



Minutes

Meeting of Regional Management Board

4 February 2010
Riverbank Court, Kirklees

Present

Janet Szlamp (JS)	Ruth Priestley (RP)	David Purchon (DP)
Sue Coulter (SC)	Ian Sanders (IS)	Kim Walker (KW)
John Bryson (JBr)	Peter Hubbard (PH)	Mandy Preskey (MP)

Apologies

Jenny Best (JBt)

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 23 rd November 2009	
	The minutes of 23 rd November 2009 were agreed as a true record with one amendment as the credit note from York St John should read £2800 instead of £2000.	
04/10	Matters arising from the minutes of the meeting held on 23 rd November 2009	
04.01	Point	
	07.02 Kirklees end of year accounts have been received.	
	05.01 The amount of £8666.50 has been paid to York St John for Weekend School 2009 in January 2010 so will not appear in the 2009 accounts. The cheque was sent back from the bank stating that "it was a large amount". Another cheque will be raised and the bank will be questioned.	
	05.06 Accounts from MP given to the Board to check. They were accepted as a true record	
	08.01 Ruth to find out how Exotics Course is progressing on 17 th February and April and Denise are willing to take on the course in 2010.	
05/10	Chair Handover	
05.01	The Chairmanship was handed over from Peter Hubbard to Ian Sanders. Peter thanked the board for the support given during 2009 and sadly stated that he would have to step down from the management board in 2010 due to work commitments.	
06/10	Training Plan 2010	
06.01	<ul style="list-style-type: none"> • w/c 19 April – AMF half day free event • April – Statutory nuisance part 1 and 2 (by Julie Barratt) • April or May – exotics course (depending on curriculum) • 16 June – Y & H Professional Practice Seminar • September – beauty • September – Project Management • October - dealing with conflict • October – HASWA Notices (by Julie Barratt) • November – Project management 	
	JS to query availability with Julie Barratt.	

		Action
	<p>IS to contact BBC radio Hull re media training provision for the AMF (to be a free half day event). JS to contact Radio Sheffield with the same query by 15th February. It was decided that the format of the AMF should be; lunch, business, speaker.</p> <p>Ruth to look at Wakefield classroom availability for AMF</p> <p>John Bryson to enquire with Killgerm regarding venue for AMF if Ruth unsuccessful</p> <p>Peter Hubbard has an emergency planning speaker on standby.</p> <p>Discussions took place regarding venues for the Professional Practice Seminar and John Bryson is to look at venues in York.</p> <p>Possible speakers for Professional Practice Seminar include Julie Barratt, Gary McFarlane, Murray Anderson of Killgerm, David Punchon, and Geoff Ward. Board members to contact relevant speakers.</p> <p>It was agreed that speakers expenses would be paid for the AMF</p>	
07/10	Branch Funding	
07.01	Branch funding for Leeds was agreed as per letter of request. All branch funding was agreed to be issued once requested.	
08/10	Confirmation of Quorum numbers	
08.01	It was agreed that there would be 3 RMB members to be present to agree Quorum	
09/10	EHN Schedule	
09.01	The Yorkshire and Humber Region are scheduled to be featured in EHN during August 2010.	
10/10	Any Other Business	
10.01	Mandy and Janets laptops to be sent to HQ for reconfiguring and then sent to Leeds/Wakefield Branch and South Yorkshire Branch.	
10.02	Membership categories have changed and there may be more associate members joining the regional branches.	
10.03	Mandy has set up a CIEH Yorkshire and Humber Region facebook page to inform members of training events and ask their feedback on courses available.	
	One member requested that her details were not shared with other members on facebook. Mandy to send a letter of apology	
10.04	Janet passed around a local government east midlands flyer detailing a	

		Action
	series of courses available to local authorities for £475 per year for three delegates per course. Janet to attend on 4 th March to enquire how it works.	
10.05	It was requested that the following items are discussed on the next agenda <ul style="list-style-type: none">• review consultation of Management Board• Student Strategy• Business Plan	
10.06	Janet asked for details of outstanding accounts. Janet and Mandy to get together to discuss in detail.	
10.07	The funding from Headquarters for 2010 will be around £9000.	
10.08	It was noted that the contact details on the Yorkshire and Humber website were incorrect. Mandy to collect the correct details and inform HQ	
10.09	Howard Beaumont of Hull Port Health died this week of Bowel Cancer. Sincere Condolences were given.	
07/09	Date of next meeting	
	TBC: The next meeting will be held on 25 March 2010, at Doncaster. Agenda to be sent at a later date	
	Signed: _____ (Chairman)	