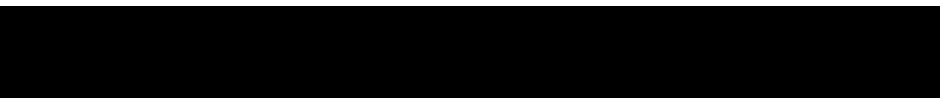
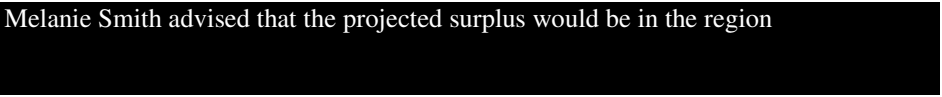


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**Minutes of the Socitm Board of Directors Meeting held 13 October 2008  
at The Celtic Manor Newport**

<b>1</b>	<b>Apologies</b>  Apologies for absence were received from Bernard Gudgin) and Shey Cobley – both advisors to the board	<b>Action</b>
<b>2</b>	<b>Directors Conflict of Interest</b>  None were advised.	
<b>3</b>	<b>Minutes of previous meetings</b>  The minutes were agreed.	
<b>4</b>	<b>Matters arising from previous minutes</b>  David Houston reported that there were a number of tasks from the previous meeting which had not yet been completed. This was due to the work involved in the run up to the EGM, they would be completed for the November SBD.  The tasks were:-  Plan for financing the new systems Compliance report from Socitm Consulting Progress against Affiliates' 10 recommended actions Investigation of weak Consulting balance sheet when tendering for new business 2009 budget based on subscription income  Melanie Smith reported a discrepancy on the budget in the accounts and the Events Team budget for the Annual conference.  David Houston replied that he was meeting with Robin Carsberg after the conference finished and this would be addressed along with the Events budget for 2009. He also advised that Events was the last area of uncertainty as Consulting was agreed and Insight was nearing agreement.  Adrian Hancock advised that the regional branch pages had not been set up on GovX and requested this was carried forward to the next meeting.	<b>DH/MS</b>  <b>DH</b>  <b>AH</b>
<b>5</b>	<b>Budget</b> <b>Financial reports</b>  The Finance Manager's reports on the latest management accounts and cash flow position were considered by the Board.    Melanie Smith advised that the projected surplus would be in the region   David Houston advised that he and David Bryant had met with Martin Greenwood and started the business planning process. It was anticipated that the Insight business plan would be available for the meeting on 6 November.	

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	<p>Jos Creese advised that Martin has clarity of his objectives for 2009. A decision had been made, for 2009, not to make any changes on the way Insight subscriptions are calculated, all would be increased as a block.</p> <p>David Houston advised that the first invoice under the MOU with Socitm Consulting had been issued.</p> <p>Richard Steel advised that Socitm need their own feedback from Socitm Consulting clients and David Bryant suggested that when a project was completed that Socitm commissioned a report from the customer direct to ourselves.</p>	
<p><b>6</b></p>	<p><b>Auditor's FY 2007 Report</b></p> <p>Christine Peacock referred to the report previously distributed to SBD.</p> <div data-bbox="300 651 1243 869" style="background-color: black; width: 100%; height: 100%;"></div> <p><b>Purchase/cost authorisation</b> Creation of purchase orders has now been implemented</p> <p><b>Governance Issues.</b> Training has now been arranged for all Directors. Christine stressed that it was important as a board that all directors were aware of their duties and suggested an induction pack be made available for all new directors and annual training be introduced in order to keep abreast of changes in legislation.</p> <div data-bbox="300 1140 1243 1205" style="background-color: black; width: 100%; height: 100%;"></div> <p>David Bryant advised that business controls were in place should this occur</p> <p><b>Employment review.</b></p> <div data-bbox="300 1294 1243 1386" style="background-color: black; width: 100%; height: 100%;"></div> <p>The Annual accounts were agreed and the auditor will file them with Companies House</p>	<p><b>MS</b></p> <p><b>AH/PL</b></p> <p><b>DB/DH</b></p> <p><b>AH/DB</b></p> <p><b>CP</b></p>
<p><b>7</b></p>	<p><b>National Advisory Council</b></p> <p>Richard Steel advised on the first meeting of the NAC which took place on 23 September 2008. The NAC were tasked with determining their terms and conditions.</p>	
<p><b>8</b></p>	<p><b>Commercial</b></p> <p>Richard Steel advised there was a need to sign the contract for the new web system with Jadu in order to meet the deadline of 31 March for implementation.</p> <div data-bbox="300 1848 1243 1939" style="background-color: black; width: 100%; height: 100%;"></div> <p>Adrian Hancock replied that a number of specifications had been drawn up in the past. Project plans were available mapping each supplier to milestone and a Socitm resource</p>	

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	<p>was now working on the project full time.</p> <p>Richard Steel advised that not only were Jadu sharing the risk with Socitm they were also risking their reputation should this not succeed.</p> <p>[REDACTED]</p> <p>Steve Jones replied that these were already in the contract.</p> <p>David Houston advised on financing for the new systems. Whilst the funds would be made available there needed to be a balance between balancing the books and making a modest surplus. Some items may be capitalised</p> <p>Agreement was reached that the signing of the contract could proceed.</p>	<p><b>DH/MS</b></p> <p><b>AH/SJ</b></p>
<b>9</b>	<p><b>Dates of 2009 meetings</b></p> <p>Meeting dates for SBD had now been agreed up till August 2009.</p> <p>Pam Larsen advised that with the exception of the March meeting, rooms had been made available at Camden Town Hall. A provisional booking for the March meeting had been made with Pentagon Training.</p> <p>Steve Palmer offered a room at Hillingdon for the March meeting – this was accepted.</p> <p>Pam Larsen to cancel the booking with Pentagon Training.</p>	<p><b>PL</b></p>
<b>10</b>	<p><b>Aspire</b></p> <p>Richard Steel advised that the formal launch of Aspire was due to take place later in the day and that SBD had been invited to attend.</p>	

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**Appendix A  
Socitm Board of Directors meeting 13 October 2008 Attendance List**

<i>Name</i>	<i>Title</i>
Richard Steel	President (Chair)
Rose Crozier	Immediate Past President
Steve Hopson	Vice President
Steve Palmer	Vice President
Jos Creese	Vice President (pm only)
Adrian Hancock	Managing Director
David Houston	Interim Executive Director
David Bryant	Non Executive Director
Steve Jones	Non Executive Director
Melanie Smith	Finance Manager
Pam Larsen	PA to Managing Director
Christine Peacock	Auditor