

## NI Region Interim Management Board Meeting Minutes

Meeting Date		Venue	
21 April 2009		CIEH NI, 123 York Street, Belfast BT15 1AB	
In attendance			
B Heywood (BH)	C Cooper (CC)	D Kennedy (DK)	D Allen (DA)
D Cuthbert (DC)	G McFarlane (GMcF)	G Tierney (GT)	J Parkinson (JP)
J Corey (JC)	M Jennings (MJ)	N Convery (NC)	N McMahon (NMCM)
S Martin (SM)	S McCullough (SMcC)	S Cooper (SC) Chair	Ursula Walsh (UW)
Apologies			
S Toland (ST)	M McAllister (MMc)	L Andrade (LA)	P Thompson (PT)
		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 DK and seconded SC	DD	22.04.09
4	Matters arising		
	5.4 SC meet with Janet Little and agreed to joint event in February 2010. Draft title: Working Together in the new system post RPA (workshops am/presentations pm). Key speakers may include CMO DHSSPS and Ian Gray, CIEH. Programme to include: - change process, community planning etc. Working Group to set up to further explore same.  A separate meeting to be organised to look student exchanges between PH faculty and UUJ to include UW.	SC	Asap
	5.6 Bookmarker will be ready for next CIEH NIR newsletter in April 2009.	SC	End April
	6.1 14 October UUJ Campus Student Forum (am) to be changed to another date.		
	7.3 EHOA/CIEH NIR conference: programme finalised and disseminated. SC encouraged board and other members to support this conference.		
	9.1 Michael Cole Award: group areas and Belfast to consider nominating at least three pieces of work from each of their areas. Meeting to discuss the criteria and nominations on Thursday 14 May at 10.30 in the CIEH offices.	SC	Date organised
5	Business Plan 2010		
	5.1 SC to set up a task group in July 2009 to look at and plan the business plan for 2010 factoring in future projects and current issues with financial implications. SC to email for volunteers.	SC	asap
6	NIR Training pack		
	6.1 SC circulated papers for 6 Pack Training due to be programmed in for 2010. The meeting discussed costings/topics for course and templates/procedures required to deliver courses, potential speakers and venues.  BH to put forward minute to CEHOG on 30 April 2009.  All agreed a working group be set up to further develop	BH	30.04.09

	themes, programme, delivery etc. SC requested JP organise same, meeting to be held in CIEH NI offices.	JP	tbc
7	International Issues		
	<p>7.1 Computers for overseas: ready for shipment. Further donations gratefully received but must be compatible with 2003/07 Microsoft XP etc.</p> <p>7.2 SC to reengage with colleagues in Norway/Sweden with possible student exchanges.</p> <p>7.3 SC gave an overview of SIG International Meeting on 9 March 2009 featuring various African countries. Asked the board to come back to him with suggestions by 18 May 2009 on accommodation for exchange under our twinning arrangement for colleagues to live whilst working in NI for 3 months.</p>		
8	Trustee Report		
	8.1 SC informed the board that ST has given her resignation as Trustee to the CX of CIEH and it was with regret that it had been accepted. SC was also very saddened to see Siobhan's departure and informed the meeting that an article would appear in EHN inviting nominations and replacement for ST would be in place July 2009.		
9	Student Issues		
	9.1 14 October 2009 students' forum to be held at UUJ campus to be changed in order to get a bigger audience at this event. Students requested more topical issues as they found these beneficial.		
10	Education update (added on)		
	<p>10.1 SC reviewed NIR Educational Programme to date for 2009. 17 February student forum/technical update: good turn out and presentations were well received by those who attended 8 April APD briefing: good briefing session with Gary Telfer, found it beneficial.</p> <p>10.2 UW requested that she is included in the Education Committee. SC proposed. JP seconded.</p> <p>10.3 See 6.1 matters arising regarding 14 October 2008 Student Forum</p>		
11	Any other business		
	<p>11.1 Best of the best conference – CIEH NIR sponsoring 3 bursary places, article to put in CIEH NI newsletter. Link to conference <a href="http://www.cieh.org/events/best_of_best_09.html">http://www.cieh.org/events/best_of_best_09.html</a></p> <p>11.2 Harold Harvey is retiring from UUJ at end of April 2009; the board wished him well in his retirement. HH wished any gifts etc be given as a donation to Water for Kids</p>		
14	Date of next meeting		
	14.1 11 August 2009		