

Janet Szlamp (JS)	April Fisher (AF)	David Purchon (DP)
John Bryson (JBr)	Mandy Preskey (MP)	David Newsum
Sue Coulter (SC)	Ruth Priestley (RP)	Stephen Mole

Apologies

Jenny Best (JBt)	Ian Sanders (IS)	Kim Walker (KW)
------------------	------------------	-----------------

Meeting commenced	18:00
Meeting finished	21:00

		Action
01/10	Welcome	
02/10	Apologies As recorded	
03/10	Minutes of the meeting held on 29 March 2010 The minutes of 29 March 2010 were agreed as a true record.	
04/10	Matters arising from the minutes of the meeting held on 29 th March 2010	
04.01	Point	
	05.01 Ian apologised that he has not yet sent a letter of thanks to Peter Hubbard for time served and his contribution to the management board	
	10.01 HQ have contacted Mandy regarding the IT issues she is having, and have left a telephone number to contact.	
	10.08 An update has been sent to HQ regarding contact details for the website.	
	08.01 There was no update regarding the Port Health Sig. David Purchon to follow up.	
05/10	David Newsum	
05.01	David discussed a number of details relating to HQ: MYCIEH has been added to the website and is a forum for members to post questions. Mandy asked why Executive Officers didn't have access to MYCIEH and David is to take this to the Project Board for discussion. CPD can be uploaded onto MYCIEH and membership details can be changed. Graham Jukes should sign off major contracts which have financial implications for Regions. HQ do not realise that many branch and regional members work out of hours and are volunteers, which makes decision making lengthy. David suggested that the Northern Management boards get together to discuss a Northern initiative between regions Financial guidance is out on 11 th May. There will be a monthly update of new members There is a trainer forum operating through Scarborough and Bradford and	

		Action
	<p>this is on the CIEH website under the trainer section.</p> <p>David agreed to take back to the Project board the following issues:</p> <ul style="list-style-type: none"> • Invoicing for events • Online booking for members and non members • Debt chasing • Practical courses to help with the day job • Lapsed membership to be dealt with through HQ 	
06/10	Business Plan	
06.01	Janet is to put the Business Plan on the website for consultation from members once acronyms have been expanded and welcomes feedback.	
06.02	Janet has drafted a financial plan to monitor each month.	
07/10	Training Plan 2010	
07.01	Janet has spoken to Wendy Nixon regarding the Beauty course in September and will contact Mandy regarding availability.	
07.02	Julie Barratt has expressed a preference for the Statutory Nuisance to be offered out again due to its popularity, and also would like to run the HASWA course on the following day.	
07.03	Janet was not happy with the food at Sedum House and has put in a formal complaint.	
07.04	There were 47 attendees at the Annual Members Forum and it was well received with excellent feedback relating to the venue and speaker, although some members found that the layout of tables/chairs were a little cramped. Some members did not turn up and food was ordered for these members.	
07.05	Another Media Event could be arranged next year after April.	
07.06	<p>The Exotics food course went well, although there were some difficulties relating to the late arrival of fish.</p> <p>33 delegates attended which is less than last year, and 10 people who were due to turn up on the day didn't turn up and food was arranged so had to be paid for.</p> <p>Cath Graham Saved the day and a letter of thanks was sent from April.</p> <p>April will send feedback to the board.</p> <p>Leeds are following the old curriculum but changes to the new curriculum would mean that the course would cost the board more and members are reluctant to pay more than the £60 fee currently being charged. The course runs at a loss every year, with the board subsidising this course by around £500 a year.</p>	

		Action
	Thanks were given to April and Denise for organising the course. It was suggested that this training event was reviewed at the next RMB.	
07.07	10 members are confirmed to attend the Professional Practice seminar. Discussions took place regarding the cost of cancelling the event at this stage. Mandy spoke to Ian before the meeting and Ian is supportive of the event going ahead and will email members once again with profiles of the speakers to drum up enthusiasm. Further suggestions were given and it was suggested that Priti Patel was asked to pursue these groups as part of the organisation of the course.	
08/10	Student Strategy	
08/01	See "New Positions" for discussion	
09/10	Secretary and Chair Meeting 9th June 2010	
09.01	An enquiry was made regarding expenses for the Secretary and Chair meeting on 9 th June and it was explained that a claim form can be completed on the day.	
10/10	Regional Page in EHN	
10.01	Janet to speak to Stuart Spear regarding the regional page in EHN	
11/10	New Positions	
11.01	There were three members interested in the Student Liaison Officer post, two student members, Tahir Rafiq and Joan Ojukwu and Liz Webster North Humberside Branch. Cath Graham is interested in Communications Officer post. Discussions took place regarding what was required from the posts and Janet agreed to put together job descriptions asap and copy Stephen Mole. It was agreed that the posts would improve contact with universities, support with the ELP course, be the contact for mentoring schemes on placements. If these members were students then it was agreed that it is acceptable for them not to attend branch meetings in areas which were away from their home or university. Benefits of joining CIEH membership could be explained to enrolling students and second year students. Stephen Mole is to liaise with Peter Wright to ensure that the ELP session is at a more convenient time for students around lectures.	

	<p>Discussions took place around the different years and how CIEH could introduce themselves to Students. At fresher's week, a presence would remind first year students that the CIEH exists. In following years, it was agreed that a more in depth connection is required to enrol students to full members. 2nd and 3rd year students may want to get involved in branch activity and RMB meetings for experience.</p> <p>Discussions took place regarding the resurrection of the Leeds Met University Branch, to organise just one event and sponsor one meeting a year, the region would support this activity.</p> <p>An invitation will be sent to the interested members to come to the next RMB to be held in Leeds/Wakefield to ask them what they would like from the Region</p> <p>It was decided that this could be a dual post with two members contributing to this role.</p> <p>The member interested in the Communications post will also be invited to the next RMB meeting, or the following meeting as the next meeting is at Hull.</p>	
12/10		
12.01	<p>Any Other Business</p>	
12.02	<p>The Regional Management Board does not currently have a Vice Chairperson. A description of the post is needed. There are no current members of the board who are interested in becoming Vice Chairperson</p> <p>The Auditor of Accounts has resigned his position and Ruth is to ask Kaye Potter if she will be an auditor of the regional accounts for 2010.</p>	
13/10	<p>Date of next meeting</p>	
	<p>TBC: The next meeting will be held on 6th July 2010 at Hull and 20th or 29th September at Leeds/Wakefield. Agenda to be sent at a later date</p> <p>Signed: _____ (Chairman)</p>	