

SOUTH WESTERN REGION DRAFT MINUTES OF MEETING 16 05 09 AT OLD MILL HOTEL BATHEASTON

1 Preamble

NOTE Any resultant discussion of an agenda item which impacts on the review of Actions have been included with that action.

David welcomed Jim Kirk from Wessex and Vince Desmond from the CQI Executive.

1.1 Present

David Hoyle SWR Chair,
Ray Mellett SWR Secretary
Colin Thomas SWR Treasurer
Denise Ramsay South Western Branch Secretary
Adrian Dunleavy Wales Branch Secretary
Gary Martin Gloucester Branch Secretary
Phil Andrews Glos SWR V.Chair.
Roger Bloomfield, Devon & Cornwall Branch Chair
Peter Bennett Board of Trustees Chair
Jim Kirk , Wessex Branch Chair,
Lorna Dyter, Wessex Branch Secretary
Vince Desmond Guest CQI Executive

1.2 Apologies

David Hutchins SW Branch Chair, Steve Feltham (Wessex)

1.3 Minutes of last meeting

Phil Andrews to be added in Apologies.- and the minutes were agreed.

1.4 Actions arising

See Action list

2 Regional and Branch finances.

2.1 Regional Account.

Colin has struggled, but the Bank belatedly required another set of forms to be signed. The original forms were submitted with the names and signatures of branch secretaries and treasurers as we had expected each branch to be provided with a cheque book but this was not to be. We therefore only submitted personal details for Colin, David and Teresa. Instead of opening the account with 3 signatures the bank was waiting for the missing data before opening the account. We now intend to instruct the bank to delete the extra names This is hoped to be completed in the coming week,

The situation still remains to be resolved, but this is not affecting the payment of the expenses being submitted to Colin. Those who have yet to close their account and send any resultant funds to Colin are requested to do so as soon as possible. The regional account will still be opened as a sub account of the main CQI account, and Colin Thomas will administer. Branch Treasurers to react accordingly.

The role of the Branch treasurer was questioned now we have gone “regionally”, and it was agreed that that an explanation would be written by Dave and Colin to be sent to all branch treasurers, who were still officers and committee members. (Action 05-09-01)

2.2 Payment of expenses

All expenses so far paid from the Wales account, and no real problems with this arrangement now. (Action 02-09-04)

All 2008 Branch accounts reflecting the real situation and expenses had been re-submitted, as far as was known. Vince agreed to ascertain if Hazel required any further information regarding our Branch accounts.

2.3 Payment for gifts

The way Branches handle the question of “gifts” to visiting speakers or branch officers was raised, but it was agreed that how Branches handled this was up to them, as long as they followed the normal codes governing the use of branch funds.

3 Regional; and Branch Structure

3.1 Peter had nominated Phil for Council which was seconded by Adrian and Gary. Phil accepted the nomination and would submit the forms. (Action 05-09-02)

3.2 Gary’s would be submitted, providing Gary got a satisfactory agreement with his employer (Action 05-09-03)

3.3 Rays had been previously submitted by Dave to HQ. However, David had to request an acknowledgement from HQ, but Ray was not personally informed. Vince was asked to have a look at the nomination process to ensure that nominee applications are acknowledged and correct at the time of receipt. (Action 05-09-04)

3.4 A new name for the SW Branch had been mooted at the last- meeting. David Hoyle had consulted with David Hutching who canvassed opinion by phone and e-mail. Denise stated the new name had been agreed by e-mail and not a committee meeting. Branch name to be ratified at the next committee meeting on 28 May (Action 05-09-06)

3.5 It was noted that the new format of the Directory in QW implied that David Hoyle was Chair of the SW Branch, because Region labels had been omitted but on closer examination these were the Regional details.

Trustee Board and Council Matters.

4.1 Peter reported that as a result of changing auditors, they had started to reveal areas for improvement and were doing a good job. Whilst conscious of the present economic situation, we were on budget. The review of “Good Governance” was also proceeding well, and improvements introduced. Vince stated that after a data base clean up, there were 208 new members, totalling 9875, plus IRCA members.

5 Review and Update of Plans for 2009

5.1 Progress against 2009 objectives

David checked progress against the branch objectives for 2009.

5.1.1 At regional level we are on track to achieve all the objectives except for halting the decline of the Devon and Cornwall Branch

5.1.2 Roger reported it was difficult rejuvenating the Devon and Cornwall Branch. He had done as the members wanted and moved the venue to Plymouth but then had less attendance in Plymouth as they had in Oakhampton. Roger was contemplating Exeter as a meeting location. It was agreed we devote a part of our next meeting to resolving this issue.

5.1.3 Gary reported that Gloucester Branch had kept to their programme but the other objectives regarding presence at careers fair, infiltrating colleges ect had not been achieved

5.1.4 Ray reported that regular meetings are now underway with mentoring but the other objectives of inviting company members and people from other institutions have not been achieved

5.1.5 Adrian reported that they had accomplished most of their objectives except the web site will now be dropped as the CQI web is now able to accommodate branch affairs and contact with WAG has not yet been made.

5.1.6 Lorna reported that the branch was now active again and has held four events.

5.2 Branch meetings Sept through December

5.2.1. Branches had increased their meetings to go until Dec 09. In some cases, dates had been booked, but events had yet to be fixed.(Action 05-09-07)

5.2.2 Vince gave some interesting results of the membership survey., yet to be issued, which would help us in doing this and providing “customer focused” programmes. (Action 05-09-08)

5.4 Web training

5.4.1 Web CMS training has been agreed with HQ. Wessex are having a training day at the HUB (<http://www.thehubverwood.co.uk/>) on June 13th-(details from Lorna).

5.4.2 David has developed the site and added some pages for the Region and Branches in order that we have a respectable web presence. However it is not intended that he continue to do so as it is a branch responsibility. Other branches should therefore get CMS training and join the Wessex event or arrange separate date. (Action 05-09-09)

5.4 World Quality Day

WQD is being project managed by Colin, aided by John Skene, was outlined. John Seddon is available, and it was decided to have BAWA as the centre, if it was available for 3, 4, or 5th November (Ray subsequently booked it for the only day available, 4th November.) The format, speakers, timings etc yet to be decided. Vince stated that HQ were going “live” on June 1st. All were asked to think about it and contribute. (Action 05-09-09)

6 2010 Plan

Using Vince's paper BRB 34-09 Measures of Success, Branch Objectives, together with plans to achieve these objectives and an outline programme of events for delivering these in 2010 are to be formulated for submission to August meeting. This will enable the same to be done for the Region. (Action 05-09-10)

7 Branch Awards

7.1 Roger had completed Mark's Service Award submission, sent it to Carol, but Dave had not received it yet, so Roger will check where it is. (Action 04-08-3)

7.2 Gary's had been sent to Graham Byet, but Gary would check where it was. (Action 08-08-01)

8 AOB

8.1 Roger stated that Tony had said the SDG's minutes would be on the web, but they were not. David agreed to give Roger the web link when they are available (Action 05-09-11).

8.2 Adrian enquired as to the process for communications with and within the SIGs. David agreed to advise him (05-09-12)

8.3 David expressed dismay that the Institutes Armorial Ensign is no longer visible on membership certificates except as an impression in the seal and asked for views. Peter expressed the view we had move on since when the Ensign was created but Ray said it was an important emblem of our profession Others expressed the view that it would costly to replace them. David said he will raise it at the BRB.

9 DONM

August 15th at Batheaston was provisionally arranged.

October 31st Social Event at Batheaston

November 1st SW RC at Batheaston