

1 Preamble

1.1 Present

David Hoyle	SWR Chair,
Ray Mellett	SWR Secretary
Colin Thomas	SWR Treasurer
David Hutchins	South Western Branch Chair
Denise Ramsay	South Western Branch Secretary
Graham Harris	South Western Branch
Steve Feltham	Wessex Branch Chair
Adrian Dunleavy	Wales Branch Secretary
Gary Martin	Gloucester Branch Secretary
Roger Bloomfield,	Devon & Cornwall Branch Chair
Peter Bennett	Board of Trustees Chair

1.2 Apologies

Lorna Dyter, Wessex Branch Secretary

1.3 Minutes of last meeting

No changes were request and the minutes were agreed.

1.4 Actions from previous meetings

1.4.1 April 2008

1. Adrian still to obtain DTI list from HQ
2. Gary to send out results of Glos Survey
3. Roger to get Award form to complete for Mark Randal

1.4.2 October 2008

1. Ray to contact Kevin Thomas to invite onto Branch Committee
2. Wessex Branch re-launched on 27 January with attendance of 25 members with Simon Feary from HQ and Peter, Ray and David from SWRC
3. SW Branch meeting on 26th Feb at BAWA agreed to form a committee with David Hutchins agreeing to act as Chair, and Denise Ramsey acting as Secretary..

2 Regional and branch finances

2.1 Regional Bank Account and closure of branch accounts

The regional account will be opened as a sub account of the main CQI account, and Colin Thomas will administer. All Branches are to close their own accounts and send balance to Colin once we have been notified from HQ that the Region account has been set up. Colin to expedite HQ on establishing the Region account and inform Branch Treasurers accordingly.

Action Colin Thomas

2.2 Agree Accounts for 2008 including all uncleared expenses

All outstanding member's expenses for 2008 were submitted to Colin the meeting and will be paid so we can start 2009 FY with no outstanding bills. Funds to be sought from HQ to pay outstanding expenses and sums received to be paid into Wales Branch Account in the interim.

Action Colin Thomas

All Branch Treasurers are to resubmit the accounts to HQ once all 2008 expenses had been added in (even if unpaid at present).

Action Branch Treasurers

2.3 Revise budget for 2009 following BRB mandate

The budget submitted for 2009 was £8826. A revised limit of £5000 has been imposed by the BRB ignoring last years Regional expenses and our plans to re-launch 2 inactive branches and run 5 branches and regional meetings. There was some disquiet expressed, and it was pointed out that any monies carried forward were already committed to pay the expenses already incurred in holding meetings prior to the fiscal year end (FY is Jan to Dec), yet this amount was usually deducted.

Based on the current 2008-2009 programme with 3 meetings/branch in the period Sept – Dec 09, David concluded that we would require £6233. However, it looks like the £5000 will cover planned expenses up to September.

Peter said he would make a case to the BRB if we needed more than the £5000 budget we have been allocated.

3 Regional and branch structure

3.1.1 Nominations for Regional members of Council

Nominations were received for Regional Member of Council to replace Peter, who as Chair of the Board, is no longer on Council. Ray, originally as a National Member, was also on the Board, but was resigning with effect from the end of the next board meeting on 4th March. Nominations were received from Ray, Gary & Colin. Votes were cast and Colin was elected by members present. This left Gary and Ray to seek election as Ordinary members of Council later in the year should they wish to do so. HQ to be notified of the result.

Action Ray Mellett

3.1.2 Change of name for South Western Branch

SW Branch officers agreed to consider a change of name to the Bristol Branch and would put it to the committee at the next meeting in March

Action David Hutchins

4 Trustees Board and Council matters

Peter reported that the Board were mindful of the recession, and were watching events closely to take timely action if required. There were also almost 40% more taking exams and more members joined in January.

Colin stressed the need for the CQI to get involved and be seen as a “provider” in some locally run educational/training schemes. Peter agreed to follow this up with Simon.

