

NI Region Interim Management Board

Meeting Minutes

Meeting Date	Venue
4 September 2007	CIEH NI, 123 York Street, Belfast BT15 1AB

1 In attendance			
Gary McFarlane (GMcF)	Steve Cooper (SC)	Philip Thompson (PT)	Jennifer Parkinson (JP)
Dan Kennedy (DK)	Gerry Tierney (GT)		
Apologies			
Niall Convery	Sean Martin	Sam Knox	Catherine Treche
Maria Jennings	Nigel McMahon	John Corkey	Ursula Walsh

		Action	By date
2	Declarations of interest		
	2.1 1: covered under AOB		
3	Minutes		
	3.1 Minutes were confirmed/approved for 20.03.07 and posted on website.	DD	completed
4	Matters arising		
	4.1 Michael Code Award: SC to liaise with NGS to reach final agreement. SC/HH to update re: use of regional website.	SC	asap
	4.2 All Ireland Conference 24/25 May 2007: SC/JP stated the conference was well received by delegates and the programme/feedback was positive.		
	4.3 Fellowships: CV received from GMcF. SC to move this forward.	SC	asap
	4.4 SC to liaise with UUJ team regarding inhouse transport for students to carry them to courses etc.	SC	14.10.07
	4.5 SC confirmed that accounts for year end are with London.		
5	Business Plan 2008		
	5.1 SC presented business plan for 2008 to the forum on 7 July 2007 for scrutiny, they have been accepted.		
	5.2 GMcF queried figure for admin support and stated that additional costs such as postage/office costs would need to be factored in separately. SC agreed that would be so and that the figure would be reviewed year on year.		
	5.3 PT cautioned the meeting that employers are reticent about EHOs completing NI Region work during contracted hours and the need to tender for all monies allow for proper admin support.		
6	Court of the University of Ulster		
	6.1 The CIEH is part of UUJ court which is made up of 180 other members; this is to be reduced to 50. Meeting agreed to retain representation. SC to write a letter confirming same. Ian Leitch is CIEH representative. PT stated that this be reviewed as part of election process for CIEH NI Region.	SC	asap

7	CIEH Best of the Best Conference		
	7.1 Insert to be made in newsletter offering 3 bursary places for EHOs to go to CIEH conference in October 2007	DD	13.09.07
	7.2 PT/DK asked if the successful delegate/s could share their experience/knowledge gained after the conference and present a paper for the next meeting.	SC	30.10.07
8	Twining and International Issues		
	8.1 Call to be made to members through newsletter for reconditioned computer software for Tanzania.	DD	13.09.07
	8.2 SC/SB to speak with Andrew Gardner regarding drawing down partial funds from the library account and using these for a study trip to Tanzania during 2007/2008. In the meantime, a call to be made to members through the newsletters for volunteers/ideas to support colleagues in Tanzania. SC motioned that a letter of support be sent to fellow EHOs in Zimbabwe via IFH website, DK seconded.	SC	30.09.07
9	Elections to Management Board 2008		
	9.1 Elections will take place shortly with a job specification to be set out mid-October. PT suggested 10 nominations with roles to be decided after election, SC seconded.		
	9.2 Ballot papers to be posted out of CIEH NI office.		
10	Retired – members 50 year presentation Donald Owens		
	10.1 Date/venue to be identified. SC to speak with UW		
	10.2 JP stated that there would be interest for BCC staff.		
11	Finance		
	11.1 SC confirmed that accounts are in order in SM absence. PT requested that quarterly accounts are tabled to the meeting as an agenda item henceforth.	SM	22.11.07
12	Education Committee Report		
	12.1 Practical Drainage Course: date 5/6 November 2007 to be inserted with newsletter and advertised by email cost members £120.00 non-members £150.00. To be put online in CIEH NI website.	DD	13.09.07
13	Any other business		
	13.1 Congratulatory note via newsletter to EHOs on smoke-free environments project teams for their work to ensuring the NI goes smoke-free from 30 April 2007.	All	30.10.07
	13.2 GMcF to write a paper for meeting re: bursary places on the CIEH NI Education and Training programme.	GMcF	Asap
	13.3 GMcF to meet with PT at Antrim BC for a pre-meeting prior to meeting with Minister Foster on 7 November 2007	GMcF/PT	22.10.07
	This concluded the business of the meeting next meeting 22 November 2007, CIEH NI offices at 10:00am		