

## **Institute of Cemetery & Crematorium Management**

### **Report of the meeting of the Board of Directors held on 15<sup>th</sup> February 2012 at the National Office.**

#### **Present:**

**Directors** – Martin Birch, Alan Till, Ian Quance, Bill Stanley, Alan Copeland, Anthony Devonport, John O'Callaghan

**Officers** – Tim Morris, Trevor Robson, Julie Dunk, Charles Ward

#### **1. Opening of the Meeting**

The Chairman opened the meeting at 10.30am.

#### **2. Apologies for Absence**

Natasha Bradshaw and David McCarthy had forwarded apologies.

#### **3. Declarations of Interest**

Martin Birch declared an interest in the ICCM /NAMM / BRAMM item and informed directors that he would take no part in the discussion for the said item.

Tim Morris and Trevor Robson informed the board that they could take no active part in the matter of the letter from BCET due to being continuing trustees.

#### **4. Minutes of the meeting held on 14<sup>th</sup> December 2011**

The minutes were agreed as a true record.

#### **Matters Arising:**

- a) The Chief Executive advised the board that he had contacted the NAFD regarding cremated remains being held by funeral directors and that a copy of their guidance was forwarded.
- b) Ian Quance mentioned his discussions with Sheri Coates concerning difficulties in gaining suitable articles for the Journal. It was agreed that Bob and Sheri would be invited to attend at the next board meeting to discuss.

## 5. **Report of the Finance & IT Manager**

### **Item - Membership & Subscriptions**

At the 26/01/12, ICCM had 600 professional members.

40% of the professional membership is represented by associated professional corporate members

There are currently 396 corporate members, an increase in total corporate membership of 2% since 01/04/11

### **Budget 2012/13**

Forecasting our demand for 2012/12 is a difficult task. It is highly unlikely that events will repeat themselves in exactly the same way as previous years, however, the general pattern of the demand will hopefully continue.

Directors were presented with a number of cost scenario's and current ICCM fee's and charges. Following a long discussion on ICCM's activities it was agreed that the fees and charges would be implanted.

**The budget for 2012/13 was agreed.**

## 6. **Report of the Chief Executive**

### **6.1 Holding Over of Cremations**

Directors were updated on progress with the joint guidance being produced by FBCA, ICCM, APCC and Cremation Society. The Cremation Society had put forward a further amendment that was currently under consideration.

### **6.2 Reuse - LEDNET**

Directors were informed of progress with the above project.

### **6.3 Cemetery Managers Handbook**

The Chief Executive projected the current draft to screen in order that directors could view progress and therefore be in a position to accurately report to members.

### **6.4 Letter from BCET**

The Chief Executive and Finance & IT Manager reminded directors of their declared interest due to them both being continuing Trustees on the BCET and hence a possible apparent conflict of interest. The Chief Executive informed directors that on one occasion a declaration of interest had to be made at a BCET meeting due to officers being required to act in the best interest of both organisations.

***Directors discussed the letter from the BCET and it was agreed that:***

***Representatives from the BCET should be invited to attend at the next board meeting.***

**7. Learning Convention and Exhibition 2012 and Awards Scheme**

The report of the Technical Services & Events Manager containing the budget for the convention was discussed.

***It was agreed that:***

- a) The delegate fee remains unchanged from last year.***
- b) The exhibition fees remain unchanged from last year.***
- c) The format remains similar to last year.***
- d) Directors will consider plans for the 2013 centenary and forward ideas.***

**Awards Scheme**

***It was agreed that:***

***The awards scheme should be progressed for 2013.***

**8. ICCM / NAMM / BRAMM**

The Chief Executive informed directors that he had nothing major to report.

Ian Quance tabled an email that he had received from NAMM on the day before the board meeting. Directors commented that they had expected a formal approach and the email did not propose a date or venue.

***It was agreed that:***

***ICCM had no reason to reply at this time and should await a formal approach and agenda.***

**9. Charter for the Bereaved – Review Update**

The Chief Executive reported that he had received comment from some directors and would assimilate these into the Charter prior to seeking officer comment.

**10. The Journal**

The Journal item was deferred to the next board meeting when Bob and Sheri Coates might attend [see minute 4.b) above]

**11. Charter for Natural Burial Grounds**

The board discussed the criteria prepared by Ian Quance.

***It was agreed that the item is progressed.***

## 12. **Next Meeting**

It was agreed that due to likely disruption caused by preparation for the Olympics an alternative venue be sort and not to use the National Office.

***It was agreed that:***

***The next meeting would be held on 2<sup>nd</sup> May 2012 at a venue to be arranged by the Chief Executive***