

**Minutes of the Socitm Board of Directors Meeting held 12 February 2009
at Camden Town Hall**

<p>1</p>	<p>Apologies for absence</p> <p>Apologies were received from David Houston, David Clayden, Steve Jones and Shey Cobley.</p>	<p>Action</p>
<p>2</p>	<p>Directors Conflict of Interest</p> <p>None were declared.</p>	
<p>3</p>	<p>Minutes of previous meeting</p> <p>The minutes of the meeting held on 15 January 2009 were agreed.</p>	
<p>4</p>	<p>Matters arising from previous minutes</p> <p>Item 8 – Suggested ‘federal’ model. Richard Steel reported that he had attended regional meetings in Scotland and Northern Ireland and that whilst there was support for the idea there were reservations concerning core programmes. It had been agreed that a workshop would be convened late spring/early summer to address core/regional issues.</p> <p>The next regional meeting in Wales is planned for 26 March 2009 and Adrian Hancock will attend. Richard Steel has prior engagements but will attempt to attend this meeting.</p> <p>Item 9 – Composition of Socitm Futures. A meeting is planned for 17 February where this will be resolved.</p> <p>Item 10 – Position Statement. Richard Steel had published this via the website and personal communication to regional ‘chairs’. Feedback so far had been somewhat limited.</p> <p>Item 12 – Membership Board. Ratification of ToR by NAC is still work in progress.</p> <p>Item 15 – Dissolution of Socitm Services Limited. Pamela Larsen reported that this had not yet taken place as there was a concern that the company name could be adopted by any other organisation after a short period of time. It was agreed not to progress this.</p>	<p>AH</p> <p>RS</p> <p>RC</p>

<p>5</p>	<p>Financial Reports</p> <p>Melanie smith reported that the 2008 accounts were now with the auditor. It is predicted that there will be a modes surplus [REDACTED]</p> <p>Jos Creese requested the forecasted outturn for 2009/2010.</p> <p>Melanie Smith replied that a balanced budget had been set for 2009 with a contingency against loss of profit.</p> <p>Richard Steel advised that financial systems are now in place to allow more accurate monthly monitoring of the 2009 budget.</p> <p>It was agreed to invite our auditor to the attend the March SBD meeting in order for her to</p> <ul style="list-style-type: none"> • Present her reports • Give an update on the Companies Act • Advise on reserve levels 	<p>MS</p>
<p>6</p>	<p>Divisional Boards: Issues and reports</p> <p>Commercial Board</p> <p>David Bryant reported on the recent Commercial Board meeting where Doug Maclean had given a presentation on Socitm Consul ting’s current activities. Agreement had been reached on reporting requirements.</p> <p>[REDACTED]</p> <p>Insight</p> <p>Adrian Hancock reported that contract negotiations were still continuing. The board agreed that the baseline salary figure would be adhered to.</p> <p>It was agreed that the Insight business plans were a matter for the Commercial Board.</p> <p>Business Partnerships</p> <p>Adrian Hancock advised that initial meetings had been held with four potential business partners and further talks would be progressed.</p> <p>Steve Palmer questioned the process to be followed should any other director be approached by a potential partner.</p> <p>It was agreed that Adrian Hancock take the lead.</p>	<p>AH</p> <p>AH</p>

	<p>Member Services Board</p> <p>Rose Crozier reported on the Member Services Board meeting held the previous day. Bernard Gudgin is progressing the new membership categories but rules need to be defined on how members might progress through the various categories and taking cognizance of CPD achievements.</p> <p>Young professionals should be shadowing experienced practitioners – ‘mentoring facility’</p> <p>The position of special interest groups such as police and fire needs to be investigated in terms of how the society could support them.</p> <p>NAC to be requested to provide volunteers to act as a forum for the Membership Board, i.e. processing membership applications.</p> <p>Policies need to be defined where the economic downturn might result in members losing jobs and the subsequent effect on their membership status.</p> <p>Socitm Consulting were to be requested to ensure the ‘web jobs page’ be kept up to date.</p> <p>A drive on membership recruitment is to take place post EGM in October and therefore a marketing plan needs to be implemented.</p>	<p>RC</p> <p>RC</p> <p>VS</p>
<p>7</p>	<p>Corporate Services Team</p> <p>Boilerhouse proposals</p> <p>Adrian Hancock reported that whilst only [REDACTED]</p> <p>Various remuneration options were discussed. Adrian Hancock to progress.</p> <p>London Based Policy role</p> <p>It was agreed to appoint a London-based person for this position in order to maintain the momentum of Richard Steel’s efforts with strategic groups. Funding for this appointment would be achieved from savings elsewhere coupled with funds previously earmarked for business development. It was also suggested that the post might possibly be filled from a local authority secondment.</p> <p>Commercial & Business Development Director</p> <p>It was agreed that there was a need to recruit a Commercial/Business</p>	<p>AH</p>

	<p>Development person in order to exploit the commercial opportunities currently being offered to the society. It is envisaged that this role could be on a short term basis with a modest remuneration and a performance related bonus.</p> <p>The decision on this appointment was delegated to the Commercial Board.</p> <p>Sales & Marketing role</p> <p>Discussions had been ongoing with Elaine Davis with a view to extending her current role within the society. It was agreed to delegate contract negotiation to the Commercial Board. It was mooted that Ken Boxhall be involved with the contract negotiations.</p>	DB
8	<p>Systems & Resources</p> <p>Adrian Hancock reported that the CRM system and updated version of the finance system would go live on 16 February 2009.</p>	
9	<p>Policy</p> <p>Whilst the NAC had agreed to update the 2005 strategy document there had been no progress to date.</p> <p>Calendars</p> <p>The Socitm meetings calendar is now available on Google. Richard Steel advocated that all directors agree to use this mechanism in order to facilitate the scheduling of meetings.</p>	RS
10	<p>Events</p> <p>Steve Palmer reported that Tony Travers would be the keynote speaker opening the April National Conference.</p> <p>AGM Preparation</p> <p>Pamela Larsen had provided a document outlining timescales for each task to be achieved prior to the AGM. Richard Steel agreed to assist.</p>	RS
11	<p>AOB</p> <p>It was agreed that meetings for 2009 would be at two monthly intervals.</p>	

Appendix A

Socitm Board of Directors meeting 12 February 2009 Attendance List

<i>Name</i>	<i>Title</i>
Richard Steel	President (chair)
Steve Hopson	Vice President
Steve Palmer	Vice President
Jos Creese	Vice President
Rose Crozier	Immediate Past President
Adrian Hancock	Managing Director
David Bryant	Non Executive Director
Melanie Smith	Finance Manager
Pamela Larsen	PA to Managing Director