

## INSTITUTE OF MANAGEMENT SERVICES

MINUTES of the Council of Management meeting held on Friday 24<sup>th</sup> September 2021 at 10.30am using the electronic platform Zoom.

Present: Dr A Muir - Chairman  
Mr D Blanchflower - Treasurer  
Mr M Lewis - Company Secretary  
Mr R Taylor  
Mr I Bromley

Apologies: There were no apologies.

### Minutes

#### CM2296 Chairman's Introduction

The Chairman welcomed everyone to the meeting and advised that the main purpose of the session was to discuss the progress made on the proposed outsourcing of the Institute's admin.

#### CM2297 Attendance

The names of those who had linked in to the meeting were recorded.

#### CM2298 Apologies for Absence

None

#### CM2299 Acceptance of the Previous Minutes

The Chairman asked if the Council minutes dated 13<sup>th</sup> August 2021 be accepted as a true record. After discussion it was agreed that all the action points had been completed and the minutes were approved. Proposed by Mr M Lewis and seconded by Mr R Taylor. The Chairman signed the minutes.

#### CM2300 Outsourcing of the Institute's Admin

Mr R Taylor had circulated a brief outline of the meeting with the IMS Admin Provider held on Friday 17<sup>th</sup> September and went through all the points listed in detail (see attached).

A comprehensive discussion took place on the list of key processes and activities for priority.

Decisions were made on several of these and included the following:

Member Database – Mr I Bromley described a number of problems relating to the current member database and how it was not just a matter of transferring this over to the new admin provider. He said that a considerable amount of work would have to be done on the system in order to make it 'fit for purpose'. This would require an investment of time and money to upgrade the system. **Mr R Taylor** said that he would attempt to contact the original supplier of the IMS laptop in order to find out what would require to be done to improve system functionality.

Treasury, Accounts and Bookkeeping – **Mr D Blanchflower** advised that there would need to be a transition period before these functions could be handed over to Cygnul and that Gwyneth would continue up until the end

of this financial year (31<sup>st</sup> December) and he suggested she be paid a retainer for a period after that to ensure everything was operating properly. Lichfield Office – Dr A Muir asked if anything had been concluded on the proposal to downsize to a smaller office at Lichfield Business Village. After some discussion it was agreed that the current office should be retained until the first quarter of 2022 and that Lichfield be asked to advise us if a smaller office was to become available then. **Mr D Blanchflower** to contact Lichfield accordingly.

Website – The maintenance of the website was discussed in detail. Council agreed that the new website should be shelved in the meantime because there were too many other priorities.

Mr R Taylor confirmed that the initial target date for the commencement of Cygnul would be 1<sup>st</sup> October 2021, with the handover of key routines, repeatables and 'time consumers' to be in place by the 1<sup>st</sup> January 2022.

**CM2301 Annual General Meeting**

Dr A Muir raised the issue of what format the forthcoming AGM should take and if there would be any presentations made. It was generally agreed that the meeting should be kept to an hour or so but that the President, Chairman and Chair of Membership should do fairly short presentations but that the main objective was to get through the formal agenda. **Dr A Muir** said that he would draft an agenda for the meeting and would circulate it to Council for comment (see attached).

**CM2302 Council Vacancies**

Dr A Muir raised the matter of Council vacancies and whether or not there were any thoughts with regard to filling these. Mr D Blanchflower said that Mr G Baker and Mrs R Broughton had indicated that they would be attending the AGM. After some considerable discussion on whether they might be interested in joining Council, **Dr A Muir** was asked to consider approaching the subject with them at the AGM but it was stressed he make it clear to them that they would be expected to make a contribution to Institute operations.

**CM2303 Date of Next Council Meeting**

The next Council meeting was set for the 5<sup>th</sup> November 2021 at 10.30am using Zoom.

**Chairman's Closing Remarks**

In closing the meeting, the Chairman thanked everyone for their contribution and support, particularly those who had been involved in the outsourcing project.

The meeting closed at 12.15pm

APM/Council Minutes 28<sup>th</sup> September 2021

**Action required by Council/Council members where names are emboldened.**