

IHBC

**THE INSTITUTE OF HISTORIC BUILDING CONSERVATION
EAST ANGLIAN BRANCH**

<u>OBJECTIVES</u>	<u>KEY ACTIONS</u> 2008-2009	<u>TARGETS</u>	<u>LEAD ACTION</u>
1. CPD Setting standards for conservation practice throughout East Anglia and Improving education and training in conservation	1. Hold regular meetings and education/training days	1. Hold 2 CPD Branch Study Days primarily for members	Events co-ordinator
	2. Ensure that IHBC contributes towards the development of professional accreditation for those working in historic building conservation	2. At least 75% of the meeting/training day should qualify as CPD. CPD Certificates will be issued	Events co-ordinator
2. BRANCH MEETINGS Maintain Regular Branch Committee Meetings and Attendance at National Council and Branch Meetings	1. Ensure Institute of Historic Building Conservation Representation at all Relevant national meetings. Ensure the East Anglian Branch operates in an effective manner	1. To hold a minimum of 4 Branch Committee meetings each year to deal with business and monitor progress with the Business Plan	Secretary to organise regular Meetings
		2. To ensure the Branch is represented at UK Council meetings. Attendance to be monitored and reported to AGM	Branch Representative to attend or arrange substitute
		3. To ensure the Branch is represented at UK Education Committee Meetings. Attendance to be monitored and reported to AGM	Education Officer to attend National Education Committee Meetings

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3 <u>PUBLIC RELATIONS</u> Lobby for changes in conservation policy and practice	1. Develop links with appropriate bodies and organisations	1. Maintain regular contact with these identified groups to debate issues of importance to IHBC members. Assist in promoting a full understanding of the role of IHBC	Chair or substitute
Contact through email and event feedback forms	2. Identify and develop membership opinion and ensure that we have an effective system to respond quickly	2. Minimum two Newsletters per annum	Newsletter Editor
	3. Disseminate up to date information on historic building conservation matters relevant to our members	Identify changes and trends in Building Conservation	Membership secretary & Newsletter Editor
4. <u>RECRUIT NEW MEMBERS</u> Recruit more members to broaden membership Base and review how Members receive information on Institute of Historic Building Conservation and branch Activities	1. Ensure the Institute of Historic Building Conservation Web Page is kept up to date with East Anglian news and events	1. All IHBC East Anglian events to be publicised in advance on IHBC web page and by e-mail to members	Events Coordinator & Newsletter Editor.
	2. Strengthen the membership of the Institute	2. To recruit at least 5 new members by Sept. 2009 and to respond promptly to institute of Historic Building Conservation HQ on new member Applications	Membership Secretary
5. <u>RAISE STANDARDS IN BUILDING CONSERVATION</u> Supporting excellence in all aspects of conservation	1. Create links with East Anglian Colleges involved in Conservation training in East Anglia	1. Maintain & support regular contact with colleges	Education Officer
	2. Encourage Branch Members to attend events and Annual School	2. Ensure all members are aware of Regional and National Events	All members of Committee

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6. <u>COMMUNICATE WITH MEMBERS</u> Improving Branch Communication and Administration systems and member satisfaction	1. Improve links, especially electronic	1. Maintain and update branch participation with national web page via National IT Officer	All members of Committee via email
		2. Produce 2/3 news letters per year	Newsletter editor
7. <u>FINANCE</u>			
Manage branch prudently	1. Maintain financial record of branch accounts	1. Agree annual branch budget	Branch Treasurer

EAST ANGLIAN BRANCH

BUSINESS PLAN COSTS
1ST OCT. 2007 – 30TH SEPT. 2008

BUDGET
1ST OCT.2008-30TH SEPT. 2009

<u>EXPENDITURE</u>	<u>INCOME</u>	<u>PROFIT</u>	<u>EXPENDITURE</u>	<u>INCOME</u>	<u>PROFIT</u>
1 £3,756	£5,195	£1,439	£4,000	£5,500	£1,500
2. £ 157	--	--	£ 600	--	--
3. NO EXPENDITURE (Newsletter costs included under item 6)			£ 25	--	--
4. NO EXPENDITURE			£ 10	--	--
5. NO EXPENDITURE			£ 50	--	--
6. £ 400	£ 550	£ 150	£ 460	£ 550	£ 90
7. NO EXPENDITURE					
<u>£4,313.00</u>	<u>£5,745</u>	<u>£1,432.00</u>	<u>£5,145</u>	<u>£6,050</u>	<u>£905</u>
(Profit of £1589-£157 for item 2 =£1432)			(Profit of £1590 - £685 for items 2-5 = £905)		