

## NI Region Interim Management Board Meeting Minutes

Meeting Date		Venue	
29 August 2008		CIEH NI, 123 York Street, Belfast BT15 1AB	
In attendance			
P Thompson (PT chair)	G McFarlane (GMcF)	S Cooper (SC)	D Kennedy (DK)
S Martin (SM)	J Parkinson (JP)	N McMahon (NMc)	C Treche (CT)
B Heywood (BH)	J Corey(JC)	L Andrade (LA)	S McCullough (SMc)
Apologies			
S Toland (ST)	M Jennings (MJ)	G Tierney (GT)	N Convery (NC)
D Allen (DA)			
		Action	By date
2	Declarations of interest		
	1.1 No declarations of interest.		
3	Minutes		
	2.1 Previous minutes were approved and posted on website. Proposed by SC and seconded CT.		DD 05.09.08
4	Matters arising		
	Previous matters arising from 22.04.08 dealt with and agreed.		
	5.2 Meeting took place on 4 June chaired by JP re: business plan and covered in agenda item 6.		
	6.1 JP and SC to discuss training programme for 2009 after meeting with GMcF		JP/SC/GMcF 28.08.08
	7.1 BH updated meeting regarding development of health forums and EH proposals. Paper to develop model continues with working groups to reach consensus. Further meetings are planned.		
	SC confirmed that Associated Parliamentary Group meeting went ahead with no responses from NI MPs. One MP may join and SC felt that telephone contact might be more productive.		SC 26.09.08
5	NIR President		
	5.1 SC informed the meeting that Brian Oliphant has stepped down as President. SC wrote to BO and accepted his resignation and thanked him for his valued contribution.		
	5.2 Morris McAllister (formerly FSA) has been invited to take up the role of President and he has accepted. SC nominated BH seconded.		
	5.3 SC to contact MMcA regarding same and ascertain his email address for further correspondence – this to be forwarded to DD. Nomination to be ratified at Annual Meeting in December 2008.		SC Dec 2008
	5.4 SC informed the meeting that MMcA has also been elected as Vice President for CIEH.		

6	Business Plan 2009		
	6.1 CIEH NIR Business Plan circulated to the meeting for comments and perusal.	DD	
	6.2 First draft submitted to the Forum in July 2008 with further revisions on 22 September 2009 when resubmitted.	SC	22.09.09
	6.3 Objectives were discussed; work done to date reviewed and agreed.	All	
	6.4 Work programme to be further developed by SC/JP/GMcF (after today's meeting and finalised for 2009 brochure).	SC/JP/GMcF	29.08.08
	6.5 Communications to members to increase to ensure they embrace/understand challenges and opportunities brought on by new EH service.		
	6.6 Further lobbying from CIEH Director with support from CIEHNIR and Chair to government bodies and others re: correct placement of EH in new LG service.		
	6.7 Possibility of increasing Council membership with greater attendance at members meetings.  Creating strong links with Universities and CEHOG.		
	6.8 Questionnaire to be included with next newsletter to members to ascertain their views on CIEH and CIEH NIR. SC to co-ordinate with DD	DD	17.09.08
7	All Ireland Conference 2009		
	7.1 Meeting with EHOA and CIEH NIR held in Newry to discuss next year's conference. GMcF/JP/NC and SC represented CIEH NIR.		
	7.2 Discussion took place re venue and content of next year's event with JP/SC/GMcF to map out programme for next meeting on 16 September 2008.  Venue: Heritage Hotel, Portlaise (no date arranged as yet).		
	7.3 Content: timings of programme to be revised. Presentations with a practical element for the audience. Reduction in speakers and greater contribution from the floor with facilitators to allow outcomes at the end of each session with EH guidance/strategy.		
	7.4 GMcF to draft a paper on future conferences from 2010 onwards.	GMcF	asap
8	International Report		
	8.1 SC with committee to develop work on staff /student exchanges		
	8.2 SC mentioned that MMcA could perhaps take some of this work forwarded and would speak to MMcA about same.		

	<p>8.3 Proposed taking forward commonwealth fellow/s to work three months in the UK. SC to contact LAs and find out what work they are carrying out in this respect. Update for next newsletter.</p> <p>8.4 DK to look at fund raising events for 2009.</p> <p>8.5 GMcF will visit Tanzania in 2009 and would be interested in doing a piece of work on that visit.</p>		
9	Communications		
	<p>9.1 DD called for articles for next newsletter to be issued on 22 September 2008 to include: membership questionnaire. Headline CIEH road show in November 2008. DD has asked for a piece from H Moorhead in NILGA (also a member). Write up on MMCA (this should be done by SC) and new appointment from UUJ for UW.</p> <p>9.2 Two training courses have been circulated to members – bookings to date 4. Courses to be cancelled due to numbers and those booked informed of cancellation.</p> <p>9.3 Letters sent out to lapsed members – 50 in total.</p>	<p>DD</p> <p>SC</p>	<p>30.06.08</p> <p>05.04.08</p>
10	All Ireland Climate Change Policy Statement		
	<p>10.1 M Mulcahy, Chairman EHOA (CIEH Member and Fellow) is collaborating with GMcF to put together a policy statement on CC in an all Ireland context covering target/policies/our input/government responsibility.</p>	Ongoing	
11	Membership survey		
	<p>11.1 Covered in 9.1.</p>		
12	CIEH NI Website		
	<p>12.1 GMcF presented to the meeting slides of new website for NI which has be modeled on main site.</p> <p>12.2 GMcF navigated the site and in particular the region tab and asked for suggestions/changes.</p> <p>12.3 CT suggested online training and agreed to forward details of a similar site to GMcF</p> <p>12.4 JP suggested inclusion of contact details for mentors and a “student placement calendar” and link to ELP site on main website.</p> <p>Website to be relaunched at road show 26 November 2008 – GMcF with DD to take this forward.</p>	ongoing	20.11.08
13	AOB		
	<p>13.1 Dates to note:- ELP training day 6 October 2008 at CBC Open day at UUJ 15 October 2008</p> <p>13.2 CT extended her thanks to GMcF and his team regarding student placement for B Julia.</p>		

	<p>13.3 Michael Cole award: SC outlined progress with award to date and confirmed that all concerned were reluctant to drop this award. Type of nominees discussed and this will be taken forward in December's meeting.</p> <p>Expenses: SM confirmed students can claim 30p/mile travelling expenses.</p>		
14	Date of next meeting		
	14.1 27 November 2008 at CIEH offices at 10.30 hrs.		