

International Special Interest Management Board Meeting

29th March 2010 10.30am – 3pm

Chadwick Court, London

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

Meeting minutes

Ref.		ACTIONS
1.	ISIG Business Plan 2010 Draft Business Plan 2010 amended. SJ/BW to forward draft Business Plan to ISIG members for comments.	Actions: SJ/BW to forward draft Business Plan to ISIG members for comments.
2.	CIEH International Strategy Claire Turbutt attended PDB meeting on 11 March when item was raised & received positively. Final report to June PDB. SJ/ME to contact Tim Everett to progress.	Actions: SJ/ME to contact Tim Everett
3.	Finances update Finance currently around £2000 excluding 2010 funding to be received of approximately £5000 after Council meeting in April.	Noted

4.	<p>ISIG Members</p> <p>LM contacted Jon Butolph re ISIG members flyer for next November membership fees letter to raise awareness of ISIG. Agreed PM to identify universities & potential champions to increase student members.</p>	<p>Actions: PM to identify universities & potential champions</p>
5.	<p>Liaison with IFEH representatives</p> <p>SJ contacted IFEH representatives (LM, Peter Archer & Steve Cooper). Steve Cooper agreed to improve communication links. LM agreed to feedback at meetings & to circulate web links to IFEH reports.</p>	<p>Noted</p> <p>Actions: LM agreed to feedback at meetings & to circulate web links to reports.</p>
6.	<p>Port Health SIG</p> <p>Report on attending the Port Health SIG on 24th February 2010. Agreed to hold ISIG MB meeting and open meeting for ISIG members including inviting Port Health SIG members and possible Commonwealth Fellows. Date to be agreed but looking at late October / November 2010. Action: secretary</p>	<p>Agreed: To hold ISIG MB meeting and open meeting for ISIG members including inviting Port Health SIG members and possible Commonwealth Fellows. Action: Secretary</p>
7.	<p>RedR Seminar 18th May 2010</p> <p>TB organising the event & receiving bookings. Costs agreed as £25 per delegate. ME/BW to publicise event. DP invoicing delegates. RH to organise CPD certificate.</p>	<p>Actions: TB/ME/BW/RH/DP to action as appropriate.</p>
8.	<p>ISIG representatives on CIEH Boards</p> <p>ME confirmed governance arrangements re ISIG representations on Boards & required to submit report to Council to amend remit of ISIG to facilitate representation on CIEH Boards.</p>	<p>Actions: LM to obtain original Council report to progress this.</p>

9.	Commonwealth Fellows PM lead officer for applications. Deadline 12 th April 2010 for application information to PM.	Noted
10.	Organisation Membership PM individual member of BUILD & agreed to update ISIG as necessary. Review all organisation membership in 6 months.	Actions: Review 6 months.
11.	All Parliamentary EH Group LM gave update.	Noted
12.	Communication Strategy Discussed draft Communication Strategy. Agreed ME/BW to develop document.	Actions: ME/BW to develop Strategy
13.	CIEH Website PM/RH to review information on website (as per previous minutes).	Actions: PM/RH to review
14.	Membership e-newsletter BW contacted Jonathan Lewis with Newsletter information.	Noted
15.	Facebook PM/ME to develop site.	Actions: PM/ME to develop
16.	Promotional Material DP to enquire with CIEH HQ. Agenda item for next meeting.	Actions: DP (agenda item for next MB meeting)
17.	IDEA Community of Practice ME showed website. Agreed to trail with MB for 6 months.	Actions: All to use
18.	Bursary/requests for funding Agreed no bursary requests to be approved this year but to review in 2011.	Noted
19.	Minutes from previous meeting 27 January 2010	Noted

	<p>Actions to be discussed as separate individual items.</p> <p>(i) President – agreed to review remit in future.</p>	
20.	<p>AOB</p> <p>(i) Muesha Annual Scientific Conference in Uganda 3-4th May 2010 – invitation received for ISIG. Anyone wishing to attend must fund themselves.</p> <p>(ii) THET Funding – 2nd round of funding bids available.</p>	<p>Noted</p> <p>Noted</p>
	<p>Date of next ISIG Management Board meeting w/c 5th July 2010 at CIEH Chadwick Court, London – to be confirmed.</p>	

Sarah Johns

Secretary ISIG Management Board

29th March 2010