

# **CQI SOUTH WESTERN REGIONAL COMMITTEE MEETING MINUTES 23 AUGUST 2008**

## **1. PREAMBLE**

### **1.1. Present**

David Hoyle, (Chairman and BRB Rep)  
Steve Feltham (Wessex),  
Peter Bennett (Regional Member of Council)  
Phil Andrews (Gloucester Branch)  
Gary Martin (Gloucester)  
Adrian Dunleavy (Wales Branch)  
Ray Mellett (National Member of Council and South Western Branch Chairman)

### **1.2. Apologies**

Roger Bloomfield (Devon and Cornwall Branch)  
Derek Lewis (Wales Branch)  
Tony Hawkins (Wessex Branch)  
Graham Harris, (South Western)

### **1.3. Minutes of last meeting**

No amendments to the minutes of the April meeting were requested

## **2. Agreements in 2008**

### **2.1. Accounts**

We are agreed that we will have a Regional Budget and not individual branch budgets in future. The process will be as outlined below

- We set up a Regional Bank Account (thus closing all Branch accounts)
- We appoint a Regional Treasurer who will attend Regional Committee meetings
- Each Branch has two cheque books (Secretary and Chairman thus potentially 10 signatories)
- Bills are paid using a personal credit card or cash if the recipient won't accept a cheque (most want cheques to be guaranteed with a Bankers Card which we won't have)
- The person paying the bill out of his/her own funds draws a cheque on the Regional Bank Account to him/herself for the same amount and passes the receipts to the Regional Treasurer
- The Regional Treasurer consolidates the receipts with the bank statements and prepares one set of accounts for the Region

### **2.2. Objectives for 2009**

We agreed the following objectives for 2009

1. To align our activities with the 6 Agenda items of the CQI 5yr plan
2. To resurrect the Wessex Branch
3. To halt the decline of the Devon and Cornwall Branch

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4. To halt the decline of the South Western Branch

### 2.3. Branch meetings

For branches to attempt to hold monthly meetings regardless of there being a formal speaker or visit in order to create a local forum for quality matters.

### 2.4. Duplicating events

In principle it was agreed that we could duplicate events through the region e.g. If a Branch arranges an evening on CPD and Standards, then we request the speakers to repeat the event at the other Branches.

### 2.5. Coordinating programmes

We agreed to coordinate branch programmes so that there were no clashes of dates. Therefore branch programmes should not be finalised before the August RC meeting

## 3. Actions

### 3.1. Actions from April 2008 meeting

No	Actions	Status	Status
1.	Decide who our Regional Member of Council will be after October AGM	Regional and ordinary members will serve 2 more years	Closed
2.	Explore with the Board and Executive ways in which we can attract Management Reps of ISO 900 companies into membership	Adrian to get CD of DTI list from HQ	Open
3.	Invite Mike Debenham or David Naylor to address the Branch on the CPD and Chartered Individual grade	Adrian to contact Mike Debenham for Wales branch meeting 1 <sup>st</sup> or 2 <sup>nd</sup> Wed in Feb 2009	Open
4.	Take a look at the BoQK Portal and post comments on the CQI Forum	Nobody seems the slightest bit interested	Closed
5.	Invite Tony Brown (SDG) to address the Branch on standards development	Ray and Gary to invite TB Adrian will do it next year	Open
6.	Complete Branch Activity Reports and send to Hazel Mongey in Central Office	Adrian to action urgently	Open
7.	Dump all obsolete membership packs and renew	Done	Closed
8.	Review the SW Plan, provide feedback and/or indicate agreement.	Nobody seems the slightest bit interested	Closed

