



IHBC Northern Ireland Branch
 Annual General Meeting
 27th February 2019 at 3.00pm
 UAHS, Old Museum Building, 7 College Square North, Belfast BT1 6AR

		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	<p>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.</p> <p>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.</p>	AGM 2018 Minutes to be prepared and circulated.
4.0	Director's Report (In lieu of Branch Chair)	<p>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.</p> <p>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 Rol 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.</p>	<p>Feedback Report to be circulated to Ctte.</p> <p>Information to be circulated on Council+ 02.05.2019.</p>

		<p>The work of the former Branch Chair, Mr Andrew McClelland was highlighted and his dedication, enthusiasm and utilisation of social media platforms were noted. The importance of social media platforms and the need to utilise such mediums were 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.</p> <p>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:</p> <ul style="list-style-type: none"> • Historic Environment Stakeholders Forum (Sarah McNamee) • Places of Worship (Des Cairns) • Heritage Angels 2018 (Andrew McClelland and Sarah McNamee) <p>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.</p> <p>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.</p>	<p>Noted.</p> <p>Sarah to check number of representatives needed.</p> <p>Noted. Link to business plan 2019-21.</p>
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5.0	Treasurer's Report	<p>Ken Moore reported on the current state of the Branch's finances.</p> <p>Bank account balance as of 1st October 2017: £1575.87.</p> <p>Balance carried forward at 27th February 2019: £1750.72.</p> <p>With £150.00 allocated for MATE session in 2019.</p> <p>We received significant funds from IHBC in relation to preparations for the Annual School. However, bank charges remain an issue.</p>	
5.0	Election of Branch Officers	Election of Branch Officers confirmed as:	

		<p>Branch National Representative: Ken Moore (proposed by Jill Kerry and 2nd by Sean O'Reilly)</p> <p>Chair: Des Cairns (proposed by Sean O'Reilly and 2nd by Ken Moore)</p> <p>Secretary including Membership: Sarah McNamee (proposed by Ken Moore and 2nd by Jill Kerry)</p> <p>Treasurer: Ken Moore / Nathan Morrow (proposed by Sarah McNamee and 2nd by Jill Kerry) Transition period 1-year.</p> <p>Traditional Skills / Education Officer*: Nathan Morrow</p> <p>Additional Branch Officers: Jill Kerry, Delia Graham, Fred Moore and Andrew McClelland</p> <p>Sean O'Reilly proposed all remaining appointments as a block, 2nd by Des Cairns.</p> <p>*Sean to clarify.</p>	
6.0	AOB	<p>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.</p> <p>Business Plan 2019-21: to be prepared, circulated and agreed by Branch Committee / National Office.</p> <p>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.</p> <p>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</p>	<p>To be confirmed.</p> <p>To drafted and Agreed.</p> <p>Agreed to open initial discussions with UAH.</p>

		<p>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.</p> <p>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.</p> <p>Membership: Branch NI Training Survey to be prepared, issued and feedback collated – link to Events Programme and Education.</p> <p>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.</p> <p>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.</p>	
7.0	Date of next meeting	June 2019; specific date and venue tbc	
8.0	Close	The meeting closed at 4.30pm.	