

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

### **Report of the meeting of the Board of Directors held on Tuesday 26<sup>th</sup> June 2007 at the National Office.**

**Present:** Gary Green, John O'Callaghan, Ian Hulf, Alan Till, Philip Ewing, David McCarthy

**Officer:**

Tim Morris

#### **1. Apologies for absence**

John Rotherham, Trevor Robson and Ron Dunn forwarded apologies as the severe weather conditions had affected rail and road travel.

Directors were reminded that Martin Birch had informed the Board at the last meeting that he would be unavailable for this meeting.

#### **2. Declarations of Interest**

None were made.

#### **3. Minutes of the meeting of 9<sup>th</sup> May**

The minutes were approved as a true record.

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

A letter was received from the wife of Job Coakley indicating that due to his health he would be resigning from membership. Directors were informed that Job might be the longest serving member of the Institute with records indicating at least 40 years in membership.

Directors were aware that Job is a well-known member and had served the Institute in the past and particularly in respect of the Scottish branch.

It was unanimously agreed that:

Job Coakley is elected a Life Member of the Institute.

The overall financial position of the Institute was recorded as being £401,093, ignoring debtors/creditors.

The accounts for 2006/2007 have been delivered to the auditors, Messrs. Greenhalgh & Co.

A surplus will be recorded for the year despite the heavy investment in accreditation of CTTS and COTS plus work on new initiatives.

The report was accepted and approved.

## **5. Conference 2007**

Directors were informed that just over 50% of exhibition space had been booked by exhibitors and that delegate applications are being received. Directors expressed their thanks to the conference manager.

## **6. Service Agreement and Code of Conduct for Directors and/or Committee Members**

At its last meeting the Board requested that the Chief Executive and Company Solicitor investigate the drafting of a service agreement and code of conduct for Directors and/or Committee Members.

It was reported that a search of the internet confirmed the view of Directors that such documents are commonplace for organisations, companies, local authorities etc.

A template, purchased from a legal documentation company that had been modified to suit the needs of the Institute was presented to Directors.

Directors agreed that the documents would provide protection for Directors, Committee Members and the Institute and are in accord with the proposed changes to the Companies Act. Directors present also stated that they would have no problem in signing such an agreement as it would be a clear commitment to the membership that they intend to act in the best interest of the Institute.

The Finance & IT Manager had previously commented on the draft and had suggested that the clause relating to expenses be amended to read ' All reasonable expenses will be reimbursed in accordance with the Institute's financial regulations'.

It was unanimously agreed that:

- i) The Code of Conduct and service agreement for Directors and/or Committee members be approved
- ii) Two copies of the service agreement be sent to all committee members requesting that one copy is signed and returned
- iii) A copy of the Code of Conduct is placed on the website
- iv) A copy of the service agreement is placed on the website

## **7. Marketing and Promotion**

The Chief Executive presented an initial report on the above subject together with an analysis of the current position.

The report indicated that in order to implement marketing and promotional initiative on a coordinated basis the Board must be sure that the Institute is able to respond to any increase in demand that might be produced. A strategy will be formulated to cover the subject.

## **8. Memorial Inspector's Licensing Scheme and Training**

The Director of Training & Development tabled a report on the above subject.

It was reported that the Institute has developed a good working relationship with NAMM in recent years and it is intended to build on this via a joint licensing scheme and training for memorial inspectors.

The Institute has produced a viable training course in two parts namely:  
Part 1 – Accredited Memorial Inspector (Existing Memorials)  
Part 2 – Accredited Memorial Inspector (New memorials)

The course handbook is in a format that would be acceptable to City & Guilds/NPTC. A meeting has been arranged with the Berkshire College for 1<sup>st</sup> August when the assessment criteria will be formulated.

A meeting has been arranged with NAMM to progress the joint arrangement.

Directors expressed the hope that NAMM will approve of the scheme.

It was agreed that:

- i) Officers progress parts 1 and 2 of the scheme
- ii) Officers attend at the meeting with NAMM and encourage the adoption of a scheme that will achieve national accreditation
- iii) The scheme is launched as soon as possible

## **9. Letter from BSIA**

The Chief Executive advised the Board that following the receipt of an email from Keith Wingrove / BSIA, a letter had now been received.

Directors considered the content of the letter in relation to the BSIA page on the BSMC website and requested that a response should be drafted to seek clarification on:

- i) Confirmation of Mr. Wingrove's position/office within BSIA
- ii) Confirmation of whether or not BSIA had held its inaugural meeting to elect officers and set fees
- iii) Whether BSIA now operates under its constitution
- iv) Partnership arrangement in the joint conference event and where this is flagged up in conference literature
- v) Calculation on numbers of BSIA members attending at Harrogate last year
- vi) Sending of correspondence to Mr. Wingrove's office address or John Rotherham's home address as indicated on the letterhead.

Directors also requested that BSIA might submit an agenda for the proposed meeting and to include the formation of user groups on any forthcoming agenda.

## **10. Recycling Floral Tributes**

The Chief Executive reported that Brian Keep, manager at SW Middlesex Crematorium, gave a presentation to members at a recent South East Branch meeting on the subject of floral tributes, the amount of plastics used in their construction and their impact on the environment. The presentation was well researched and included samples of biodegradable alternatives to some of the plastics currently being used and cost comparisons for these articles. Volumes of non-biodegradable waste produced and the cost of disposal at landfill sites were provided.

Members at the meeting fully supported a proposal to encourage the floristry industry to move toward more environmentally friendly materials used in floral tribute manufacture.

Directors discussed the above proposal and agreed that:

- i) Brian Keep be requested to give a paper at conference on the subject
- ii) The Chief Executive supports Brian Keep in respect of his research and conference paper
- iii) Feedback be taken from conference delegates on a conference proposal/resolution to progress the initiative

Should members be supportive of an initiative it was agreed that:

Dialogue should be opened with the appropriate organisations, manufacturers and suppliers to encourage a move toward more environmentally friendly products.

## **11. COTS**

A report on the accreditation of COTS course 1 was presented to Directors.

The Board agreed to progress accreditation of all COTS courses as soon as possible.

## **12. Other Business**

### **a) AGM Handbook**

The Board agreed that the handbook should be headed "A year of Accreditation".

### **b) Discount for bulk membership**

The Director of Corporate Services advised the Board that the subject of a discount for an authority that registers several members of staff as Institute members had been raised at a recent meeting.

The Board requested that the Finance & IT Manager provides information on the number of new member registration fees received per year.