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No	Actions	Status	Status
9.	Consider proposal for centralising branch accounts and report decision	Agreed now need to be implemented	Open
10.	Nominate Branch Member for post of Regional Treasurer	Adrian to talk with Colin Thomas Wales Treasurer	Open
11.	Meet to look at feasibility of reforming Wessex Branch	Steve to talk with Tony David to check with Mark Brown whether if Tony is successful in reviving the branch it will count towards hi upgrade to Fellow	Open
12.	Report on progress with WQD promotion with Business West	Phil reported that Business West were happy to distribute flyer in their publicity	Open
13.	Look into way in which the Branch can promote WQD through Business Links, Chambers of Commerce etc	Nobody seems the slightest bit interested but Phil mentioned a Business Show in Bath on 5 Nov at which CQI could be represented (CQI Stand etc)	Open
14.	Discuss proposal for regular Monthly Branch Meetings and report	SW and Glos have adopted the strategy. Wales is sticking to its plan	Closed
15.	Develop the Branch Programmes for 2008-2009	Joint SW/Glos/Wales event on CPD/CQP Glos meetings 1 <sup>st</sup> Tuesday Wales meetings 2 <sup>nd</sup> Wednesday SW meetings 3 <sup>rd</sup> Thursday	Closed (see Annex B)
16.	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
17.	Determine if Mark Randal qualifies for a Branch Award and if so process application	Roger is progressing this	Open
18.	Advise on social event venues in Bath and Malmesbury	Phil is making progress and the Old Mill at Batheaston has been booked. David will invite Teresa Folkes from HQ as Simon Feary will be in Istanbul All comers to confirm with hotel	Open

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### 3.2. Actions from August 2008 meeting

No	Actions	On	By
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	October meeting
4.	Branches to prepare a plan based on Vince Desmond's proposal for involving the branches in achieving CQI 5 yr plan	Peter to send out Vince Desmond's proposal All Branch Committees	20 September
5.	Branches to prepare budgets based on the plan they produced	All Branch Committees	30 September
6.	To produce a Regional Meetings Plan that puts in place the key decisions we need to make so we don't overlook them in future	David Hoyle	30 September

### 4 Date of future meetings

2008 - Saturday 11 October

2009

February TBD

April TBD

August TBD

October TBD

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### ANNEX A RC MEMBERS CONTACT DETAILS

First Name	Last Name (Branch Affiliation)	Office	Address	Home Phone No Mobile e mail
David	Hoyle (Wales)	SWRC Chair BRB Rep	[REDACTED]	[REDACTED] <a href="mailto:Chair.swrc@thecqiso.uthwest.org.uk">Chair.swrc@thecqiso.uthwest.org.uk</a>
Peter	Bennett (Gloucester)	SWRC Vice-Chair Regional Council Member	[REDACTED]	[REDACTED] <a href="mailto:p.bennett7@btinternet.com">p.bennett7@btinternet.com</a>
Gary	Martin (Gloucester)	Branch Secretary	[REDACTED]	[REDACTED] <a href="mailto:cqi.glos@garymartin30.plus.com">cqi.glos@garymartin30.plus.com</a>
Philip	Andrews (Gloucester)	Branch Com Secretary Engineering SIG	[REDACTED]	[REDACTED] <a href="mailto:philip.r.andrews@btinternet.com">philip.r.andrews@btinternet.com</a>
Adrian	Dunleavy (Wales)	Branch Secretary	[REDACTED]	[REDACTED] <a href="mailto:adrian.dunleavy@rociale.com">adrian.dunleavy@rociale.com</a>
Derek	Lewis (Wales)	Branch Chair	[REDACTED]	[REDACTED] <a href="mailto:derumi@btinternet.com">derumi@btinternet.com</a>
Steve	Feltham (Wessex)	Branch Chair	[REDACTED]	[REDACTED] <a href="mailto:bh8@qbsa.org">bh8@qbsa.org</a>
Graham	Harris (South Western)	Branch Secretary	[REDACTED]	[REDACTED] <a href="mailto:gcharries@tumblestones.fsnet.co.uk">gcharries@tumblestones.fsnet.co.uk</a>
Ray	Mellett (South Western)	Branch Chair National Council Member Hon Sec SWRC	[REDACTED]	[REDACTED] <a href="mailto:ray.mellett@lineone.net">ray.mellett@lineone.net</a>

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First Name	Last Name (Branch Affiliation)	Office	Address	Home Phone No Mobile e mail
Roger	Bloomfield (Devon and Cornwall)	Branch Chair	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	[REDACTED] roger.bloomfield@tesco.net
Carol	Ball (Devon and Cornwall)	Branch Secretary.	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	cball_dciqa@blueyonder.co.uk [REDACTED]
Tony	Hawkins (Wessex)	TBA	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	hawkeye99@ukonline.co.uk [REDACTED] [REDACTED]