

Institute of Cemetery & Crematorium Management

Report of the meeting of the Board of Directors held immediately after the AGM on 27th September 2010 at the Chesford Grange Hotel, Kenilworth.

Present:

Directors – Ian Quance, Ken Dry, Anthony Devonport

Officers – Tim Morris, Trevor Robson, Charles Ward

Retiring Directors - Martin Birch, Alan Till, Alan Copeland, Steve Brown, Bill Stanley

1. (and5) Opening of the Meeting

Ken Dry opened the meeting.

The continuing directors discussed the ballot result and the overwhelming majority (92%) of members voting to accept the new Article of Association.

***The continuing directors unanimously agreed that:
The retiring directors should be co-opted to the board in order to ensure continuity and a quorum whilst the election process is arranged and conducted.***

Steve Brown confirmed to the board that he will be moving from the UK in November therefore would not be in a position to serve as an active director. The board thanked Steve for his input and help during the previous year. The remainder of the retiring directors accepted.

The Chief Executive stated that he will contact David MacColl following conference to seek his acceptance of a co-opted seat on the board. Directors expressed their hope that David will accept.

Ken Dry proposed that a chairman and vice chairman be elected for the forthcoming year.

***It was unanimously agreed that:
Martin Birch would take the Chairmanship and Alan Till the Vice Chairmanship.***

The Chief Executive outlined the requirements for the election of directors and an approximate timetable for achievement by 1st April 2011. A report and detailed timetable will be submitted to the next board meeting.

2. Apologies for Absence

Apologies were received from David MacColl.

3. Declarations of Interest

None were made.

4. Minutes of the meeting held on 8th September 2010 and Matters Arising

The minutes were agreed as a true record.

Matters Arising:

a) BRAMM / NAMM

The Chief Executive provided directors with copies of the latest correspondence on this matter.

b) Conference

Martin Birch stated that a rumour was being circulated that the Institute would not be holding a conference next year. Directors were unanimous in their response that there is no truth in the rumour and the intentions of the board are announced at the close of the current conference.

Discussion took place on future conferences where it was noted that the current financial situation has caused a slight drop in attendance however the situation would be monitored with future conferences and events being arranged in accordance with likely uptake.

It was unanimously agreed that:

- (i) The exhibitors are a mainstay of conference and must be fully considered in future plans.***
- (ii) Members are requested to provide their views and ideas for future events.***
- (iii) The Conference Manager provides a report for the next board meeting.***
- (iv) The Education Seminar remains unchanged.***
- (v) The Corporate Seminar will be discussed at the next board meeting.***

c) Charter Review

The Chief Executive informed the board that arrangements should be made to continue the review previously being undertaken by the Corporate committee.

It was agreed that:

Ian Quance will provide a report to the next board meeting.

d) Relationships Policy

The Chief Executive informed the board that arrangements should be made to complete this policy previously tasked to the Professional committee. It was noted that this matter constitutes a recommendation made by Bevan Brittan.

It was agreed that:

Ken Dry will provide a report to the next board meeting.

e) Review of the Byelaws

The Chief Executive informed the board that arrangements should be made to complete this review previously tasked to the Professional committee. It was noted that this matter constitutes a recommendation made by Bevan Brittan.

It was agreed that:

Directors will read the Byelaws prior to discussion at the next board meeting.

5. Ballot Result and Confirmation of the Election Process

See 1 above.

6. Other business

a) Classes of Membership

Directors discussed membership classification however it was noted that this matter could be considered during the review of the Byelaws.

b) Debtors

The Finance & IT Manager informed the board that three outstanding debts exist. Directors confirmed their desire that all debt and debtors are approached in a consistent manner.