



INSTITUTE OF MANAGEMENT SERVICES

Minutes of the Council of Management meeting held on Friday 5th November 2021
at 10:30 am via Zoom.

	Action
<p>CM2304 Chair's Introductions Andrew welcomed and thanked everybody in attendance, and formally welcomed Kirstie, Liz, and Bertie from Cygnul.</p>	
<p>CM2305 Attendance Record Dr A Muir (Chair) (AM), Mr D Blanchflower (Treasurer) (DB), Richard Taylor (RT), Ian Bromley (IB), Mostyn Lewis (ML), Kirstie York (KY), Liz McGain (LM), Bertie Hart (BH) In Attendance Kirstie York (KY), Liz McGain (LM), Bertie Hart (BH)</p>	
<p>CM2306 Apologies For Absence None</p>	
<p>CM2307 Acceptance of Previous Minutes Minutes arising from Council Meeting on 24th September 2021:</p> <ul style="list-style-type: none">• CM2302 AM to talk to potential new council members at AGM; AM felt it inappropriate to approach at AGM. AM to action going forward <p>Minutes agreed. Proposer IB, seconder RT. The Chair signed the minutes.</p>	AM
<p>CM2308 Council Vacancies and Suggestions for Possible Candidates AM outlined the Council nominations for the upcoming year. The following Council members were elected unopposed.</p> <p>President: CC-T Chair: AM Deputy Chair: DB Treasurer: AM (Volunteered for 12 months) Company Secretary: ML Memberships: RT Education: IB Journal and Newsletter: DB</p> <p>RT suggested James Fowell (JF) for Council. RT has directly approached JF and asked if he would consider a role with IMS, which JF indicated that he would. Rachael Broughton, Ken Gamble and Graham Baker are the other 3 who have shown an interest in joining the IMS Council.</p> <p>DB suggested sending out a letter to all four possible candidates, asking them what knowledge and expertise they could bring to the role. AM volunteered to oversee this and would send out a formal covering letter to ask what their areas of interest are and explaining what is expected from Trustees.</p> <p>Action Point: AM to contact possible Council members</p>	AM
<p>CM2309 Reports Treasurer, Membership and Education reports are attached</p> <p>Any Other Competent Business</p>	
<p>CM2310 AM was slightly concerned with the overall hits on the website, as CC-T follows these trends, with returning views relatively low. RT was confident that the hits IMS are</p>	

receiving are quality over quantity in this instance. As a high percentage of visitor traffic comes from India, RT suggested that it could be a great market for IMS to tap into, possibly connecting with Indian Universities. One of the main current search criteria was Method Study it would be useful to have a paragraph on this, accessible from the website (this is just an example). DB said that the IMS site should be more user friendly and that setting up a reciprocal link between the IMS and Scott-Grant websites would be beneficial moving forward.

IB addressed the admin work being carried out by Cygnul and noted that there is significant outstanding business that needs to be addressed regarding the database. KY acknowledged that it has been a challenge but Cygnul will continue to use and update it in its current format. A 6 month progress review on progress would be carried out.

AM said that IMS will retain Lichfield office until the first quarter of next year, but going forward, downsizing would be considered. **RT said that he will contact Lichfield** regarding this. ML queries what records were being held at Lichfield office.

RT

DB expressed his concerns about the printer agreement and the costs associated with it, he has asked for **a copy of the contract and will send that to RT. ML would like to be kept informed on any updates to this.**

DB, RT, ML

RT raised the issue of mail still going to Brooke House, going forward it should be going directly to Cygnul?

RT expressed his thanks and appreciation to DB for his contributions whilst working as Treasurer, especially during the preceding turbulent two-year Covid period.

RT asked Cygnul team about the external contact register, with KY stating that most contact thus far has only been internal, with the bulk of these coming via email.

It is intended to hold an IMS Student of the Year again in 2022, with nominations to be received by end December 2021. Proposed date 7th February 2022 in Manchester.

RT

RT to Contact Julia Wilkes at Lichfield to see if smaller unit available, ML would like to be kept informed.

RT, ML

Pitney-Bowes franking machine to be cancelled. DB to look into this.

DB

CM2311 Chair's Closing Remarks

AM confirmed that IMS bear the costs of the office situation until a finite decision is made next year.

CM2312 Next Council Meeting

Friday 28th January 2022 at 10:30 am via 'Teams'

The meeting closed at 12:42 pm

Signed:

Dr A Muir, Chair

Distribution:

David Blanchflower
Richard Taylor
Ian Bromley
Andrew Muir
Mostyn Lewis
Colin Coulson- Thomas