

IHBC Northern Ireland Branch

Annual General Meeting

27th February 2019 at 3.00pm

UAHS, Old Museum Building, 7 College Square North, Belfast BT1 6AR

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|  |  | Note | Action |
| 1.0 | Attendance | Ken Moore, Jill Kerry, Sarah McNamee, Fred Moore, Des Cairns, Nathan Morrow and Sean O’Reilly | Noted. |
| 2.0 | Apologies | Delia Graham, Andrew McClelland. | Noted. |
| 3.0 | Minutes of previous AGM | The minutes of the previous AGM held at UAH, Old Museum Building, 7 College Square North, Belfast BT1 6AR not available at the time. To be ratified by Branch Committee members later.  It was noted that Sarah McNamee was co-opted as Branch Secretary and Andrew McClelland formally step down as Chair at the Annual School 2018 Belfast. | AGM 2018 Minutes to be prepared and circulated. |
| 4.0 | Director's Report  (In lieu of Branch Chair) | Mr Sean O’Reilly (IHBC Director) welcomed everyone to this year's AGM. Sean reflected on the busy year for IHBC activity, particularly on the outstanding success of the Annual School 2018 Belfast. A copy of the feedback report was circulated by Ken Moore. Feedback Report to be circulated to Branch Committee.  Sean provided details on the work of the National Office including details of Council+ events, the proposed review of the constitution, potential impacts of UK Brexit proposals, potential international links including unique relationship with RoI and other governance issues. He invited members of the Branch to attend the next Council+ seminar on 2nd May 2019 as the focus would be on governance, constitution and accreditation as well as a MATE in the afternoon – useful for newly elected committee members.  The work of the former Branch Chair, Mr Andrew McClelland was highlighted and his dedication, enthusiasm and utilisation of social media platforms where noted. The importance of social media platforms and the need to utilise such mediums where highlighted. Formal thanks to all those who assisted with the preparation of the Annual School 2018 and during the event were noted. The follow up Context issued September 2018, which focused on the Annual School should be utilised and dissemination to the wider local heritage community is encouraged by members.  Mrs Sarah McNamee reported on IHBC Branch work since the Annual School (July 2018 to January 2019). Members have been invited to attend several conferences / seminars and events to represent the NI Branch of IHBC. Member representatives have attended the following:   * Historic Environment Stakeholders Forum (Sarah McNamee) * Places of Worship (Des Cairns) * Heritage Angels 2018 (Andrew McClelland and Sarah McNamee)   The Historic Environment Division Stakeholder Forum meetings hosted by DfC, HED Director Mr Iain Greenway. It is important that IHBC Branch continue a consistently attend such events and meetings have helped maintain the visibility and relevance of the organisation to the wider heritage sector. Sarah McNamee asked to continue to attend as Branch Secretary at HE Stakeholder Forum meetings, next one scheduled for 30th April 2019. Sarah suggested that sending two representatives would be useful. Sarah agreed to clarify if two representatives may attend these quarterly meetings.  Thanks to the Annual School NI membership numbers have increased to, from a low base. The key issue regarding membership is to encourage affiliate members to progress to associate / full and to get members to be actively involved with the local Branch.  Looking to the future, Kate Kendall has proposed coming over for another Affiliates seminar later in the year, and this will again provide an opportunity to encourage Affiliates to work towards Full membership, and others to join as Affiliates. It was proposed that the branch should focus a MATE event specifically for DfC, HED staff, Jill agreed to contact Manus Deery – the 1-year sponsored membership of DfC, HED staff will cease at end of June 2019 and it is important that the current members are retained. It was also noted that a separate MATE event for private sector members would be useful.  The need for a training survey was raised and it was agreed that this would be a priority for the business plan to clearly identify training needs of the local membership to facilitate accreditation CPD. Utilise the guidance notes and breakdown into competency headings.  It was agreed that the draft Business Plan would be for two-year period as would period of branch committee posts to allow for re-constitution of the local Branch Committee and education and training for Branch Committee on governance and protocol policies of IHBC.  Sarah informed the AGM that three nominations for Branch Posts have been received. | Feedback Report to be circulated to Ctte.  Information to be circulated on Council+ 02.05.2019.  Noted.  Sarah to check number of representatives needed.  Noted. Link to business plan 2019-21.  Agreed.  Agreed. |
| 5.0 | Treasurer's Report | Ken Moore reported on the current state of the Branch's finances.  Bank account balance as of 1st October 2017: £1575.87.  Balance carried forward at 27th February 2019: £1750.72.  With £150.00 allocated for MATE session in 2019.  We received significant funds from IHBC in relation to preparations for the Annual School. However, bank charges remain an issue. |  |
| 5.0 | Election of Branch Officers | Election of Branch Officers confirmed as:  Branch National Representative: Ken Moore (proposed by Jill Kerry and 2nd by Sean O’Reilly)  Chair: Des Cairns (proposed by Sean O’Reilly and 2nd by Ken Moore)  Secretary including Membership: Sarah McNamee (proposed by Ken Moore and 2nd by Jill Kerry)  Treasurer: Ken Moore / Nathan Morrow (proposed by Sarah McNamee and 2nd by Jill Kerry) Transition period 1-year.  Traditional Skills / Education Officer\*: Nathan Morrow    Additional Branch Officers: Jill Kerry, Delia Graham, Fred Moore and Andrew McClelland  Sean O’Reilly proposed all remaining appointments as a block, 2nd by Des Cairns.  \*Sean to clarify. |  |
| 6.0 | AOB | It was agreed that a list of 2019-20 Branch Committee meetings should be drawn up ASAP. Meetings shall be quarterly, with additional meetings arranged as and when required.  Business Plan 2019-21: to be prepared, circulated and agreed by Branch Committee / National Office.  Communication: The need for clear lines of communication with other NGOs was discussed. IHBC NI is in a good position to help co-ordinate and facilitate a one-stop social platform for local NI NGOs to share information and data on CPD events, seminars, conferences, NI Heritage Reports etc. but retain the independent heritage voice in NI. Key partners included UAH, RUSA NI, RTPI NI, HTN NI, RUSA NI and AHF NI with links to funding sources such as HLF NI.  Education: Recent Heritage Skills in NI June 2018 was highlighted. Nathan noted issues regarding identification of local sources of appropriate repair traditional materials – demand supply networks for such materials – the practical implementation of Conservation Architectural Specifications. In general, it was noted that a local Branch training needs survey 2019-20 needs to be prepared and implemented and the results will inform a CPD programme focused on the IHBC competencies. It was acknowledged that practical skills, understanding of constraints and common problems which arise ‘on the ground’ should be addressed via training and potential research project.  Policy: Encourage the use of IHBC NI Toolbox – share the link to heritage contacts. Branch Ctte need some basic training on IHBC Governance, Policy, Guidance and how to operate a Branch in accordance with IHBC terms of reference.  Membership: Branch NI Training Survey to be prepared, issued and feedback collated – link to Events Programme and Education.  Heritage at Risk Report BAR NI: Report issued 2019, recommendations should be noted and potential to help disseminate data and support UAH / DfC, HED / LPA.  Events Programme 2019-21: Agree an NI Events programme based on Training Needs Survey and draft Business Plan. Utilise the National Office Events Calendar and share details of local events with other NGOs / Government. | To be confirmed.  To drafted and Agreed.  Agreed to open initial discussions with UAH. |
| 7.0 | Date of next meeting | June 2019; specific date and venue tbc |  |
| 8.0 | Close | The meeting closed at 4.30pm. |  |