



· INSTITUTE · OF · HISTORIC ·
BUILDING · CONSERVATION

SOUTH EAST BRANCH

**South East Branch Committee Meeting
The George, Mount Ephraim, Tunbridge Wells, Kent
Wednesday 24th January 2018 at 7pm**

MINUTES

Present:

Duncan Philips, Lone Le Vay Debbie Maltby, Lisa Brooks, Sarah Mayfield, Tanya Szendeffy and Stephen Gray

Remotely, via link

Sanne Roberts, Carla Pianese

1 Apologies

Eddie Booth, Seán Rix, Eimear Murphy, and Clare Dales

2 Minutes of the last meeting

Agreed

3 Matters arising

- i) Discussion Paper on Future Committee arrangements. In progress - DP
- ii) Mapping of branch members: Circulated by email. Wide spread of members including beyond regional boundaries and overseas. Some clusters to help inform potential locations for future meetings. There seemed to be scope to rotate meeting venues to reach more members.
- iii) Dormant Committee members: DP confirmed that Clare Dales, wanted to stand down from a formal committee role, but wished to remain in the loop via email. Keri Stearmer had formally withdrawn from the Committee.
- iv) Branch Committee roles: spreadsheet circulated. See separate agenda item below
- v) Branch Business Plan: some examples had been circulated
- vi) Day School speakers: see separate Agenda item below
- vii) HE involvement in Day School: Soki Rhee Duverne would be providing an HE update
- viii) Draft day school programme: Completed: see separate Agenda item below
- ix) Branch Financial Return: completed.
- x) xi) Social media: Is being used
- xii) IHBC Branch page: Now up to date
- xiii) 2020 National School: Separate meeting to be arranged to discuss this
- xiv) Affiliates Seminar: To be arranged after day school
- xv) Xmas meal: Had been very successful. Thanks to Debbie for organising.

4 IHBC SE Day School/AGM

- Program had been updated to give Mark Colyer the first slot after the mid-morning break and adjusted following withdrawal of Simon Corbey (ASBP [Alliance for Sustainable Building Products] and typos corrected.

- Agreed that we were ready to formally publicise the school. Agreed that we would charge £50 for non-members but retain £40 for IHBC Members
- DP agreed to set up Eventbrite, agreed to add handling charge to tickets.
- Program Image, Duncan would check if he has a suitable image as an alternative to the one sourced from the internet. LB suggested changing font colour to ensure it was clear in front of image. Agree LL would make changes to program and send to DP with a copy of image
- Arrangements for the day/catering options: Agreed that proposed buffet was acceptable. LB queried whether we needed more veggie option. LL to monitor booking to check dietary requirements and adjust buffet options if necessary

Agreed Action:

- i) AGM Event flier to amended as discussed and emailed to DP with source image - **LL**
- ii) Online booking to be arranged on Eventbrite - **DP**
- iii) Dietary requirements to be monitored and buffet options adjusted if required. - **DP**

5 Review of Committee arrangements/ Committee vacancies/interim arrangements

Draft proposals following discussions at last meeting in preparation and would be circulated before AGM. Committee roles should be explained to make them seem interesting and worthwhile.

LL to correct error and confirm full membership required for IHBC Trustee/Branch Rep on IHBC Council.

SR suggested adding more information about roles in terms of the advantages in terms of career development and networking/becoming more involved in the Institute. Details to be circulated in the IHBC Branches newsletter to encourage members to become involved. DP

Agreed that if there was difficulty in recruiting reps for East and West Sussex, that there should be a single rep. There is a single Conservation Officer Group for both Counties.

Agreed Action:

- iv) Review basic committee roles and explain why it is good to be involved. Send to Carla to include in Branch Section of IHBC Newsletter – **DP**
- v) Roles to be advertised on Branch web page. Liaise with Carla rather than Peter. **DP/SR**

6 Branch Business Plan – Progress and way forward

EB was leading on this and was not present at meeting agreed to defer this item to next meeting.

7 AOB

DP will send out a Doodle Poll for a meeting to discuss the hosting of the National Annual School in 2020. Carla advised that in developing the theme we should focus on the areas of competencies to link in to IHBC CPD requirements. She also recommended that a Branch representative should attend the next E&R meeting to see how the plans for the next Schools were developing. Carla will send the IHBC and notify the date of the next E&R meeting. DP would attend the next (2017) Annual School in Belfast.

DM reported that the new CO at Maidstone was a member of North-East Branch, so was not receiving SE Branch emails. Raised with Carla who advised that he could change branch via the link to update membership details. It was not possible to be a member of more than one branch. However, the Branch was encouraged to use the new newsletter to publicise Branch news and activities which is available to all members.

Agreed Actions

- vi) Doodle Poll to be circulated for meeting to discuss the 2020 Annual School.
DP
- vii) Branch Representative to attend next E&R meeting - **DP**
- viii) Carla to email IHBC Day School guidance to Duncan - **CP**

8 Date of next meeting

Next meeting is the 2020 Annual School meeting on Monday 5th February (remote online meeting)