

INSTITUTE OF CEMETERY & CREMATORIUM MANAGEMENT

Report of the meeting of the Board of Directors held on 9th May 2007 at Cranfield University.

Present:

Directors: Gary Green, David McCarthy, John O'Callaghan, Ian Hulf, Alan Till, Martin Birch

Officers: Tim Morris, Ron Dunn, Trevor Robson

Apologies for Absence

Apologies were received from John Rotherham and Philip Ewing.

Declaration of Interest

No declarations were made.

Minutes of the meeting held on 20th March 2007

The minutes were approved as a true record

Matters arising: Receipts for donations of recycling scheme surplus to charities were being received. Any outstanding will be followed up.

Conference 2007

Lengthy discussion took place on the proposed arrangements and estimates for the joint event planned for this year.

Directors were concerned that the estimates produced by the joint event organisers indicated potentially high fees that would make it unaffordable to many members and their authorities. Directors also noted that it would not be correct to expect exhibitors to over-subsidise delegates as this appeared to be the only course of action open to the organisers in order for the event to break-even.

Due to the time taken to reach this stage and the figures submitted it was considered that it would be in the best interest of the Institute and its membership to arrange an ICCM conference in 2007.

It was unanimously agreed that:

- (i) The Institute hold a conference for the membership in October 2007 in Harrogate.***
- (ii) A statement would be made at the opening of the Corporate seminar.***
- (iii) The AGM and Cemetery of the Year Awards ceremony should take place at conference.***
- (iv) Newsletters should be sent out to all members via postal and email services.***

One Organisation

The Chief Executive reported that he had requested a meeting with the FBCA in order to finalise the joint statement however the secretary of the Federation referred him to the President of the FBCA.

It was reported that a productive conversation subsequently took place with the President of the FBCA where the joint statement was agreed in principle. It was agreed that the previous confidentiality requirement be lifted and the statement be submitted to both the Board and the FBCA Executive committee for endorsement. Directors shared concern with officers at this previous confidentiality requirement however were pleased that common sense prevailed.

The Chief Executive reported that the minutes/notes of the meeting had not been entirely agreed however the agreement of a joint statement is the primary objective. It was suggested to the President of the Federation that the minutes/notes be deleted in order to remove any obstacles to further meetings.

It was agreed that:

- (i) The final statement as per the discussion between the Chief Executive and President of the FBCA be approved for publication should the FBCA Executive committee also give its approval.***
- (ii) The suggestion should be made to delete the minutes/notes of the meeting.***
- (iii) A second meeting should again be requested.***
- (iv) ICCM initiatives should be included in the agenda for any future meeting.***
- (v) One organisation will remain as the Institute's target.***

Other Business

a) Midlands Branch

The Chief Executive informed Directors that a letter had been received from the secretary of the Midlands branch concerning the distribution of minutes of Board meetings to members and the appointment of staff.

The Chairman requested that the Chief Executive drafts a response for approval by the Board.

b) Website

The Chief Executive produced quotations for upgrades to the website that were deferred from last year.

It was agreed that:

The redesign of the home page and improved navigation facility be ordered.

c) Director Service Agreement and Code of Conduct

Directors discussed the fact that the Institute has no code of conduct specifically for Directors and committee Members and that the afore mentioned are at present not required to comply with any service agreement. Directors discussed the fact that numerous organisations and companies possess such codes of conduct and service agreements. Note was made that professional and corporate members are required to abide by an ICCM code of conduct/practice with officers being under the same requirement together with their contracts of employment.

It was agreed that:

The Chief Executive and Company Solicitor investigate the matter and report to the next board meeting.

d) S&NI Branch Bank Account

The Finance & IT Manager advised Directors of a previous decision to close branch bank accounts. It was noted that all other branch bank accounts had been closed within the past few years. It was confirmed that the closure of branch bank accounts had not affected the funding of any branch meetings.

It was agreed that:

The Finance & IT Manager contacts the S&NI branch secretary to commence closure of the account.

e) Charitable Donations

A SE branch meeting at the Garden of Peace Muslim cemetery, a registered charity, resulted in a request for a donation.

(Directors from the SE branch took no part in the discussion)

It was agreed that:

£100 would be forwarded.

f) S&NI Branch Meeting

The Chairman informed the board that a letter had been received from the above branch thanking those Directors that attended the April meeting of the branch.