

**Minutes of the Socitm Board of Directors Meeting held 02 December 2008
at Camden Town Hall**

1	<p>Apologies for absence</p> <p>Apologies were received from Jos Creese, Richard Steel and Steve Hopson</p>	Action
2	<p>Directors Conflict of Interest</p> <p>None were advised</p>	
3	<p>Minutes of previous meeting</p> <p>The minutes were agreed</p>	
4	<p>Presidential Succession</p> <p>Steve Palmer proposed that whilst Steve Hopson had deferred his presidential year that he should remain as a VP. As Steve may no longer be in Local Government then protocols need to be investigated.</p>	PL
5	<p>Budget</p> <p>Melanie Smith apologised that in previously issued papers that an item of double entered and the expected profit should have been [REDACTED] The October consulting income was only [REDACTED]</p> <p>Socitm had been holding a sum of money due to COSPA which has now been repaid but due to the fluctuations in the Euro this has resulted in the payment of a further £5k. [REDACTED]</p> <p>David Bryant expressed concern over the increased [REDACTED] expenditure.</p> <p>David Houston responded that [REDACTED] always exceeded both income and expenditure. The [REDACTED] budget plan is being prepared and will be available for the January SBD meeting. [REDACTED] be allowed additional expenditure without prior approval from SBD.</p> <p>Adrian Hancock reported the [REDACTED] remuneration and structure package would be available for the January meeting. [REDACTED]</p> <p>Budget 2009</p> <p>David Houston reported that the budget was close to finalisation</p> <ul style="list-style-type: none"> • The [REDACTED] business plan could be improved following contract negotiations 	

<ul style="list-style-type: none"> • Whilst the Consulting business plan showed a contribution of [REDACTED] to the society, Doug Maclean had suggested this be [REDACTED] in the Socitm budget. <p>David Houston to investigate this large discrepancy.</p> <p>Adrian Hancock advised that a business audit is needed on [REDACTED] their markets and sales techniques etc.</p> <p>Steve Palmer advised that intelligence was required on ‘what’s happening’ in both the public and charity sectors and suggested that a panel of members be set up to give input and ideas from a public sector perspective.</p> <ul style="list-style-type: none"> • Events. Steve Palmer reported that the events team felt that their targets were achievable but would further advise if issues arose • Member subscriptions. Adrian Hancock reported that there is potential for additional income from corporate membership. It is imperative that pilot schemes are established during 2009 to ascertain members’ needs and requirements. <p>David Bryant suggested that the budget figure for contingency against loss of profit was insufficient and that it should be increased by [REDACTED].</p> <p>Adrian Hancock reported a tension with appointing an additional executive director in 2009 as Socitm’s requirements are strategic, finance and business development, It might be possible to identify a business development professional who may be prepared to work for a share of revenue (commission basis) rather than salaried.</p> <p>Steve Palmer advised of the need to keep the board at a strategic level – ideas need to be brought to the January/February meeting on repackaging without the expense of an additional director.</p> <p>Adrian Hancock recommended that David Houston stay on beyond March 2009.</p> <p>Funding for Regions</p> <p>Rose Crozier advocated a central fund for regions to call upon. Member Services to all allocation following regional bids.</p> <p>Melanie Smith suggested a draft plan for 2009 regional activities needed to be drawn up and volunteered to contact the regions.</p> <p>Performance Targets</p> <p>Adrian Hancock reminded the board re the performance element of his salary which was to be paid on half yearly basis. A paper had been circulated on performance to date, a review had been carried out and a payment is now due.</p> <p>Steve Palmer invited board members to lodge, via email by the end of the week any objections or issues which may prevent this payment being actioned.</p>	<p>DH</p> <p>AH/DH</p> <p>AH/BG</p> <p>DH</p> <p>ALL</p> <p>MS</p>
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	Melanie Smith to include this payment in his December salary unless advised to the contrary by Monday 8 December.	ALL MS
6	<p>National Advisory Council</p> <p>Adrian Hancock presented a list of agenda items, supplied by John Serle for the next NAC meeting. Following discussions the following items were to be added to the agenda</p> <ul style="list-style-type: none"> ▪ Communications ▪ Review of events ▪ Commercial Board ▪ AGM arrangements ▪ Strategy day ▪ Role of SBD's links to regions, to included relationship with regions and discussion of regional events 	
7	<p>Socitm Futures Report</p> <p>A report to the board had been circulated. There were no requests from Futures group to the board.</p> <p>What needs to be clarified is the role played by [REDACTED] on the Futures Board.</p>	AH
8	<p>Membership Report</p> <p>Rose Crozier reported back from the first Member Services Board meeting stressing</p> <ul style="list-style-type: none"> • The need to act quickly because of certain expectations • Had discussed <ul style="list-style-type: none"> ▪ Terms of reference ▪ Work programme ▪ Communications ▪ Resources <p>The priorities are to transfer from old to new membership categories and the urgent need to decide who will become the new Senior Members.</p> <p>Bernard Gudgin has undertaken the rationalisation of this.</p> <p>David Bryant suggested that perhaps part of the criteria for senior membership should be linked to activity within the society.</p> <p>Rose Crozier advised on the need to define how senior membership would be measured in the private sector as members from within this sector are not necessarily pure IT.</p> <p>Rose also advised on the urgent need to communicate with the membership before</p>	

	<p>Xmas regarding the new categories. The message should be on behalf of Members Services but endorsed by SBD. Adrian Hancock to draft a suitable message.</p> <p>It was agreed to produce an annual report in time for the April AGM. Melanie Smith to produce draft year end reports by March board meeting</p> <p>Rose also reported that Richard Steel had agreed to oversee communications with the membership</p> <p>Rose Crozier stressed the need to determine what our 'product' is. David Hopkins offered to prepare a paper for the January Members Services Board meeting. The Member Services Board felt, at this time, there was no forum available to engage on regional issues and that MSB should co-ordinate regional activities.</p>	<p>AH</p> <p>AH/PL/MS</p> <p>RS</p> <p>RC</p>
<p>9</p>	<p>Board Development</p> <p>Commercial</p> <p>Adrian Hancock advised that the first meeting was scheduled for 15 December where the Terms of Reference will be defined for subsequent agreement by SBD. These will be based upon</p> <ul style="list-style-type: none"> • Partnership management • Contract management • New business development • Existing business development • Financial contracts <p>CITRA</p> <p>The board agreed to appoint David Clayden as a Non Executive Director on SBD. Adrian Hancock to sit on CITRA board.</p> <p>Company Secretary</p> <p>The board agreed to appoint Pamela Larsen as Company Secretary.</p>	
<p>10</p>	<p>Systems & Resources</p> <p>CRM/CMS</p> <p>Adrian Hancock reported that both CMD & CRM development were on target [REDACTED].</p> <p>A new version of the Exchequer software has been received from IRIS.</p> <p>Staffing and Contracts</p> <p>Adrian Hancock to meet with Melanie Smith regarding her contract and circulate details</p>	

Appendix A

Socitm Board of Directors meeting 02 December 2008 Attendance List

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