

INSTITUTE OF MANAGEMENT SERVICES

MINUTES of the Council of Management meeting held on Friday 30th April 2021 at 10.30 am using the ClickMeeting electronic platform.

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

Apologies: Mr S Tate

Minutes

CM2259 Chairman's Introduction

The Chairman welcomed everyone to the Council meeting using the electronic platform ClickMeeting.

CM2260 Attendance

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

CM2261 Apologies for Absence

Mr S Tate.

CM2262 Acceptance of the Previous Minutes

The Chairman asked if the Council minutes dated 1st April 2021 be accepted as a true record. After discussions on the action points listed, it was agreed that all the points had been actioned, with the exception of CM2255 Mr R Taylor to contact Mr Paul Vernon of New Media Development to ascertain why he had not responded to the various communiques from the Institute. This item is further discussed in CM2267 below. With this exception, the minutes were unanimously approved. Proposed by Mr D Blanchflower and seconded by Mr I Bromley. The Chair signed the minutes.

CM2263 Education Report

Mr R Taylor asked for this report to be taken earlier in the meeting because of the time critical nature of the content. The details contained in the paper were the subject of a prolonged and comprehensive discussion at the end of which the proposals were unanimously approved. **Mr R Taylor** to action the changes. (See report: Updating of IMS Certificate, Draft 4, 14 April 2021, attached.)

CM2264 Financial Report

Mr D Blanchflower had circulated a combined report prior to the meeting which included an update on the Institute's finances. It highlighted that in the first four months of 2021 there had been an operating surplus of £8,040. The Chair thanked the Treasurer for keeping a tight hold on the purse strings and securing the various Government grants. (See report: Treasurer/Admin Report January – April 2021 attached)

CM2265 Accommodation

Mr R Taylor had submitted a comprehensive report on the two potential service providers prior to the meeting. He outlined the details of his research thus far. This was followed by a fairly long Q&A session which was concluded as follows. The **Chairman, Mr R Taylor and Mr D Blanchflower** would develop the analyses further with **Mr D Blanchflower** to provide a list of supplementary questions to be put to each supplier prior to reporting back to Council on the outcome. Council was asked to comment on the principle of retaining a dedicated IMS office with access to meeting facilities, Messrs. Ian Bromley and M Lewis said this would be desirable. (See report: Outsourced admin for IMS? Agenda item 7 Council meeting 30 April 2021, attached.)

CM2266 Membership

The Chair of Membership had submitted a report prior to the meeting outlining the current situation with regard to membership. He said that the numbers had increased by at least 12 from 1st January 2021 with a few more to add from reinstatements.

The report also contained an outline of the investigation into BSI's withdrawal of BS3138: 1992 – also BS3375. He added that the responses he had received from the Standards Agency had been very disappointing. (See report: Ref update paper 1 – Membership + BS3138 withdrawal, attached.)

CM2267 Media

Mr D Blanchflower in his combined report outlined the current situation with the journal. Amongst other things, he had highlighted that the unit cost of producing the journal was now £6.36 per member compared with £14.95 per member in 2017 – this reduction in cost was mainly due to moving the journal to an electronic format.

The report also highlighted details relating to the viewing of the Newsletter which was well over 1000 viewings per month.

In terms of the work he had done on the Website, he had needed to contact Mr Paul Vernon of New Media Development on a security issue - although he emphasised that this was not his responsibility. He apparently was able to contact Mr Vernon by phone immediately and said that he had resolved the problem within an hour. He added, that he could not understand how Mr S Tate was unable to get in touch with New Media Development as he had provided him with all the contact details.

It was noted that Mr S Tate had not attended a Council meeting for well over a year and the **Chairman** was asked to write to him to ascertain what his intentions are with regard to his future role on Council.

CM2268 Council Elections

Mr D Blanchflower, as Company Secretary, advised that at the close of nominations for the upcoming Council election he had received only two nominations – A Muir and R Taylor. This would be reported to the AGM. He also said that Mr M Lewis had expressed an interest in the Company Secretary position and that he was happy to hand this over to him. **Mr D Blanchflower** agreed to send Mr M Lewis various documentation in this regard.

CM2269 **Annual General Meeting**

It was agreed that this year's Annual General Meeting would be held as a virtual meeting on Friday 8th October 2021 at 10.30 am. This would be followed by a short meeting of the new Council.

CM2270 **Any Other Competent Business**

A discussion paper on succession planning had been circulated prior to the meeting by the Chairman. A second paper from Mr D Blanchflower in response to that paper had been circulated also. After giving due consideration to both submissions, Council agreed that the priority was to concentrate on the administration of the Institute in the meantime and the subject of succession be left to a later date. (See both Discussion Papers attached.)

CM2271 **Date of Next Meeting**

The date of the next meeting of Council to be arranged.

Chairman's Closing Remarks

In closing the meeting, the Chairman thanked everyone for all their support and concluded by asking everyone to continue to take care and stay safe!

The meeting closed at 12.30pm

APM/Council Minutes 30th April 2021

Action required by Council members where their names are emboldened.