



Minutes

Meeting of interim Management Board

17 May 2007

Milshaw Park Way, Churwell, Leeds

Present

Kaye Potter (KP)	Jane Bradbury (JB)
Joanne Field (JFd)	Ruth Priestley (RP)
John Freer (JFr)	Janet Szlamp (JS)
Roger Hart (RH)	Nick Wellington (NW)

Apologies

Peter Hubbard (PH)	Scott Forbes (SF)
Denise Donnelly (DD)	April Fisher (AF)
David Purchon (DP)	John Bryson (JBr)
Ian Sanders (IS)	

Meeting commenced 18:00

Meeting finished 21:00

			Action
01/07	Welcome		
	NW	IMB welcomed Ruth Priestley (Leeds and Wakefield Branch Chair and Kaye Potter (Regional Treasurer) to the IMB	
03/07	Minutes of the Council meeting held on 29 March 2007		
	NW	Accepted as a true record	
04/07	Matters arising from the minutes of the meeting held on 29 May 2007		
04.01	Item no 1 – ongoing		
04.02	2 – IS advised JB of pricing for laptop etc, after discussion regarding HQ providing provisions, the agreement was held that IS to consult with RH to enable a package to be purchased JB to consult WMDC IT dept regarding winmail being sent out to aol members (attachments not received)		RH IS
04.03	3 – IS to liaise with RH for format problems with newsletter		JB IS
04.04	4 – completed		
04.05	5 & 6 – completed		
04.06	7 – no feedback received SF to advise at next meeting whether BP has been sent to Y&H members in Middlesbrough		SF
04.07	8 – consultation booked for Wakefield members for the 30 May		
04.08	9 – see treasurers update		
04.09	10 – see diary update		
04.10	11 & 12 – JBr & SF to make arrangements with HQ to provide addressed envelopes for Y&H members and SF to arrange stickers for the diaries to be posted		JBr SF
04.11	13 & 14 - see AOB for update on guidance endorsement		
04.12	15 & 16 & 17 - completed		
05/07	Business Plan		
05.01	JFr	Advised the IMB that the evaluation of the BP had been completed by the forum – copy of evaluation available from jbradbury@wakefield.gov.uk Comments included: budgets were not detailed enough, JFr advised of the template available for budget section, available from JB. Advised that the BP is new to all regions, to keep in mind that the function of the BP is to bid for money for the region, acknowledged that DP had spent a considerable amount of time producing the BP, found it difficult to evaluate as there lack a lack of detail. Accepted that it is difficult to anticipate functions for the future, advised other regions plans were less detailed, funding/budget sheet to be used as an aide memoire	
	RH	Expressed concerns regarding – detail was not asked for at the beginning, unable to predict budget requirements i.e. postal,	

			Action
		unable to estimate pricing, time that volunteers have to spend, templates being provided at the last minute, lack of guidance/information on bidding for resources	
	JS	Advised on the following – HQ were told that volunteers spending their time, BP details is insufficient for forum to evaluate, needs more information for members to decide whether that is what they want, BP is for forum to make recommendations to the resources committee. Suggestion made regarding a meeting with DP to make changes to the BP.	
	JB & KP	Concluded that JB and KP to look at the proforma for budgets and to send to JS & DP by the 31 May (based on estimated figures – as agreed by JFr)	JB KP
	JFd	Concluded that JFd to look at reviewing and making changes to the SWOT analysis to send to JS & DP by the 31 May	JFd
	NW	Deadline date for the BP final version 11 June JS & DP to send completed BP to JB to enable website inclusion and e-mail distribution and EHN advert Comments to be sent by the 22 June to JB – any comments raised to be sent to DP for changes 25 June final version to be completed 29 June JB to send final version to JFr	JS DP JB JB
	NW	Confirmed that Y&H currently have 861 members to received in the region £2.00 per members plus the £2,000 bursary for 2008, all other monies shall be received via the bidding for funds	JB
05.02	RH	Advised that 30 people were present at the Kirklees consultation, thanks to Rachel McCormack for arrangements	
05.03		Discussion held regarding the branches requiring o produce a business plan, discussed what format required agreed with JFr to devise a proforma for budget requirement for 2008 i.e. stipulate activities and funding required JB to send a proforma through to branches for completion by the 31 May	JB
05.04	RH/NW	Discussion regarding all treasury matters to go through the regional treasurer rather than individual branch treasurers to alleviate the requirement for branches to send their accounts in – agreed to look at for the future	
		Kirklees and Calderdale accounts are still outstanding, KP to contact the branch treasurer	KP
06/07		Weekend Study Course	
	JFd	Evaluation prepared by JFd of the feedback questionnaires, copy available from jbradbury@wakefield.gov.uk Overall 52% return, comments concluded that wkend school was very successful, 105 delegates, venue was 34 % in favour of staying at York St John Discussion held on whether to change the venue. JFd passed on her thanks for being welcomed into the IMB whilst covering for Samantha Walters, NW and the IMB passed of their thanks to all the organisers of weekend school NW and IMB concluded that whilst we were still an IMB and the event was successful to keep the York St John	

