

Note for the public copy of the minutes: The sections of the minutes that have been 'blacked out' contain either personal or commercially confidential information.

**Minutes of the Socitm Board of Directors Meeting held 22 May 2008  
at Camden Town Hall - London**

<b>1</b>	<p><b>Apologies</b></p> <p>There were no absentees.</p>	<b>Action</b>
<b>2</b>	<p><b>Director's Conflict of Interest</b></p> <p>Rose Crozier reported that Socitm Consulting were carrying out work for Belfast City Council.</p>	
<b>3</b>	<p><b>Procedure for Board Meetings</b></p> <p>Richard Steel advised that from now on all documentation for board meetings would be published only on the GovX site. It was agreed that topics for meetings would only be accepted up to 5 working days before the meeting unless urgent.</p>	
<b>4</b>	<p><b>Expectations from Directors</b></p> <p>It was agreed there was a need for information packs for new directors which would outline both general expectations and time requirements.</p>	<b>RS</b>
<b>5</b>	<p><b>Website</b></p> <p>It was recognised that the current website (and back office systems) do not fulfil the requirements of the society. There is a need to find a CMS supplier willing to sponsor Socitm in terms of hosting and managing our systems. [REDACTED] [REDACTED] A specification of requirements, drafted by the Systems Development Board, currently exists.</p>	<b>AH</b>
<b>6</b>	<p><b>Budget</b></p> <p>A vote of thanks was given to David Houston for the work undertaken by the Affiliates in producing the new budget proposal.</p> <p>The proposed budget was approved subject to the following:-</p> <p>The Heads of Agreement contract with Socitm Consulting commences 1 June 2008. This provides the society with [REDACTED] of the value of invoices issued up to a maximum of £[REDACTED] and on a sliding scale beyond that. Negotiations will continue on the main contract.</p> <p>Further meetings are to be held with Martin Greenwood (Insight) in order to obtain an additional £[REDACTED] of income from the Insight business. [REDACTED]</p> <p>Marketing/Publicity - Currently 'Boilerhouse' manage these areas for all business streams with an income from the society [REDACTED] per annum. The work undertaken by Boilerhouse needs to be allocated to marketing, publicity or website and Boilerhouse need to provide the society with regular financial reports including work in progress.</p>	<p><b>RS/AH</b></p> <p><b>RS/AH</b></p> <p><b>RS/AH</b></p>

	<p>Membership – Work is continuing on the proposal of a new membership package which could easily generate an additional £[REDACTED]. In the meantime there needs to be an investigation into the financial implications of issuing membership invoices on the anniversary of each persons membership rather than the current system of issuing all membership invoices in one run.</p> <p>Financial advice- It was agreed that for the immediate future Melanie Smith would attend board meetings and provide financial advice. It was further agreed that Adrian Hancock would be the single point of contact for all financial issues</p> <p>Corporate Overheads – These need to be capped in line with the income from the business streams and corporate costs need to be properly attributed to the business streams. A proposal on how this will be achieved is to be produced for the next board meetings.</p> <p>Business Streams – Copies of budgets are to be distributed to the business streams with the instruction that they work within those budgets. They need to be informed that profit belongs to the Society not the business stream and the decision on how to utilise profit will be made by the SBD. There was a suggestion that advice previously given to the business streams by the National Council was regarded as a recommendation only.</p> <p>Draft Financial Regulations – Richard Steel agreed to review the regulations with a view to issuing to business managers as soon as possible.</p> <p>Expenses Policy – There needs to be a policy on how long after an event expenses may be submitted for payment. AH to circulate proposals</p>	<p>MS</p> <p>MS</p> <p>AH</p> <p>RS/AH</p> <p>RS/AH</p> <p>RS</p> <p>AH</p>
7	<p><b>Vision, Values &amp; Strategy</b></p> <p>Richard Steel advised that proposals following the work with PARN earlier this year have still to be implemented.</p>	
8	<p><b>Policy Development</b></p> <p>Policy development has been agreed, Adrian Hancock to begin implementing them starting with no more than half a dozen and building them up.</p>	AH
9	<p><b>Board Development</b></p> <p>The director’s portfolio will consist of HR, Finance and Procurement. There is also a need for a Corporate Policy group. The proposals from the Affiliates were broadly accepted although further work needs to be completed before the next board meeting.</p> <p>Appointment of Managing Director. There was some discussion around the appointment of Adrian Hancock as Managing Director [REDACTED]</p> <p>Richard Steel volunteered to product a job specification to include skills requirement, performance framework and job evaluation. It was agreed in principle to offer a long term contact to AH (possibly 3 years) subject to CV’s and a match to the job specification.</p>	<p>RS</p> <p>RS</p>
10	<p><b>Socitm Services Limited</b></p> <p>Adrian Hancock reported that following the latest advice from the auditor resurrecting SSL might not serve the best interest of the society in that due to recent changes in corporation tax laws the tax allowance would have to be split across Socitm and SSL. This to avoid falling foul of government anti avoidance laws which came into force</p>	

