



IHBC East Midlands Branch Business Plan: 2012/2013

Introduction

This is the draft Business Plan for the East Midlands Branch of the Institute of Historic Building Conservation. It sets out what has been achieved in 2011/2012 and our objectives for 2012/2013 together with proposals to achieve these objectives and the likely financial implications.

Branch Committee

The Branch Committee has overall responsibility for implementation of the Business Plan. The Branch Committee 2012/13 is as follows:

<u>Name</u>	<u>Position</u>
Jane Roylance	Chair
Robert Walker	Vice Chair
Stephen Bradwell	Secretary
Roy Lewis	Branch Representative
Rose Thompson	Treasurer
Mark Strawbridge	Membership Secretary
Chris McKinney	Communications Officer
Neil Robertson	Derbyshire County Representative

Liz Blood	Leicestershire County Representative (acting)
Elizabeth Mayle	Lincolnshire County Representative
Rachel Booth	Northamptonshire County Representative
Jason Mordan	Nottinghamshire County Representative
Philip Grover	Education Representative
Sara Croft	General Committee Member
Kerry Walmsley	General Committee Member
Fiona Newton	General Committee Member

Branch Committee meeting dates 2012/2013

Meetings to be held at the Fox and Crown, Appleton Gate, Newark

Tuesday 30th October 2012

Tuesday 4th December 2012

Tuesday 5th February 2013

April meeting venue and date to be confirmed

Tuesday 16th July 2013

AGM 2013

Weeks 1 or 2 in September 2013

Branch Achievements 2011/2012

Supporting members

- Organised CPD visit to Stanford Hall near Lutterworth incorporating a branch meeting afterwards.
- Organised the branch AGM 2012 including a CPD visit to the British Geological Survey in Keyworth.

- Chris Mckinney has significantly improved and maintained up to date information on the branch page of the IHBC website including information on branch visits and archive papers.
- A talk was given by Liz Blood from the Leicestershire and Rutland War Memorials Project highlighting their work at July branch meeting

Building Partnerships

- Fiona Newton continues to represent IHBC at East Midlands Heritage Forum.
- Charles Glenn continues to represent IHBC EM Branch on Derby City Council Conservation Area Advisory Panel.
- Jane Roylance continues to sit as a corresponding member of the IHBC Technical Panel.
- Dave Trubshaw continues to represent IHBC on Leicester City Conservation Advisory Panel.

Maintaining an Active Branch

- All members notified of dates of Branch meetings, Members of Branch Committee, County Reps. and date of 2012 AGM.
- Programme of Branch meetings up to AGM completed.
- Branch accounts maintained by Treasurer and business plan produced.
- Notifying members of consultations via email giving the opportunity for them to make comments.
- Opportunity at branch meetings to discuss and provide formal feedback on behalf of the branch on specific issues.
- A branch meeting was held at a different location to encourage more members to attend.

IHBC Annual School 2009 (related funds)

- Funded one full bursary place plus travel expenses to the Winchester Annual School 2012.

Key Branch Objectives for 2012/2013

- Supporting Members – continued response to member’s needs/requests to help develop the profession.
- Building Partnerships – through continued representation by branch members on advisory committees, panels and forums.
- Maintaining an Active Branch – through regular Branch meetings, links though County groups and County Reps and CPD events and electronic networking.
- Fund one bursary place to the IHBC Annual School plus travel expenses.

Financial Implications

Funds required to achieve the 2012-2013 Business Plan	£650.00 (+800.00 annual school funds)
Cash in bank as of 30 th September 2012	£ 376.98 (£109.00 Annual School Buxton funds)
Income from events/bank interest	£0.08
Central funds requested	£650.00
Annual School Funds	£800.00

Branch Objective	Key Actions	Achieved Through	Lead Responsibility	Financial Implications
Supporting Members	1. Organise max. 2 CPD events / site visits per annum	Support from branch members.	Branch Chair	Nil
	2. Maintain up to date information on branch on IHBC website	Consider type of information to include and create a branch template. Update information and pass to IT consultant	Branch Secretary and other members.	Nil
	3. Increase attendance at events	Organising relevant events and feedback on events, publicity and networking.	Branch Chair	Nil
	4. Increase membership	Target non-members and coordinate a recruitment drive for new and lapsed members.	Membership Sec.	Nil

Building Partnerships	1. Continued representation by branch members on advisory committees, panels and forums.	Representation on East Midlands Regional Heritage Forum. Representation on East Midlands Heritage Education Group. Representation on Leicester City Council Conservation Advisory Panel. Representation on Derby City Council Conservation Advisory Panel.	Fiona Newton. Education Rep. Dave Trubshaw Chris Collison	Nil Nil Nil Nil
Maintaining an Active Branch	1. Organise 6 branch meetings per annum.(1 meeting at a different venue) 2. Prepare a branch business plan. 3. Maintain branch accounts and submit necessary returns to Council. 4. Organise Branch AGM linked to event and appoint	Meeting to be held –venue to be confirmed Ongoing discussion and consultation with Branch Ensure invoices/expenses paid promptly and cash flow managed. Publicise AGM thoroughly and encourage attendance	Branch Secretary Branch Treasurer Branch Treasurer Branch Secretary	£180 Nil Nil £420

	<p>officers</p> <p>5. Ensure branch agendas and minutes and on website.</p> <p>6. Provide for incidental expenses by Committee Members</p>	<p>Provide details to IHBC IT consultant</p> <p>Occasional postage, printing and other costs</p>	<p>Branch Secretary</p> <p>Branch Treasurer</p>	<p>Nil</p> <p>£50</p>
<p>IHBC Annual School 2009</p>	<p>Members discussed options how to use profit from Buxton Annual School</p>	<p>Full Bursary place plus travel expenses to IHBC Annual School</p>	<p>Branch Chair</p>	<p>£800 (£109-left from previous year)</p>