Action Peter Bennett

5 Review and update Plan for 2008-2009

There were no updates reported and everything was proceeding as planned.

6 Branch Activity Reports and Award Criteria

The new forms and criteria had been issued prior to the meeting. All were requested to take note of the changed format and prepare the Activity Reports for 2008 using the new forms and taking into account the Award Criteria.

Action All Branch Secretaries

7 Presentation by Brian Lord from Thames Valley Branch (CQI Branch Award Winner 2008)

An excellent presentation was given by Brian Lord from Thames Valley Branch. Brian introduced many innovative ideas for running a successful branches that we could use to reinvigorate our failing branches. Brian agreed to send a copy of his presentation to all.

8 2010 Plan

8.1 Change in planning cycle

It was agreed to bring branch activities and budgets into line and eliminate some of the problems of running a Branch events year different to the financial year. As a result the 2009 Branch programme needs to extend to December 2009.

Action Branch Secretaries

8.2 Objectives for 2010 considering Vince Desmond's paper on Measures of Success

Work needs to commence now on formulating the 2010 branch plans, (and hence budgets) running January to December. We will adopt Vince Desmond's Success Measures (paper distributed prior to the meeting) which provides several good ideas form promoting branch events

Action Branch Secretaries

9 AOB

There was no other business

10 Dates of future meetings

- 16 May at the Old Mill Batheaston
- 8 or 15 August in Devon or Wales
- 24 or 31 October at Old Mill Batheaston

Actions from April 2008 meeting

No	Actions	On	Status
1	Explore with the Board and Executive ways in which we can attract Management Reps of ISO 9000 companies into membership	Adrian to get CD of DTI list from HQ	Open
2	Provide a list of What we want to tell our members and What we want our members to tell us from a members survey	Only Glos have done a survey. Gary to send out summary	Open
3	Determine if Mark Randal qualifies for a Branch Award and if so process application	Roger is progressing this	Open

Actions from August 2008 meeting

No	Actions	On	Status
1	Gary Martin to be nominated for Branch Award, proposed by Peter and Seconded by Adrian. Nomination form to be submitted to RC by next meeting	Peter Bennett	Open

Actions from October 2008 meeting

No	Actions	On	Status
----	---------	----	--------

SOUTH WESTERN REGION
MINUTES OF MEETING 21-02 -2009 AT OLD MILL HOTEL BATHEASTON

2	Set up meeting to resuscitate the SW Branch	Graham Harris	Complete
3	Attract Kevin Thomas from MoD Abbey Wood onto SW Branch Committee	Ray Mellett	Open
4	Forms to be send to Colin Thomas	Teresa Folks	Complete
5	Bank Forms to be sent out	Colin Thomas	Complete
6	Set up meeting to resuscitate the Wessex Branch in the New Year	Steve Feltham/ Lorna Dyter	Complete

Actions from the February 2009 meeting

SOUTH WESTERN REGION
 MINUTES OF MEETING 21-02 -2009 AT OLD MILL HOTEL BATHEASTON



No	Actions	On	By
1	Expedite Regional Account	Colin Thomas	March
2	Pay all outstanding expenses from Wales Branch account	Colin Thomas	As soon as funds are available
3	Resubmit 2008 accounts showing all 2008 expenses	Branch Treasurers	Immediate
4	Notify HQ of election of Colin Thomas as Regional Member of Council	Ray Mellett	Immediate
5	SW Branch Committee to agree new name for branch	David Hutchins	March
6	Discuss with Simon Feary opportunities for CQI to be the provider in local training schemes	Peter Bennett	ASAP
7	Product Branch Activity Report using new format and award criteria	All Branch Secretaries	End of April
8	Extend 2009 programme to Dec 2009	All Branch Secretaries	May meeting
9	Devise objectives for 2010 programme based on FY Jan to Dec	All Branch Secretaries	May meeting