

Institute of Cemetery & Crematorium Management

Report of the meeting of the board of directors held on 29th January 2010 at the National Office.

Present:

Directors – Martin Birch, Ken Dry, Alan Till, Bill Stanley, Alan Copeland, Steve Brown, Ian Quance, David MacColl.

Officers – Tim Morris, Trevor Robson, Charles Ward, Julie Dunk, David McCarthy.

1. Opening of the Meeting

The Chairman opened the meeting.

At the previous meeting Alan Till was elected interim Vice Chair pending the professional committee filling its vacant seat on the board. Directors unanimously agree that Alan Till should continue as Vice Chair for the year.

There were no apologies for absence as all directors were present.

2. Declarations of Interest

Martin Birch declared an interest in respect of CYA as he was a scheme judge. David MacColl also declared this interest.

Ian Quance declared an interest in education as he has been approached to act as tutor for SBS.

3. Minutes of the meeting held on 6th November 2009 and Matters Arising

The minutes were agreed as a true record.

4. Member Review Panel – Final Report Revised Articles for consideration and comment

Directors considered a draft of the revised articles prepared by the Company Solicitor and Chief Executive. The board was informed that only changes relating to the disbanding of the committees had been included as these relate directly to the member review panel report and previous board decisions.

The Chief Executive informed the board that the professional committee had recommended that a quorum should be 5 however after discussion the board agreed that the quorum should be 3.

Ian Quance raised the matter of the circulation of notices for meetings via email. The board agreed that these should be distributed to members by post.

Charles Ward advised directors of ways forward for seeking member approval to change the articles. Member consultation, an item on the AGM agenda and a ballot of the membership were discussed.

The Chief Executive informed the board that following agreement on the revised articles it would be necessary to consider whether changes to the byelaws are necessary in order to ensure compatibility.

The following was agreed:

- (i) Charles Ward would prepare a paper and circulate to directors.
- (ii) Directors will email any further comments on the draft article to the Company Solicitor and Chief Executive.
- (iii) The option to form a professional standards committee will be added to either the articles or byelaws.

5. ICCM Strategy

Strategy, Action Plan and Management Plan

The draft strategy and action plan was accepted as were proposals for the management plan.

It was agreed that the Chief Executive will draft an action plan for completion of outstanding work and that a period of consolidation should be entered into.

Allocation of Portfolios

It was agreed that David MacColl would take on the vacant Finance portfolio.

Bevan Brittan Report - Governance Actions

Directors were provided with a list of actions required emanating from the recommendations made in the Bevan Brittan report.

Charles Ward suggested that the director's handbook includes information regarding director's duties as contained in the companies act.

6. Report of the Finance & IT Manager

Membership & Subscriptions

Membership at the 17/01/2010 stands at 652 members this is an increase from 644 at the start of the year.

Corporate members by category as of 17/01/10.

Category	Count
Associate	38
Full	178
Parish and Town Council	153
TOTAL	369

Overall Financial Position

The overall financial position of the Institute was presented and all cheques or payments over £5000 were highlighted.

Accounts in debt

Two accounts were highlighted to the Board and correspondence with these parties notified.

Financial reporting for 2009/10

The expected financial position for 2009/10 was presented to Directors – it was highlighted that since November, substantial development and non-revenue generating work had been undertaken. As a result of this the expected position had changed – while all officers had been undertaking work, the balance of work had resulted in the variance occurring.

In addition a quieter period of courses than expected had also disrupted projections. This variance was brought about by bad weather interrupting planned courses.

The Chief Executive noted this and also stressed that a significant amount of officer time is invested on non-revenue generating and non-supportive work. Some of this time is of greater importance to members such as BRAMM and BCAG.

The Board agreed that a balance must be sought between Officer time invested in non-income generating work and revenue generation.

Directors were informed of substantial budget variances including the rebranding exercise, the website redesign and costs incurred for the EGM. In addition revenue had declined slightly due to reduced demand for some services and the economic decline in general.

Fees/Charges budget for 2010/11

Fees and charges were debated and discussed in detail for 2010/11

Budget for 2010/11

Directors were presented with a number of options for the 2010/11 budget which highlighted potential savings the Institute should endeavor to make for the best use of member's resources.

The F&ITM stressed the importance of balancing revenue to non-revenue generating activity which was echoed by officers and the Board.

7. Recycling of Metals – Donations to Charities

Directors agreed that the latest scheme surplus should be distributed to the charities nominated by scheme members on a pro-rata basis.

The matter of a nomination for the Diabetes Society was raised however directors considered whilst this is not a main-stream death related charity the condition can be fatal therefore research funds would be required in the same way as the larger death related charities. The nomination was accepted by the board.

The nomination for the RNID was rejected by the board, not being a death related charity.

8. Charter for the Bereaved (Report from Martin Birch / Corporate Committee)

The Chairman presented a report from the corporate committee on the review of the Charter and how this will be undertaken. Reference was also made to the Northern branch resolution on this subject. The Chief Executive recommended that validation visits should be increased in the future.

It was agreed that Gold, Silver and Bronze awards (as opposed to the national ranking table) should be introduced from 1st April and that Validation visits should be increased.

9. Report of the Chief Executive

a) Cemetery Manager's Handbook

The Chief Executive updated directors on progress with this publication. Directors were requested to consider their preferred method of publication.

b) COTS

Directors were updated on the forthcoming verification of officer's assessor qualifications and validation to deliver City & Guilds manual handling.

c) CTTS

Directors were advised that update of all CTTS documentation has been completed and placed on the website. This exercise takes in all recommendations made by Edexcel at the last validation meeting.

d) Diploma

The Chief Executive advised the board that SBS had received a small number of enquiries from diploma holders wishing to update their qualifications to Honours/ full BTEC HNC.

It was agreed that conversion of all old qualifications to HNC standard would be required and that old theses would need to be validated by SBS to ensure that current standard is met and that the Development Plan would require completion. Due to the small number of the holders of Honours Diplomas it was further agreed that the fee for this conversion could be calculated and applied by officers provided that no loss is incurred.

10. CAMEO Steering Group

The board discussed its representation and the next meeting of the steering group.

11. MAB and Cemetery of the Year Awards

The Chairman advised directors that he had been approached by Mike Dewar of One is More for a meeting on CYA and had received a revamped proposal for the Institute to take ownership of the scheme. It was also reported that an email was circulated to CYA judges informing them of some doubt on the future of the awards and that MAB would be making a decision at its February meeting.

Directors were of the view that the Institute could not take on any loss incurred by CYA.

12. A.O.B

a) S&NI Branch Meeting

Ken Dry informed the board that he had been informed of a S&NI branch meeting in April and will contact Lucille Furie (branch Chair) regarding a Presidential visit. The Chief Executive will also attend this meeting.

b) Regalia

The Chief Executive informed the board that the cost of rebranding all ICCM regalia is likely to be high. It was agreed that this expenditure should be incurred in the new financial year.

c) Conference 2011

The Technical & Events Manager informed the board that a venue for conference in 2011. Early indications suggest that competitive charges would apply as this venue is in the same chain as Chesford Grange. Ken Dry suggested that the officer approach the venue again with a view to securing a further £10 per head reduction. Directors wished to be kept informed.