

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

Report of the meeting of the Board of Directors held at the National Office on  
Monday 20<sup>th</sup> October 2008

Present:

Directors Ken Dry, Gary Green, Martin Birch, John O'Callaghan and Alan Till

Officers Tim Morris and Trevor Robson

### **1. Apologies for Absence**

All Directors were present.

### **2. Minutes of the last meeting and matters arising**

The minutes were approved as a true record.

**Matters arising:**

#### **a) Proposed meeting with the FBCA**

The Deputy President reported that he had received an email from the secretary of the FBCA concerning the proposed meeting. The board expressed some disappointment with the response in respect of proposed arrangements for the meeting however requested that the Deputy President forward a response.

#### **b) AGM**

The Chief Executive informed Directors that AGM arrangements were in hand. Directors confirmed that they had received their copies of the accounts and AGM handbook via the normal membership post.

#### **c) Retirement of John Robson**

The board noted the impending retirement of John Robson and confirmed its thanks to John for the management of the Institute's accounts.

### **3. Training Partnership – City of London**

Directors expressed their surprise that their request for further information from Ian Hussein was met with a negative response indicating that the City of London would go ahead with its plan to establish itself as a training provider without the Institute.

Directors also noted that the renewal of the lease for the national office had been delayed for quite some time.

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

#### **a) Membership & Subscriptions**

Professional membership has increased to 661 members with corporate membership standing at 357 members. The majority of the increase in professional membership is due to the changes in corporate membership benefits.

## **b) Financial position and commitments for the year**

Directors were updated about the current Finances of the Institute and the current commitments and expenditure for the year to date. Items were in line with budget predictions or where they were not; variances were explained and expanded upon. The current overall position is broadly in line with the budget approved by the Board in March. However current issues affecting the Institute are likely to impact upon budgets and performance.

## **c) Cheques**

In line with recommendations by Messrs Greenhalgh's and Co's internal audit in January 2008 - cheques or bills paid over £5,000 were reported to the Board.

## **d) Accounts**

The final loss for the 2007/8 financial year was confirmed as £37,771 – which is worse than expected due to the treatment of the Bereavement services portal, corporation tax and future income.

The capitalisation of the Portal and depreciation has increased the loss, however, the income invoiced is split over future years and the net result is that for the coming year we will receive the same amount of income as the portal's depreciation if not a higher amount.

The accounts will be received by members in advance of the AGM as required by the ICCM articles.

## **5. Other Business**

### **a) Journal Article of the Year**

The Board discussed the prize awarded to the author of the article of the year and agreed that this should remain at £50.

### **b) MAB Executive Representation**

The Chief Executive reported that a clash of appointments had resulted in him being unavailable to attend a recent MAB meeting and explained that an ICCM presence is important, particularly in respect of the Cemetery of the Year Awards.

It was agreed that Directors are notified of any future clashes of appointments when a substitute would be provided from the board.

### **c) CYA Sponsorship**

Directors instructed the Chief Executive to inform MAB that it will continue to provide £6,000 in sponsorship to the CYA and will in addition also continue to stage the awards ceremony at conference and provide officer and director support to the judging function of the scheme.

### **d) Committee Vacancies**

Directors referred to the committee meetings that took place prior to the board meeting and supported the committee's desires to advertise vacancies as soon as possible.

**e) Member Review Panel**

The board noted and agreed with the comments of the committees regarding extending the closing date for receipt of questionnaires. It was agreed that the Chief Executive suggests the same to the Chairman of the panel however the board did not wish to interfere with the work of the panel.

**f) Van / Car Insurance**

The Finance & IT Manager confirmed that the COTS van had been delivered and that insurance had been arranged prior to this.

Directors discussed staff transport and instructed the Finance & IT Manager to request copies of car insurance certificates on an annual basis from all officers that use their own cars or when any changes of vehicles are made by members of staff.

**g) Professional Committee Directors**

The Board expressed its disappointment that one committee member felt that he could not take up his seat on the board as he had indicated at the committee meeting prior to the board meeting. Disappointment was amplified by the fact that the committee member concerned had telephoned the Deputy President in July requesting that he take up his seat prior to the AGM.