



Minutes

Meeting of Regional Management Board

9 June 2008
Hull Guild Hall

Present

John Bryson (JBr)	Jane Bradbury (JB)	Janet Szlamp (JS)
Peter Hubbard (PH)	Ian Sanders (IS)	Mandy Preskey (MP)
David Purchon (DP)	Jenny Best (JBt)	
Roger Hart (RH)	Fiona Boothroyd (FB)	

Apologies

Ruth Priestley (RP)	Kaye Potter (KP)
April Fisher (AF)	David Clapham (DC)
Nick Wellington (NW)	Scott Forbes (SF)

Meeting commenced 18:00
Meeting finished 21:00

		Action
01/08	Welcome	
02/08	Apologies	
	Introduction and welcome to Mandy Preskey – Regional Executive Officer (1 July start)	
03/08	Minutes of the Council meeting held on 1 May 2008 minutes accepted as a true record	
04/08	Matters arising from the minutes of the meeting held on 1 May 2008	
04.01	Point Twinning – RH advised no reply received from David 04.01 Newsum/Les Milne. JS to follow up with Les Milne	JS
05/08	WEEKEND SCHOOL	
05.01	DC sent apologies for absence, he advised would send a report through to the board	DC
05.02	DP advised that a member gift (pen) had been given to CIEH members, Trish (GJukes PA) had made arrangements – 100 ordered, DP advised a number of logistical problems encountered, advised little help provided y HQ in purchasing arrangements.	
05.02	DP advised that for future years we were looking at a joint event with NE region – no plans made	
05.03	DP provided feedback for the board on the success of wkend school, calibre of speakers, complaint received from David Ormandy regarding timing of presentation being late. IS provided feedback for Sat, feedback discussed. JB to send reminder to DC regarding report.	JB
05.04	DP advised that the fee for the coordinator be reviewed and proposed £1500, JB supported proposal, discussion held, board agreed to withhold decision until DC's report was received. Discussed venue to be changed – no decision made	
05.05	JS advised that HQ were looking at coordinating regions wkend schools, discussed views heard regarding wanting to keep the fee down and the event local	JS
06/08	BUSINESS PLAN	
06.01	Forum meeting – agreed NW to attend the next meeting on the 15 July (JS to be deputy)	

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	Forum meeting on the 22 Sept – JS to attend (MP to be deputy)	
06.02	JS asked that KP send through the draft wkend school accounts to aid the BP preparation – JS to send email request to KP	KP
07/08	EXECUTIVE OFFICER	
07.01	DP advised the position filled by Mandy Preskey by unanimous decision, full handover on the 1 July	
07.02	IS advised of current problems with the email distribution list, MP to look into for handover at a future date	MP
07.03	JB advised that a meeting has been arranged (MP, KP and JB) for the 6 July to handover all documentation and equipment	
08/08	TRAINING	
08.01	Tesco visit – RH advised that he is awaiting contact from Tesco regarding further arrangements to be made	
08.02	Professional training certificate – still outstanding arrangements – JB to send information through	JB
08.03	Drainage course – JB to send email regarding too expensive for members	JB
08.04	Pest control course – meeting taking place, proposed date 15 Oct, contact being made with Jonathan Peck, to liaise with Mandy Preskey on arrangements	MP
08.05	C&I joint training – DP advised that he had withdrawn from presenting the speakers, presently no Y&H members had booked places, JS advised that she had discussed the situation with Phil Bentley and agreed to look at planning proposals for future events , looking at reciprocal places.	
08.06	Low cost training – agreed venue for Doncaster to be held at CBS/Salvation Army, JB to send all details to MP. Venue to be booked for provisional dates 9/11 Sept and 3 Dec.	JB
08.07	AAA briefing – JB advised that there was only 2 members therefore cancelled.	
08.08	ELP workshop – JB advised that the date had been booked for 4 Sept, JB agreed to coordinate the course on behalf of the region and board agreed £600 available for refreshments – JB to liaise with MP regarding arrangements advertising etc	MP
08.09	LA pollution course – information sent through to the board, discussed prices and arrangements agreed not to take further due to pricing. JB to advise	JB

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	company	
08.10	Landfill course – Bradford, DP advised that an offer had been made to arrange some ½ day training from Kate Gabriel, DP to follow up, JS to be sent details. Discussed training in connection with YARPAK, and Bond Salon offered training JS to follow up	DP JS
09/08	REGIONAL ACCOUNTS	
09.01	SYorks branch accounts – RH advised that the accounts had been scuntinised and returned to treasurer for changes to be completed – MP to follow up	MP
09.02	K&C Branch funding – JB sent apologies for email received from the branch prior to the last meeting requesting funding, DP and JB sent requested funding through. RH/PH backed funding decision.	
09.03	Discussed BP for branches – JB to send through to JS the branch BP sent through for 2008. JB to send SYorks BP to FB	JB
09.04	Branch funding – discussed paying branch funding agreed that each branch should be offered £350 of their funding, JB advise KP to send email, MP to look at devising a procedure for branches to follow.	MP
09.05	HQ funding – discussed current funding and agreed to ask for £6000 (50%) of regions funding from Milan, JB to send request to KP to ask for funding via HQ	JB
10/08	Lapsed member targets	
10.01	Discussed targets and DP advised of ideas sent through via email. JB to send through the list of lapsed members to the board and further discussions to be held, looking at prospective targeting	
11/08	AOB	
11.01	Dinner dance – member suggestion JB advised board of email received regarding suggestions for an xmas luncheon event, email passed to DP to look at	DP
11.02	CIEH Roadshow – Discussed comments raised by members via branches and board members, JS advised that it had been discussed at membership board and advised GJukes of the issues raised. DP advised the need for follow up required. Suggestion made for member complaints (barnsely member) to be sent through and the region will send on their behalf. PH to follow up with member	PH
11.03	Code of conduct – RH and DP in consultation with Jon Buttolph, awaiting response – DP advised MP of background	

		Action
	information.	
11.04	Copy of accounts to be sent to IS, JB to send	JB
11.05	Placement letter – JB advised of student letter received from peter Wright regarding the lack of placements available in the region, discussed option of sending a questionnaire to LA's for information. JB to send list of diary contacts to RH	JB
11.06	Ex Officer – money allocation for Jan – July – JB and IS left the room for discussions – agreement made to pay JB, KP and IS a proportionate amount dependent on hours worked in that time, DP to advise, invoices to be prepared and sent to DP for hours worked. The board thanked JB and KP for all their hard work over the time they have been in post. JB thanked he board for their support	JB, KP, IS
11.07	MP asked JB to send round a list to all board members of the full MB members list and contacts	JB
11/08	Date of next meeting TBC: The next meeting 9 July 2008 at Barnsley Council Offices, confirmation and agenda to be sent Signed: _____ (Chairman)	