

Report of the meeting of the Board of Directors held on Wednesday 7th May at Cranfield University.

Present: Philip Ewing, Martin Birch, John O'Callaghan, Alan Till, Ken Dry, Tim Morris, Ron Dunn, Bob Coates

Election of Chair and Vice Chair

Directors unanimously supported the nomination for Philip Ewing to take the Chair.

Ken Dry was unanimously elected as Vice Chair

Minutes of the previous meeting and any matters arising

The minutes were approved.

Matters arising:

- a) Under minute 6 it was agreed that the Member Review Panel be authorised to include a review of the Institute's Memorandum of Association within its terms of reference.
- b) Under minute 8 Directors requested that the Chief Executive contact Mike Etkind of DEFRA to establish whether detailed information on the CAMEO scheme is available.

Report of the Chief Executive

a) Nominations for Election

Directors were advised that the following had been nominated to stand for election however as the number of nominations is less than available seats the following are duly elected to their appropriate committees:

Sharon Herbert (Corporate)
Ian Quance (Corporate)
Alan Copeland (Professional)
David MacColl (Professional)

The Board nominated Ken Dry as Deputy President for the term of office 2008/9. Ken accepted and thanked Directors.

b) Annual General Meeting

Directors discussed the fact that Conference 2008 will be taking place at an earlier time than that in previous years and that it is vital to have distributed the accounts to members at least 3 weeks prior to the AGM.

It was agreed that:

The AGM will be held during October/November and separate from conference to combine a members' day and debate on current issues and topics of interest.

c) COTS Accreditation

The Chief Executive reported on the latest communication with City & Guilds / NPTC in respect of establishing the Institute as a training centre and the accreditation of COTS course 1.

It was agreed that funds should be made available to:

- (i) establish the Institute as a training centre - £1,500
- (ii) Gain accreditation for COTS course 1

It was further agreed that:

- (iii) ICCM staff receive training to become NPTC Assessors
- (iv) Registration fees are passed on to employers
- (v) Officers be given delegated authority to make all necessary arrangements with City & Guilds / NPTC

d) Cemetery of the Year Awards

The Chief Executive reported that last year the Board made the decision to sponsor the awards scheme for a further year and would reconsider its position for this year in light of improvements made to the scheme.

It was agreed that:

- (i) The Institute will sponsor the scheme in 2008 to the value of £6,000
- (ii) The £6,000 is to include the cost of staging the event at the ICCM Conference.
- (iii) The Deputy President and Chief Executive were given delegated authority to negotiate with MAB at the next CYA meeting.

e) Staff Structure

The Chief Executive provided Directors with a revised organisational chart that had been discussed at a recent staff meeting. It was reported that the majority of staff were happy with the structure.

Report of the Finance & IT Manager

It was reported that the newly created corporate/professional link had attracted an additional 52 members since 31/3/08.

The overall financial position was reported as being £355,900.

Implementation of new cost centres will take place after the end of the first quarter and in line with the introduction of Sage accountancy software as recommended by our auditors, Greenhalgh & Co.

Final accounts for 2007/8 will be presented to Greenhalgh & Co on 22nd May 2008. Early indication suggests a deficit of circa £30,000 however the final

figure is yet to be calculated. The figure will be circulated as soon as possible and in light of comments made by the auditors.

The Chief Executive reported that the marketing and promotion strategy currently being drafted could be safely implemented now that new staff are in place to take on additional workloads generated. A marketing and promotion plan had been circulated at a recent staff meeting indicating initial steps required to commence creating awareness of the Institute and its initiatives.

It was agreed that:

The marketing and promotion strategy should be presented at the next board meeting.

The report of the Finance & IT Manager was noted and approved.

Northern Office

The DTD tabled a report from Angela Dunn concerning the northern office. The report indicated that Warrington Borough Council has made an offer of offices within the heritage centre at Walton Estate. The costs for two offices are £2,000 with an additional £2,000 for heating and electrical services. Adequate storage space exists within these offices.

Other meeting, training and seminar etc. facilities are also available at this location and are reasonably priced.

It was agreed that:

- (i) Angela Dunn negotiates the best possible arrangements with Warrington Borough Council for office costs and other hire facilities.
- (ii) The Chairman, Chief Executive and Finance & IT Manager in conjunction with the Company Solicitor be given delegated authority to finalise lease arrangement.

The premises at Warrington cemetery will be considered should this opportunity arise and if it more advantageous to the Institute.

Other Business

a) COTS Vehicles

The DTD tabled a report concerning the acquisition of a suitable vehicle for the COTS team. The COTS Manager had sourced prices and information on vehicles thus giving the board an indication of likely costs.

It was agreed that:

- (i) The DTD and COTS Manager negotiate further with suppliers to identify the best possible rates.
- (ii) The Chairman, Chief Executive and Finance & IT Manager in consultation with the Company Solicitor be given delegated authority to enter into an agreement with a supplier for a suitable vehicle that most meets the operational and financial needs of the Institute.
- (iii) Negotiations be entered into as soon as possible.

b) External Working – Ron Dunn (DTD)

Ron Dunn tabled a report advising the board that he had been approached to undertake risk assessment workshops in the care sector for Alison Campbell. (Directors were reminded that Alison Campbell assisted in developing the ICCM customer care course).

The report explained that he had prepared the workshops and training documentation and had delivered a couple of these courses for Alison Campbell and it is likely that he will be asked to deliver occasional workshops in his own time for which he will receive a small fee to cover his expenses.

Ron indicated that he owns intellectual rights to the risk assessment course and can develop this for Institute purposes. The Chief Executive asked if intellectual rights to the forthcoming ICCM risk assessment course would be vested in the Institute. Ron confirmed that this would be the case.

Ron confirmed that the training carried out by Alison Campbell does not impact on the work of the Institute and asked for approval from the board for him to continue to provide this training in the care sector.

It was agreed that:

- (i) Ron be permitted to provide care sector risk assessment training for Alison Campbell provided that it does not impact on the Institute.
- (ii) The ICCM risk assessment course be developed as soon as possible.

c) The Council of British Funeral Services

Directors discussed a response from the above named organisation in respect of clarification of its role.

It was agreed that:

No further action be taken.

d) Easy Guide to Law

The Chief Executive advised the Board that following analysis of submissions from potential authors a draft agreement with Dr. Julie Rugg and Donal O’Kelly LLB had been agreed.

The Chief Executive proposed that the agreement be signed by Ken Dry and himself being the evaluating officers for the Institute.

It was agreed that:

The agreement be signed by Ken Dry and the Chief Executive

The agreement was duly signed at the Board meeting.

e) Other Organisations

Directors discussed officials of other organisations being invited to the ICCM conference dinner.

It was agreed that Presidents and Chief Executives / Executive Officers be invited to the event.