

Institute of Cemetery & Crematorium Management

Minutes of the meeting of the Board of Directors held on at the Offices of the Southern Coop, Portsmouth on 9th September 2013.

Present:

Directors – Martin Birch, Alan Till, John O’Callaghan, Bill Stanley, Roddy McGinley, Alan Copeland, Anthony Devonport

Officers – Tim Morris, Trevor Robson

Ian Quance attended for the item Natural Burial Grounds

1.	Opening of the Meeting The Chairman opened the meeting at 10.30am.	
2.	Apologies for Absence Natasha Bradshaw sent her apologies as she was required in her office. Julie Dunk and David McCarthy were engaged on a management placement and training session respectively and therefore unable to attend. Charles Ward had been required in his office.	
3.	Declarations of Interest None were made.	
4.	Minutes of the Meeting of 3rd July 2013 The minutes were agreed as a true record. There were no matters arising.	
5.	Report of the Finance & IT Manager Item - Membership & Subscriptions Professional membership remained stable. Corporate Memberships – A 0.6% improvement since 01/04/13 Item E-accounts The Board was updated that 50 members were now subscribed to the service. All new members are ascribed as standard. Budgets were at the expected positions.	

	<p>Due to some extended dialogue with an authority concerning eligibility of charities nominated to receive recycling funds it was agreed that the criteria for nominations be confirmed as: <i>Local or national death related charity or charity using funding for a death related purpose or project.</i></p>	
6.	<p>Report of the Chief Executive</p> <p>Infant Cremation Commission, Scotland- Update</p> <p>The board was provided with an update of the work of the Infant Cremation Commission in Scotland.</p> <p>The board discussed the subject of cremations of infants and babies at length.</p>	
7.	<p>Awards</p> <p>The Chief Executive reported that he will circulate any nominations received for the Wesley award via email after the closing date.</p>	
8.	<p>Learning Convention & Exhibition</p> <p>Directors were provided with an update on the event. Attendance is likely to be similar to that of last year and the exhibition was filled without the need to advertise.</p> <p>A series of original papers useful to those working within the service and their employers had been arranged.</p>	
9.	<p>AGM 2013</p> <p>It was reported that all members had been provided with a copy of the AGM handbook and accounts. The full accounts had been posted on the website as usual.</p> <p>Directors briefly discussed the forthcoming AGM and induction ceremony.</p>	
10.	<p>Natural Burial Grounds Initiatives – Update</p> <p>Ian Quance reported that the Main Charter document and assessment process questionnaire had been completed in readiness for the launch at Convention. Guiding Principles were being drafted and should also be ready for the launch.</p> <p>The Diploma unit course notes are being completed and it is hoped that accreditation for the unit can be gained by the time of next year's education seminar. The Chief Executive reported that he has liaised with SBS on this subject and will be meeting with them in due course.</p> <p>The Chief Executive also reported that Assettrac is to add a 'Natural Burial' tab to the website prior to Convention.</p>	

11.	<p>ICCM / NAMM / BRAMM</p> <p>There were no major items to discuss.</p>	
12.	<p>Other Business</p> <p>Alan Till wished Roddy McGinley well for his forthcoming presidential year. The board and officers echoed this message.</p> <p>Anthony Devonport mentioned that his term of office ends at the AGM and thanked directors and officers for their support and friendship. Roddy McGinley thanked Anthony on behalf of the board and officers for his valuable input over the last three years.</p> <p>A vote of thanks was extended to Southern Cooperative for hosting the meeting.</p>	