

Minutes of the Council of Management meeting held on Friday 28th January 2022
at 10:30 am via Zoom.

CM2313	Chair's Introductions	Action
	Andrew welcomed and thanked everybody in attendance, and formally welcomed Ken Gamble, the newest member of council.	
	CM2314	
	Attendance Record	
	Dr A Muir (Chair) (AM), Mr D Blanchflower (Treasurer) (DB), Mr Richard Taylor (RT), Mr Ian Bromley (IB), Mr Mostyn Lewis (ML), Mr Ken Gamble (KG),	
	In Attendance	
	Mrs Kirstie York (KY), Ms L McGain (LM), Mr Bertie Hart (BH)	
	CM2315	
	Apologies For Absence	
	None	
	CM2316	
	Matters arising and Acceptance of Previous Minutes	
	Student of The Year Award confirmed for Tuesday 22nd February (in Manchester), to include around 20 people. AM pleased and keen on celebrating success.	
	LM confirmed that the franking machine has been cancelled.	
	Printer contract cancelled and sold back to Unique Copiers.	
	Minutes Accepted	
	Proposer RT Seconder IB	
	CM2317	
	Council Vacancies (AM)	
	There has been lack of response from potential candidates Rachael Broughton and Graham Baker, although they have been responsible for a significant number of IMS candidates for certification (RT).	AM to follow up
	James Fowell is still interested. Worth checking with him in a few months. Chris Elkington (CV attached) has shown an interest. RT raised concerns with what Chris will bring to the institute. Name not familiar, and no previous contact with IMS. DB suggested a direct approach, asking how the Institute would benefit from his experience. AM to write back to Chris.	
	ML highlighted that KG has to be added to the information at Companies House.	AM to contact Chris Elkington
	CM2318	
	Finance Report (DB)	
	Year End Report	
	DB reported that the accounts are in a healthy position (report attached)	
	Gwyneth (bookkeeper) to check post at Lichfield (expecting bank cards to be delivered there)	
	Mandate for change of signatories on the account is being actioned.	
	Currently 75-80% of income is from Education, which is expected to be an important income stream	
	AM thanked and congratulated DB for his 22 years' service working on the Institute's accounts, the Institute is now in a healthy position moving to the future.	
	CM2319	
	Membership Report (RT)	
	RT showed (see attached graph) that Membership increased in 2021 and likely to increase in 2022. RT predicted that 5 years membership is likely to be no more than its current figure.	
	RT has liaised with Cygnul to identify the 5 year Affiliate members due for renewal in 2022, for Cygnul to send out letters.	

	<p>DB said that it would be worth writing to active members without valid email addresses. Not cost effective in short term, but potential long-term benefits. As Journal is no longer sent by post, there would be no reason to contact IMS if a member is deceased. Suggested a new protocol needs to be put in place to rectify this.</p> <p>IB suggested testing new member email addresses.</p> <p>RT still in process of updating exam & Membership regulations, website will need updating with new copies.</p>	Cygnul
	<p>Education Report (IB)</p> <p>IB said Education was looking a little unsettled, but in a far better position than a year ago. Discussion around difficulty of the exams and pass rate, especially relating to new modules.</p> <p>AM concerned that Simon Tate is the only examiner, suggested that KG might be interested.</p> <p>Discussion around point 6 of the report – 3rd party offering courses.</p> <p>IB confirmed that the market is improving for productivity courses.</p>	RT to liaise with KG
	<p>Media (DB)</p> <p>DB expressed concerns that nobody is currently in charge of media side of the Institute and needs addressing.</p> <p>Happy with Cygnul’s work on the website. Paul Vernon needs to be contacted regarding the website, but to tread carefully with this due to his illness (Cygnul have emailed and called but no response).</p> <p>Mel negotiated a lower price for printing with Belfast Print (who were intending to double our costs) as they agreed to match competitor’s price.</p> <p>AM said that the most essential media activities should be identified going forward.</p>	DB Cygnul
	<p>Deputy Chair Report (DB)</p> <p>AM has concerns with Julian Cutler still being a signatory on the Bank of Scotland accounts. DB said that it is worth keeping him as fallback, in case of being left with just one signatory.</p> <p>RT suggested four appropriate members of Council on policy as signatories.</p> <p>In 2019 Council decided to fund regions differently. This resulted in the regions no longer being active. Question for Council - do you still need the regional structure, or shall we get rid of it? – implications with information on the website</p> <p>AM said to differentiate what is desirable and what is essential. Set up a separate meeting about this</p>	DB Council
CM2320	<p>Company Secretary (ML)</p> <p>ML explained his reasoning for resigning from his Council position as Company Secretary. Feels that he couldn’t take over full admin functions and expected to be more involved in decision making. Will remain on Council until the AGM or until there is a new member of Council to replace him.</p> <p>AM accepted his resignation and a decision will be made amongst Council over the next couple months as to who will replace him.</p>	Council
CM2321	<p>Cygnul (Update on Service Provision)</p> <p>AM said feedback on Cygnul’s admin duties thus far has been positive.</p> <p>RT also impressed with the way things are going, and all has gone as well as expected. Still a few dynamic issues to address regarding membership.</p> <p>DB said Cygnul have been proactive.</p> <p>AM would like to see ‘Cygnul update on service provision’ a regular item on the Agenda.</p>	
CM2322	<p>Accommodation (Lichfield Business Village)</p> <p>RT said a plan needs to be sorted with the accommodation tenancy agreement.</p>	Council

CM2323 Any Other Competent Business

KG said it'd be good to familiarise with all areas different Council members deal with, AM asked him to send him an email

All agreed to stick with Zoom going forward.

Minutes going forward to use previous numbering format, and previous minutes to be amended.

Dates for meetings: 1st April, 10th June, AGM 14th October (Formal notice of AGM and increase of membership fees for 2023 to go in June Journal)

Agreed

CM2325 Next Council Meeting

Friday 1st April 2022 at 10:30 am

KG

Cygnul

Distribution: Andrew Muir
David Blanchflower
Richard Taylor
Mostyn Lewis
Ian Bromley
Ken Gamble