

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

**Report of the meeting of the Board of Directors held on 8<sup>th</sup> September 2010 at the National Office.**

**Present:**

**Directors** – Martin Birch, Alan Till, Ian Quance, Alan Copeland, Ken Dry, Steve Brown

**Officers** – Tim Morris, Trevor Robson

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

The Chairman opened the meeting at 10.30am.

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

Apologies were received from David MacColl, Bill Stanley and Charles Ward.

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

None were made.

### **4. Minutes of the meeting held on 4<sup>th</sup> August 2010 and Matters Arising**

The minutes were agreed as a true record.

#### **Matters Arising:**

##### **a) CAMEO**

The Chairman confirmed that no contact had been made by CAMEO since the Institute declined a seat on the proposed board of directors of the organisation.

##### **b) Portal**

The Chief Executive provided an update on this initiative. In order to make the Portal more efficient to manage it was proposed that the administration panel of the site should include facilities to issue reminders automatically and to further automate payments via Paypal or similar.

The Chief Executive advised that during a recent meeting with Assettrac the matter of advertising rates was discussed. The Chief Executive outlined the potential for income generation.

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

- i) The Chief Executive and the Finance & IT Manager should meet with Assettrac to evaluate the proposed automatic renewal and payment processes.***

- ii) ***It was further agreed that delegated authority be given to the Chief Executive, Finance & IT Manager and Ken Dry to progress this matter and to adjust advertising fees if and when appropriate.***

**c) BRAMM / NAMM**

The Chief Executive updated directors on the current position regarding the above and provided copies of latest correspondence.

**5. Report of the Chief Executive**

The major part of the report had been covered under matters arising.

It was reported that a very positive staff meeting had taken place recently.

It was further reported that a significant number of ballot envelopes had so far been received in respect of proposed changes to the Articles.

**6. Report of the Finance & IT Manager**

**Membership & Subscriptions**

Professional membership at the 01/09/10 stood at 670 members an increase from 657 at the start of the year.

Corporate Membership

<b>Category</b>	<b>Count</b>
Associate	39
Full	176
Parish and Town Council	161
<b>TOTAL</b>	<b>376</b>

***Subscription payments***

87.3% of professional members and 98.4% of Corporate Members had paid, all non-paid members will be suspended and notified of this.

***Financial position***

Sundry debtors from the 2009/10 year were discussed and the actions taken or to be taken against the companies agreed.

Payments over £5,000 were notified to directors and the general state of ICCM finances.

**Financial reporting for 2010/11**

The current estimate of ICCM's finances for the half year were presented to Directors. A profit would hopefully be recorded for the 1<sup>st</sup> half of the year despite a downturn in CTTS activity due mainly to cuts to training budgets.

**Directors agreed to not to change the price of CTTS courses at this time**

Directors were notified that

- While items are ahead of the budget, the constituent parts of our revenue streams are not balanced for setting up performance in the 2<sup>nd</sup> half of the year.
- This suggests that a decrease in 1 or 2 centres demand would be very unfortunate for ICCM and greatly alter our overall financial performance.
- ICCM should attempt to reduce all unnecessary costs for the remainder of the year to maintain the current financial position.
- The F&ITM stressed that while the bottom line figure for the year is of most value to members/directors, the constituent centre performances are important management tools for planning and decision making.

It was agreed that course cancellation fees should be introduced as a policy to ensure bookings are honoured by customers as per other training organisations.

#### **AGM reporting and documentation**

All members who had paid their subscriptions by the start of July had received their papers at the end of July. Members who had paid since this date received papers after payment was confirmed.

Directors were notified of the total costs and variances to the budgets for 2009/10 as the costs could be finalised.

Directors were notified that without these variances ICCM would still have made a loss, however, this would have been of a much smaller nature. The variances to the budget accounted for a mixture of extra costs that had to be borne and decreases in revenue outside of ICCM's control.

#### **The report was agreed and noted by Directors**

##### **7. To consider nominations for Fellowship and Wesley Award**

Directors considered nominations and *it was agreed that:*

- i) Fellowship be awarded to John O'Callaghan, Bill Stanley and Ken Dry*
- ii) The Wesley Award should go to John Purcell of Breakspear crematorium*

##### **8. Other Business**

###### **a) Proposed Privatisation of a Local Authority's Bereavement Service**

The Chief Executive informed directors that he had been approached to assist a local authority in the above process and advised of a previous decision not to become involved in outsourcing consultancies. The board confirmed this previous decision.

## **b) Conference**

The Chief Executive advised that delegate numbers are down on last year with the possibility that a deficit might be produced. Exhibitor numbers are same as previous years.

Directors discussed the fact that an increasing number of local authorities are targeting conferences as a means of saving and that this will have significant impact now and in the future.

Concern was expressed at the viability of both conference and corporate seminar however it was suggested that alternative options could include:

Combining both events into one and scale down to delegate numbers realised for this year.

Holding regional 1-day events.

Combining with another funeral sector organisation.

***The board discussed future options where it was agreed that:***

- i) The Corporate Seminar should be cancelled***
- ii) The Conference Manager be requested to evaluate and cost a conference designed to meet the requirements of forecast lower attendance.***

## **c) Governance Actions**

The Chief Executive provided directors with the latest table of governance actions recommended in the Bevan Brittan report.

It was noted that the Professional committee was unable to complete the relationships policy and review of the Byelaws.

***It was agreed that:***

***The production of the relationships policy and review of the Byelaws should be re-visited after the AGM.***

## **d) Charter Review**

Alan Till (as Chair of the Corporate committee) reported that the committee had met again and had completed its review of the assessment process questionnaire. The revised document would now be produced prior to the review of the reference document.

Directors thanked the committee for its work on this important initiative and confirmed that the review would continue after the AGM.

## **e) AGM**

Directors discussed the forthcoming AGM.

***It was agreed that:***

***A short board meeting should take place immediately after the AGM to formalise the way forward for elections as this process will be required irrespective of the outcome of the ballot.***