			Action
		booking for 2008	
07/07		Secretary Report	
	JB	Nothing further to report	
08/07		Treasurer Report	
08.01	KP	<p>KP introduced herself to the IMB and reported on the following</p> <ul style="list-style-type: none"> • Signatory forms have been completed and KP and JB will shortly be finalising arrangements with the HSBC • KP is looking into online banking • Outstanding invoice for Hull CC from wkend school 2006 – KP to send copy to IS and he will follow up with finance (JB advised that IS had spoken to finance and they requested a copy for payment) • KP advised all claims are to be sent with receipts on an expenses form available by request to kpotter@wakefield.gov.uk • KP advised that a cheque had not been cashed as it had been sent with the incorrect name –KP to resend 	<p>JB KP</p> <p>KP</p> <p>KP</p>
08.02	RH	<p>RH passed over the signed accounts for 2006 to KP and advised that there were some minor points, letter/e-mail passed to the IMB for reference, discussion held on the points raised.</p> <p>No1. Guidance for treasurers (JB advised that the manual had been passed to KP) No.2 query on VAT inclusion No.3 & No.4 Query on access from HQ No.5 query regarding only 1 signature required on cheques No.6 query on the investment of money in the account.</p> <p>After discussion on these points it was agreed that due to the fact that JS had already started looking into a number of the issues that consultation on the points would be dealt with by JS and reported back to the IMB RH to send JS a copy of the points addressed (aol e-mail address)</p>	<p>JS RH</p>
08.03	NW	NW welcomed KP to the post on behalf of the IMB	
08.04		<p>KP was advised that south Yorkshire branch had requested further £200 for funding, after brief discussion in the absence of south Yorkshire branch members agreement was made to issue the monies due to the branch being active with meetings, speakers. KP to send cheque</p> <p>Discussion held regarding the level of funding received by branches and agreement was made that when the branches put in their business plan for 2008 this will determine the amount of money budgeted for the branch rather than a set amount</p>	<p>KP</p>
09/07		Exotic food course	
	JB	An evaluation was provided by Clare Moxon with an overview of expenses etc 46 attendees, either good or very good on the	

		Action
10/07	2008 Diaries	
	evaluation for the course, expenses including organisers fee was £2, 021 (profit of approx £278) NW thanked clare on behalf of the IMB for the organisation of the course	
	JS JS advised that she has spoken to Graham Jukes and he had responded by providing permission for the region to produce Y&H diaries for 2008. JS provided a history/review of the diary update for RP and KP	
	JB to send out an e-mail requesting members to volunteer for the distribution of the diaries (Nov time)	JB
	RH advised that the diary would include the front cover, food poisoning details and the list of 2007 IMB holders, JB to send through. RH to provide an update on progress at the next meeting	JB RH
11/07	AOB	
11.01	Guidance endorsement – NW provided an overview of the request to endorse, JBr had provided JB with feedback form HQ advising no problems on endorsement, NW advised that Brian Smith from Yorkshire Water had provided a lot of his time to regional presentations and felt no reason not to endorse the document, agreement was provided by JB & KP (guidance document used in the LA). RH to look into the financial points of endorsement and provide a decision to JB prior to endorsement	RH
11.02	Auditors role – due to the fact that RH is a member of the IMB he is unable to be regional auditor, discussion held regarding advertising the post, agreement made to offer the role to current branch auditors – regional e-mail distribution – advert in EHN, JB to arrange	JB
11.03	Low cost training – discussion held regarding the low cost training packages offered by HQ, agreement made with NW to host the conflict and resolution course at Cedam House sept/oct time (others to follow if popular), JB to send NW all the details on low costs training packages. N.B only open to CIEH members	JB
12/07	Date of next meeting	
	Confirmed: That the next meeting of the IMB will be on Wednesday 25 July 2007 at 17:30 (refreshments) 18:00 meeting, to be held at Doncaster.	
	Signed: _____ (Chairman)	