



Minutes

Meeting of Regional Management Board

2 Sept 2008
Sheffield Town Hall

Present

David Purchon (DP)	Ian Sanders (IS)	Janet Szlamp (JS)
Roger Hart (RH)	Ruth Priestley (RP)	Mandy Preskey (MP)
Fiona Boothroyd (FB)		

Apologies

John Bryson (JBr)	Jenny Best (JBt)
April Fisher (AF)	Nick Wellington (NW)
Peter Hubbard (PH)	Scott Forbes (SF)

Meeting commenced	18:00
Meeting finished	21:00

		Action
01/08	Welcome	
02/08	Apologies	
03/08	Minutes of the meeting held on 9 July 2008 minutes accepted as a true record	
04/08	Matters arising from the minutes of the meeting held on 9 July 2008	
04.01	Point	
	06.04 Janet requires business plans and budgets from all branches to feed into the central business plan. These should be in the same format as Hull's. Janet to send to Mandy to distribute with minutes.	JS
	07.04 Janet to contact Julie Barratt and suggested legal training to be postponed until 2009. David Purchon will carry out the Landfill Training.	JS
	09.02 Student Placement Letter carried forward.	
	09.03 Members Christmas lunch - David Purchon has details of venue and prices. These are Waterton Park Hotel (£95) and food at £17.95 pp. CIEH is to pay for the room.	DP
	10.03 Trustee nominations were discussed and no interest has been shown.	
05/08	WEEKEND SCHOOL	
05.01	The weekend study course was successful and the accounts have proved challenging. Mandy distributed details of the accounts. Payments have not yet been received from some authorities and sponsors. Ruth agreed to chase Leeds, David agreed to chase the sponsors. Janet agreed to chase Powys at the Forum meeting. Mandy to ask Kaye for the sponsor's invoice details.	RP, DP, JS, MP
05.02	£800 was given for the organisation of the event this year. Further quotes were required from HQ before next year's fee was agreed. Janet to request a quote.	JS
05.03	Fiona gave out a copy of a brief to base next year's weekend school detail on to give the organiser a clear idea of what was expected from them. Janet to take a further look and add to it. Fiona to send an electronic copy of the brief to the board.	JS, FB

		Action
05.04	<p>Success measures from this year were as follows:</p> <ul style="list-style-type: none"> • A good range of topics from speakers • The time of year the event was held • A good social/networking event <p>A discussion took place regarding the difficulties in obtaining contacts and the amount of effort that goes into organising the event.</p> <p>No other incentive other than expenses was offered to the speakers.</p>	
06/08	BUSINESS PLAN	
06.01	Janet talked through the business plan detail. It was agreed that any changes were to be discussed by the board after the Forum meeting.	
06.02	Information is required from Branches regarding events planned for 2008 and 2009	
06.03	Details of the business plan and budgets are to be distributed to branches.	JS
07/08	Training	
07.01	The Tesco visit has had 5 enquiries from Hull. Ian to send out to the region	IS
08/08	Regional Accounts	
08.01	A Branch Funding/Accounts Procedure is to be looked at by MP and distributed to the branches.	MP
09/08	Any Other Business	
09.01	A request from Environmental Biotech was received to ask whether they could present to the board. This was rejected due to the current partnership with Yorkshire Water.	
09.02	David Purchon to chase a lead via Birmingham re Asbestos training.	DP
11/08	Date of next meeting	
	<p>TBC: The next meeting 6 October 2008 at Doncaster, confirmation and agenda to be sent</p> <p>Signed: _____ (Chairman)</p>	