	<p>last year.</p> <p>It was agreed to request assistance from the Affiliates on the best way of setting up a commercial division of the Society.</p> <p>Richard Steel advised of the need to appoint a second executive director.</p> <p>Adrian Hancock recommended that Steve Jones of Kinomi be approached to serve as an advisor to the SBD. References for Steve Jones could be obtained from John Serle &amp; Glyn Evans.</p> <p>David Bryant requested the society to provide more adequate training for directors.</p> <p>Pam Larsen advised of free seminars conducted by Companies House of training for Directors, she would investigate and advise accordingly.</p>	<p><b>RS/AH/DH</b></p> <p><b>RS</b></p> <p><b>PL</b></p>
<b>11</b>	<p><b>National Advisory Council</b></p> <p>Richard Steel considered this to be the ‘heart’ of the Society. The principles of membership would be: -  Representative of geographical areas  Representative of activities of the society</p> <p>Following the disbandment of the National Council a number of the previous directors had volunteered to serve on either the SBD or NAC. Richard Steel volunteered to contact these people and also the regional chairpersons for their nominations for NAC members.</p>	<p><b>RS</b></p>
<b>12</b>	<p><b>Resources</b></p> <p>It was agreed to investigate a suitable certification standard (ISO20001/ISO9002) and for the society to begin working towards achieving such an award</p>	<p><b>RS</b></p>
<b>13</b>	<p><b>Membership Model</b></p> <p>The proposals from MSG were determined not to be suitable for the society and therefore further work needs to be undertaken.</p> <p>Before acceptance of the final solution it will need ‘market testing’ before being proposed at the EGM in October.</p>	<p><b>AH</b></p>
<b>14</b>	<p><b>Events</b></p> <p>Richard Steel advised that he is attending the Events Committee meeting on 6<sup>th</sup> June. Socitm are committed to the Celtic Manor for the autumn [REDACTED]. The service reviews generated a number of proposals all of which need to be investigated and ‘market tested’.</p> <p>Rose Crozier commended the enthusiasm of the events team.</p>	
<b>15</b>	<p><b>President’s Dinner</b></p> <p>It was agreed that when invitations are issued they would not be transferable as this has resulted in persons of the wrong stature attending the event. Recommendations for guests are still being received. Pam Larsen advised she would have the final list available for the President w/c 9<sup>th</sup> June.</p>	<p><b>PL</b></p>
<b>16</b>	<p><b>Sponsorship</b></p> <p>Guidelines need to be drawn up on the approach to private sector organisations for sponsorship. Any sponsorship package needs to be made attractive in order that suppliers do not have the perception of being a ‘soft touch’ for funding.</p>	

<b>17</b>	<b>International</b>	
	Richard Steel suggested deferring any decision until after the LOLA conference taking place in Brussels week commencing 26 <sup>th</sup> May	

**Appendix A**  
**Socitm Board of Directors meeting 22 May 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
Adrian Hancock	Interim Managing Director
David Bryant	Director
Melanie Smith	Finance Manager
David Houston	Affiliate advisor
Pam Larsen	PA to Managing Director