

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

### **Report of the meeting of the Board of Directors held on 17<sup>th</sup> November 2010 at the National Office.**

#### **Present:**

**Directors** – Martin Birch, Alan Till, Ian Quance, Alan Copeland, Ken Dry, David MacColl, Anthony Devonport.

**Officers** – Tim Morris, Trevor Robson, Charles Ward, David McCarthy.

**Present for Portal item** – Stephen Laing.

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

The Chairman opened the meeting at 10.30am.

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

Apologies were received from Bill Stanley who was required to be in his office.

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

None were made.

#### **4. Minutes of the meeting held on 27<sup>th</sup> September 2010**

The minutes were agreed as a true record.

#### **Matters Arising:**

Ken Dry informed the board that he would complete a draft of the relationships policy for the next board meeting.

Alan Copeland suggested that former committee members are thanked for their services to the committees.

#### **5. Portal**

Stephen Laing provided directors with a visual and verbal update on progress with refining and populating the Portal currently being carried out by himself and the Chief Executive. Ross Woodhouse is making technical alterations and additions as they arise.

Prior to the launch the hit rate was approximately 3,000 per day which rose to 10,000 after the launch and has subsequently settled back to 5,000.

## 6. Report of the Finance & IT Manager

### Membership & Subscriptions

Professional membership at the 11/11/10 stands at 619 members, due to non-paid subscriptions being removed this is a decrease from 657 at the start of the year.

Corporate membership is currently stable shown in the table below

Category	Count
Associate	38
Full	174
Parish and Town Council	164
<b>TOTAL</b>	<b>376</b>

### Financial Position

Directors were informed of the current state of the Institute's finances and debtors. Cheques/payment over £5,000 were notified to the Board and the threat of action against non-paying debtors.

### Financial reporting

Directors were updated on the expected position for ¾'s of the year. While the overall position may be slightly worse than the half year position it is in line with the revised expected position following the cancellation of the corporate seminar.

Overall it can be seen that ICCM is performing at around the position we expected, taking the corporate seminar into account with our budget.

Training, Consultancy and Management Placement are the bedrocks of ICCM's current position for profitable officer intensive activities.

## 7. Report of the Chief Executive

### a) Election of Directors

The Chief Executive produced a nomination form, revised to reflect the deletion of committees, and a timetable for the election.

It was agreed that the nomination form and timetable be approved.

### b) MAB

A letter from MAB was circulated indicating that ICCM involvement might continue should the CYA be reinstated next year.

It was agreed that the letter is noted and that Directors discuss the CYA at their next meeting

### c) NAMM / BRAMM

The Chief Executive circulated the latest correspondence between the NAMM and BRAMM.

**d) Education**

Directors were updated on the current position regarding the Administrative Services qualification and its inclusion in the Diploma.

**e) Partnership with Civil Ceremonies Ltd**

Following Anne Barber's paper at conference covering the marketing of bereavement services the Chief Executive discussed with her the possibility of a partnership arrangement to deliver specific training on this subject to Institute members.

As a result a pilot course is to be held at the national office on 8<sup>th</sup> December in order to test uptake.

Apart from the administrative function no other officer time is required.

Should the course prove successful it will be delivered around the country on a 'host' basis as per other Institute courses.

Civil Ceremonies has also indicated that a second course covering the strewing of cremated remains could be piloted should the above course prove to be successful.

**f) Portal Policy Item – Training Companies**

The Chief Executive enquired as to whether or not the board policy of not advertising training companies in the Journal extended to the Portal. It was unanimously agreed that the policy in respect of the Journal will be extended to include the Portal.

**g) Portal Policy Item – Memorial Masons**

The Chief Executive informed the board that the memorial mason's Portal page had been populated with BRAMM accredited businesses and requested the board to decide if this opportunity should be open to any masonry company irrespective of registration. It was agreed that any memorial masonry company should be permitted an entry on request.

**h) Regalia**

The Chief Executive reminded directors of a previous decision not to rebrand regalia until a more stable financial situation exists. It was reported that the last upgrade of regalia carried out in 2003 cost approximately £2,000. It was agreed that the matter should be deferred until the new financial year.

**8. Charter for the Bereaved**

Directors discussed the Charter review and how this should be taken forward now that the Corporate committee no longer exists. It was agreed that all work completed so far by directors and officers should be tabled at the next board meeting.

**9. Management Plan**

The Chief Executive had previously circulated the management plan containing the alterations necessary to reflect the disbanding of the committee for approval.

Attention was also drawn to the targets where directors were requested to consider the same.

Directors also discussed the merits of portfolios as all directors have responsibility for all areas of Institute function. It was agreed that the alterations in respect of the disbanding of the committees are accepted, portfolios are deleted and the ballot of the membership on the future of the committees can now be deleted from the short term list.

## **10. Relationships Policy and Review of the Byelaws**

Directors considered progressing these items since the disbanding of the Professional committee and noted that Ken Dry is currently working on the relationships policy. It was agreed that the draft relationships policy is submitted to the next board meeting and comments on the Byelaws should be forwarded to the Chief Executive for inclusion in a report to the next meeting. It was noted that any changes to the Byelaws would require the approval of the membership on a simple majority basis.

## **11. Conference 2011**

Directors considered a report submitted by the Technical Services & Events Manager.

### ***It was agreed that:***

- i) The proposed dates of 3<sup>rd</sup> – 5<sup>th</sup> October 2011 are reviewed by officers.
- ii) Chesford Grange is the preferred venue.
- iii) The Forest Park Hotel is cancelled.
- iv) The Technical Services & Events Manager provides a budget sheet prior to the next board meeting.

## **12. Corporate Seminar 2011**

Directors confirmed that the Corporate seminar is cancelled for 2011. Consideration will be given to Member's Days.

## **13. Other Business**

### **a) Non-Resident Fees**

A director made comment on the lawfulness of a local authorities to charge increased fees to non-residents.

The Chief Executive reported the position had been clarified by LACORS at the request of the FBCA and he would circulate this clarification to directors.