

Institute of Cemetery & Crematorium Management

Report of the meeting of the Board of Directors held on 5th September 2012 at the National Office.

Present:

Directors – Alan Till, Ian Quance, Anthony Devonport, John O’Callaghan, Natasha Bradshaw

Officers – Tim Morris, Trevor Robson

1.	Opening of the Meeting The Vice Chairman opened the meeting at 10.30am.	
2.	Apologies for Absence Charles Ward had forwarded apologies. Alan Copeland was unable to attend due to recovering from a recent operation. Directors asked the Chief Executive to convey their best wishes to Alan. Martin Birch was unwell. Bill Stanley was required at his workplace. Julie Dunk and David McCarthy were engaged on work commitments.	
3.	Declarations of Interest None were made	
4.	Minutes of the meeting of 18th July 2012 The minutes were agreed as a true record. Matters Arising: a) The Finance & IT Manager informed directors that BCET had now been mothballed until such time as the economic situation has improved. b) The Chief Executive informed directors that the regalia had been delivered to Fattorini with an order placed that accords with the board’s requirements.	

	<p>c) Directors were informed that all recycling cheques had been sent out with numerous letters and photographs of cheque presentations being received and posted on the website. So far £850,000 had been distributed with indications from Orthometals that £1million should be achieved by the centenary.</p>	
<p>5.</p>	<p>Report of the Finance & IT Manager</p> <p>At the 31/8/2012 ICCM had 605 professional members. A 1% increase from the 601 members at 01/04/12.</p> <p>41% of the professional membership is formed by associated professional corporate members</p> <p>Corporate membership stood at 408, a 1.2% increase from the 403 members at 01/04/12.</p> <p>Details of all new and archived members were presented to the Board.</p> <p>The overall financial position was relayed to the board.</p> <p>At least 35 cheques had so far been presented for the latest round of recycling donations. One charity had changed its name since 31/3/2012 and so a replacement cheque was required.</p> <p>It was agreed that members would be asked to verify their employment details with the next set of reminder invoices to try and update our employment details for members. It was noted that our current information is out of date.</p> <p>Directors were updated on the accounts for 2011/12. These were completed and audited by Greenhalgh on time having been prepared in-house for the first time.</p> <p>The full version of accounts would be available to members, while the shorter version would be posted out as agreed by the Board in previous years.</p> <p>Any queries by members would be answered at the AGM. Directors had no new queries on them.</p> <p>The report was agreed.</p>	
<p>6.</p>	<p>Report of the Chief Executive</p> <p>ABA</p> <p>The Chief Executive reported on the assimilation of ABA members into</p>	

	<p>the Institute and that this was commenced on 1st September as per the agreement. Welcome letters had been sent out with invoicing to commence later in September.</p> <p>Meeting of the Natural Burial Grounds Committee The Chief Executive and Ian Quance updated directors on the recent meeting of the committee where terms of reference had been agreed. Ian Quance and Nicky Whichelow will deliver the Convention paper launching the NBG initiative.</p> <p>It was reported that Edexcel had agreed to the request from SBS to accredit a specific Diploma unit.</p> <p>Some work had already commenced on the NBG Charter.</p>	
7.	<p>Learning Convention & Exhibition 2012 and Awards Scheme</p> <p>Directors were informed that delegate numbers might be down this year, which is indicative of the pressures being faced by local authorities. It was suggested that all local authority targeted conferences most likely face a similar issue.</p> <p>Directors discussed the options open for next year which included a 2 day event incorporating the centenary celebration and awards scheme. A lower cost venue was also discussed.</p> <p>It was agreed that officers investigate the options for next year to include the centenary celebration and awards scheme.</p>	
8.	<p>Fellowship Awards</p> <p>Then Chief Executive reported that there had been no nominations for the award of fellowships.</p> <p>Directors unanimously agreed that: Anthony Devonport should receive fellowship.</p>	
9.	<p>Wesley Award</p> <p>The Chief Executive reported that there had been no nominations for receipt of the Wesley Award.</p> <p>Directors discussed the criteria for the award with one director suggesting that the group of crematoria in Southern Ireland had formulated their Code of Ethics and Practice in the absence of legislation together with cremation documentation however they did not need to do this.</p>	

	<p>It was unanimously agreed that the Southern Ireland group be presented with the Wesley Award.</p>	
<p>10.</p>	<p>ICCM/ NAMM/ BRAMM</p> <p>The Chief Executive had nothing to report.</p> <p>Ian Quance stated that a letter and agenda was imminent at the last board meeting, however, it was confirmed by the Chief Executive that nothing had been received.</p>	