

International Special Interest Group Members Forum

30th March 2009 11am – 3pm

Chadwick Court, London

Present	Apologies
Les Milne (Chair)	David Purchon
Peter Minhinnett	Claire Turbott
Sarah Johns	Charlotte Landeg
Tony Bride	Helen Perry
Barrie Whitehead	Teresa Isaacs
	Terry Nevin
	Rowan Hughes
	Mark Elliott
	Vicky Watts

Meeting minutes

Ref.		ACTIONS
1.	CIEH Policy on International Issues Review of previously drafted CIEH policy on International issues ongoing. Aim to submit to next CIEH Policy Development Board on 23 rd June 2009.	Actions: David Purchon, Les Milne, Steve Cooper, Peter Archer, Gary Telfer & Tony Bride to review document.
2.	Election of ISIG Management Board Secretary has received interest from several people. TB advised Andrew Banfield also interested. Agreed elections of following: Chair – Les Milne Vice Chair – Tony Bride	

	<p>Secretary – Sarah Johns</p> <p>Communications Secretary (to receive, collate and arrange to circulate information to ISIG members in newsletter format) – Barrie Whitehead</p> <p>Treasurer – David Purchon</p> <p>MB Members - Peter Minhinnett, David Purchon, Claire Turbott, Charlotte Landeg, Helen Perry, Teresa Isaacs , Terry Nevin, Rowan Hughes, Mark Elliott, Vicky Watts & Andrew Banfield.</p> <p>Any information to be circulated to ISIG members to be sent to BW.</p>	<p>Actions: Barrie Whitehead / ISIG Management Board</p>
3.	<p>Communication Strategy</p> <p>BW to contact Teresa Isaacs & Mark Elliott to progress this.</p> <p>Suggested sending bi-monthly email to all ISIG members. BW to undertake this.</p> <p>LM to forward BW document on related web links to put on website.</p>	<p>Actions: Barrie Whitehead, Teresa Isaacs & Mark Elliott</p> <p>Actions: Barrie Whitehead</p> <p>Actions: Les Milne & Barrie Whitehead</p>
4.	<p>Database of Regions twinning</p> <p>BW agreed to collate database of Regions twinning including best practice. All Regions are encouraged to contribute.</p>	<p>Agreed: Barrie Whitehead to progress</p>
5.	<p>Vision of ISIG</p> <p>To be discussed at next MB meeting.</p>	
6.	<p>Training Matrix</p> <p>To be discussed at next MB meeting.</p> <p>Await feedback from Steve Cooper. LM to contact.</p>	<p>Actions: Les Milne & Steve Cooper</p>
7.	<p>Business Plan 2009-10</p> <p>SJ to circulate Business Plan to ISIG MB & to discuss at next</p>	<p>Actions: Sarah Johns</p>

	<p>meeting.</p> <p>PM to circulate ISIG presentation to MB.</p> <p>Each MB member to try to attend a Regional Conference to give a presentation on behalf of ISIG.</p>	<p>Actions: Peter Minhinnett</p> <p>Actions: ISIG Management Board</p>
8.	<p>Finances update</p> <p>LM & David Purchon to progress setting up bank account & confirm financial position at next meeting.</p> <p>David Purchon to confirm if charging £25 per head for next event is necessary.</p>	<p>Actions: Les Milne & David Purchon</p>
9.	<p>Future ISIG Events</p> <p>TB & PM to contact several speakers for organising ISIG Members Forum event on Wednesday 29th July 2009 at Chadwick Court, London.</p> <p>PM to organise room at Chadwick Court & refreshments.</p> <p>Provisionally planned presentations by visiting Commonwealth Fellows on 16th November 2009 at Chadwick Court, London. Date etc to be confirmed.</p>	<p>Actions: Tony Bride & Peter Minhinnett</p> <p>Actions: Peter Minhinnett</p>
10.	<p>AOB</p> <p>(i) THET Conference in Cardiff on 2nd April. Helen Perry due to attend on behalf of ISIG & feedback to Board.</p> <p>(ii) Location of meetings – discussions options & agreed to continue holding meetings / events in London. Agreed to review in future as necessary.</p> <p>(iii) Best of the Best Conference 2009. LM to speak to Steve Cooper regarding giving joint session with EhiDE.</p>	<p>Actions: Helen Perry</p> <p>Actions: Les Milne & Steve Cooper</p>
	Date of next ISIG Management Board meeting 10.30am	

	<p>on Wednesday 29th July 2009 at CIEH Chadwick Court, London – to be confirmed.</p> <p>Draft Agenda Items for next meeting</p> <p>Business Plan for 2009-10</p> <p>Finance update</p> <p>Training matrix</p>	
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Sarah Johns

ISIG Management Board