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# IHBC East Midlands Branch

# Business Plan: 2019/2020

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 2018/2019 and our objectives for 2019/2020 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 2018/19 is as follows:

Name Position

Elizabeth Mayle Chair

Rosamund Worrall Vice Chair

Emilie Wales Secretary

Rose Thompson Branch Representative

Alice Ullathorne Treasurer

Vacant Communications Officer

Vacant Education Representitive

Chloe Oswald /Rebecca Waddington Derbyshire County Representative

Paul Grundy Leicestershire County Representative

Emilie Wales Lincolnshire County Representative

Peter Chowns Northamptonshire County Representative

Jason Morden Nottinghamshire County Representative

Roy Lewis General Committee Member

Fiona Newton General Committee Member

Chris McKinney General Committee Member

Alice Ullathorne Council + Rep

Rosamund Worrall Council + Rep

Emilie Wales Council + Rep

Branch Committee meeting dates 2019/20

Meetings to be held at the Organ Grinder, Newark

Tuesday 29th October 2019

Tuesday 3rd December 2019

Tuesday 4th February 2020

April meeting venue and date to be confirmed

Tuesday 9th July 2020

AGM 2019

Weeks 1 or 2 in September 2020

Branch Achievements 2018/19

Supporting members

* Supporting Members – continued response to member’s needs/requests to help develop the profession.
* Increase number of East Midlands members
* 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.
* Organised and delivered a successful and profitable IHBC Annual School 2019 through the Conference Subcommittee – c.260 attendees
* Sent 3 people to the 2019 IHBC Conference Day School
* Organised 4 CPD events –
  + An Afternoon with Charles Mynors - Lincoln – 09/11/2018 – 50 attendees
  + IHBC Meeting with CPD at Collyweston stone quarries sponsored by Messenger – 05/04/2019 - 36
  + Pre-school event: Contemporary challenges and solutions for protecting heritage in the East Midlands – Nottingham – 07/05/2019 - 24
* Chris Mckinney continued to significantly improve and maintain up to date information on the branch page of the IHBC website including information on branch visits and archive papers as well as developing an @IHBCEatMidlands twitter account which propmoted the IHBC Nottingham Conference and now has 170 followers.

Building Partnerships

* Fiona Newton continues to represent IHBC at East Midlands Heritage Forum.
* IHBC EM Branch on Derby City Council Conservation Area Advisory Panel-position vacant
* IHBC on Leicester City Conservation Advisory Panel- position vacant

Maintaining an Active Branch

* All members notified of dates of Branch meetings, Members of Branch Committee, County Reps. and date of 2017 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.
* Ros Worrall, Rose Thompson, Alice Ullathorne and Emilie Wales attended Council+ meetings.

IHBC Annual School 2009 (related funds)

* The decision was made at the 2018 AGM to fund 3 regional places on the dayschool of the 2019 conference in Nottingham

IHBC Annual School 2019 Subcommittee

* 3 subcommittee meetings have been held at Nottingham City Council’s offices to organise the 2019 IHBC Conference

Key Branch Objectives for 2018/19

* Supporting Members – continued response to member’s needs/requests to help develop the profession.
* Increase number of East Midlands members
* 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.
* Send 1 full place to the 2020 IHBC Conference

Financial Implications

Funds required to achieve the 2018-2019 Business Plan £ 1,160

Cash in bank as of 30th September 2019 £ 2,026.06 (as predicted 23/08/2019 with payments pending)

Income from events/bank interest £ 0.36

**Central funds requested** **£ 650.00**

Annual School Funds £ 1100.00

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| **Branch Objective** | **Key**  **Actions** | **Achieved**  **Through** | **Lead**  **Responsibility** | **Financial**  **Implications** |
| **Supporting Members** | 1. Organise c. 3 CPD events / site visits per annum  2. Maintain up to date information on branch on IHBC website  3. Increase attendance at events  4. Increase membership | Support from branch members.  Consider type of information to include and create a branch template. Update information and pass to IT consultant  Organising relevant events and feedback on events, publicity and networking.  Target non-members and coordinate a recruitment drive for new and lapsed members. | Branch Chair  Branch Secretary and other members.  Branch Chair  Membership Sec. | £150  Nil  Nil  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.  Vacant  Vacant | Nil  Nil  Nil  Nil |
| **Maintaining an Active Branch** | 1. Organise 6 branch meetings per annum.(1 meeting at a different venue coinciding with CPD)  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 officers  5. Ensure branch agendas and minutes and on website.  6. Provide for incidental expenses by Committee Members | 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  Provide details to IHBC IT consultant  Occasional postage, printing and other costs | Branch Secretary  Branch Treasurer  Branch Treasurer  Branch Secretary  Branch Secretary  Branch Treasurer | £180  Nil  Nil  £400  Nil  £50 |
| **IHBC Annual School 2019 Surplus** | Members discussed options how to use profit from Nottingham Annual School – early career professionals |  | Branch Chair  1 full place for 2020 (excluding travel) | £380 |
| IHBC Nottingham Celebration Event | For conference sub-committee |  |  |  |
| Events | Running paid events including the possibility of the pilot training events. | This would include the possibility of a number of bursary places for members who meet identified criteria. | Continue (2 events) |  |