

International Special Interest Management Board Meeting

11th October 2010 11am – 3pm

UWE, Frenchay Campus, Bristol

Present		Apologies
Mark Elliott (Chair)		Teresa Isaacs
Sarah Johns (Sec)		Viv Mason
Peter Minhinnett		Claire Turbutt
Rowan Hughes		Les Milne
Andrew Mathieson		Barrie Whitehead
Alan Page		
David Purchon		
Helen Perry		

Meeting minutes

Ref.		ACTIONS
1.	ISIG Business Plan 2010 Reviewed progress of Business Plan 2010 & working through objectives.	Noted
2.	CIEH International Strategy Limited progress made to Strategy since previous meeting. Final report must go to PDB – no date known. AP to contact Tim Everett to progress.	Actions: AP to progress this with Tim Everett
3.	Finances update Finance currently around £6400. Significant expenses were for RedR event at approx £300 cost.	
4.	ISIG Members BW sent membership update at 389 members including 263	

	students, 84 Voting members, 13 Associates, 13 Graduates, 10 Fellows & 2 Life Fellows.	
5.	Liaison with IFEH representatives Link in with Governance proposals & CIEH International Strategy.	Noted
6.	ISIG representatives on CIEH Boards Previous discussion overtaken by Governance proposals. Agreed ISIG to make representations including need for 2 representations on Council of Representatives, how IFEH links into structure, power for substitute to attend if necessary. ME to draft ISIG response by 19 th November. Each MB member to submit individual responses as well.	Actions: ME to draft response for ISIG.
7.	Joint Port Health SIG/ISIG meeting Next Port Health SIG meeting on 17 th November in Sand Hutton, York. Agreed to invite Port Health SIG members to Commonwealth Fellows day on 22 nd November. Action: Secretary	Agreed: To invite Port Health SIG to Commonwealth Fellows day. Action: Secretary
8.	RedR Seminar 18th May 2010 Chair expressed thanks to TB for organising the event which had very positive feedback. Discussed possibility of holding this event again but in another location in early April 2011. AP to enquire about venue. PM offered to assist.	Noted Actions: AP to enquire about venue.
9.	Commonwealth Fellows PM advised 4 successful Fellows currently in UK with 5 th at another Council. Proposed event on 22 nd November in CIEH HQ London with Fellows speaking. PM lead officer, DP to take bookings. Agreed: delegate cost of £25, MB members can claim expenses, ME to publicise on Facebook & draft A5 leaflet, Port Health SIG & John Snow Society to be invited.	Agreed: For 22 nd November event delegate cost of £25, MB members can claim expenses, Port Health SIG & John Snow Society to be

		invited.
10.	Organisation Membership PM individual member of BUILD & agreed to update ISIG as necessary. DP advised due to charity status unable to subscribe to another charity so continue with current arrangements.	Noted
11.	All Parliamentary EH Group To update at next meeting.	Actions: Agenda item for next meeting.
12.	Communication (agenda items combined)	
13.	Communication Strategy - ME drafted.	
14.	Membership e-Newsletter – suggested BW to be editorial link with Jonathan Lewis re information for e-Newsletter. All MB	Agreed: BW to be link for e-Newsletter.
15.	members to input articles after events, etc to raise ISIG	
16.	profile.	Actions: All MB
18.	Agreed to survey members via Survey Monkey to identify what members what from ISIG – AM/AP to undertake. Entry prize of book vouchers to be considered.	members to input articles after events, etc. AM/AP to survey ISIG members.
17.	Data Protection Act Limited members information now being sent from HQ. Note requirements of Act.	Noted
19.	Bursary/requests for funding None received.	
20.	Minutes from previous meeting 29th March 2010 No items not already raised.	
21.	AOB (i) Constitution/Terms of Reference Agreed to review in light of Governance proposals. Item of next agenda.	Action: agenda item for next MB meeting

	<p>(ii) ISIG Report 2009/10 & CPD Report – submitted to HQ.</p> <p>(iii) Election of MB Members – agreed to roll over MB members for next 12 months while Governance proposals ongoing.</p> <p>(iv) Meeting location - agreed to have next meeting at UWE & to consider video conferencing.</p> <p>(v) Baseline Environmental Assessment – DP to draft response for HQ.</p> <p>(vi) Africa for the Africans – item for next MB meeting from AM.</p> <p>(vii) THET Health Links Conference – November 4th in Nottingham. PM emailed around details.</p> <p>(viii) Nigeria Study Tour – possible study tour next year.</p>	<p>Agreed to roll over MB members for next 12 months.</p> <p>To have next meeting at UWE.</p> <p>Action: DP to draft response.</p> <p>Agreed Africa for the Africans item for next agenda (AM).</p>
	<p>Date of next ISIG Management Board meeting w/c 17th January 2011 at UWE, Bristol – to be confirmed.</p>	

Sarah Johns

Secretary ISIG Management Board

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