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Thames Valley Branch Executive Committee

Minutes of the 85th Executive Committee meeting of the Thames Valley Branch held at Mapledurham Golf Club on Wednesday 20th June 2018

Members Present: Graham Parker, David Heath, Steve Pulling, Tyrone Partridge, Vince Butler, Laura Graure, Tom Wilson, Azeez Soaga, Graham Dandridge, Nathalie Muller.

1	Apologies for absence received from, Nick Bathurst, Kelly Nichol, Zuzanna Lalanne and Chris Stops	
2	Minutes of Wednesday 25 th April 2018 These were checked and accepted as a true record.	
3	Matters arising: Twitter is now set up to use as a branch. Graham to launch in next 2 weeks. Twitter will mirror IOSH LinkedIn Account.	
4	<u>Financial update</u> It will be a squeeze but we should just be OK with the budget. The University has not increased its prices, in fact it's slightly less per meeting than last year (they can't do the maths !). David to get costing for Christmas curry and decide with Steve if and what we will charge members on the night.	
5	<u>IOSH conference</u> 18 / 19 September. We get 2 tickets for day 2 of conference and the networks conf the following day. Tyrone and Laura nominated. Steve goes as a Council member. Question – do we still get 2 branch tickets for the full IOSH ? Subsequent e-mail from Ben Pollard – the booking form is for day 2 of IOSH conference and the networks conference. No free tickets for Branch members, so Tyrone and Laura go for 2 days. We need a 5 minute feedback at the October branch meeting. David to chair the September branch meeting.	

6	<p><u>Nathalies items.</u></p> <p>There will be guidance soon on GDPR for branches</p> <p>The new website should be working by July. Documents will be moved over but only last 2 years worth. Suggested we use Google docs to store all our backdated presentation – David to investigate.</p>	Store back numbers of presentations on google docs
7	<p><u>Programme planning</u></p> <p>The draft programme has been formulated. Azeez to send the draft to us all for checking. Most speakers already confirmed. If you are organizing a speaker, Azeez will need the speakers Bio ideally no later than 6 weeks before they speak, to get the info into ‘Connect’</p> <p>Vince volunteered to be prepared to give a talk at short notice if we lose a speaker close to a Branch meeting.</p>	
8	<p><u>Joint Event</u></p> <p>We are looking for a better venue – the Crown Plaza in Basingstoke was mentioned.</p> <p>Wellbeing will be the theme. We will source 2 speakers and South Coast 2. Tom has a speaker on mental health, Steve will ask Aimee from Thames Water together with a speaker from MIND.</p> <p>IOSH will handle the running of the event as per last year.</p>	Tyrone
9	<p><u>NFTS</u></p> <p>Chris’s e-mail</p> <p>I met with Simon Mallin, the school’s H & S manager on 8th June, along with this year’s entrants and explained the criteria we award our prize against. These remain the same this year as they have been previously. Simon has yet to nominate any potential dates for the interviews or a deadline against which the students must submit all documentation for consideration. Once they become available I will make the Committee aware of them and will liaise with the nominated judges.</p> <p>We are to meet again on 6th July to discuss how we can refresh the award next year. So far Simon has been finding it difficult to convince teaching staff of the merits changing the award to the criteria I outlined at the last committee meeting: namely for the award to be open to film genre other than fiction; for teaching departments to nominate films for consideration; for the cash prize going to the winning department rather than the winning film, although trophy will still be engraved with details of the winning film, and for us to judge the winning film only from those nominated. Our meeting on the 6th July is to see how we can overcome this problem in time for next year’s award, or if we should consider another course of action. Irrespective of what we decide it will require ratification by the</p>	

	<p>Committee before it is implemented.</p> <p>In the event changes are adopted as I would like, judging will become more challenging as we will be making judgments about very different types of productions and films, and far more so that we do currently. However, I am convinced this adjudication will serve as an excellent CPD and career development opportunity for everyone who acts as a judge.</p>	
10	<p><u>Berkshire College of Agriculture</u></p> <p>Steve has contacted Claire Conroy but there is some reluctance from the college to get involved at the moment. Steve will try again – if no take-up Graham will contact the finance director as a last chance !</p> <p>Otherwise we try again in 2019/ 2020</p>	Steve
11	<p><u>Council feedback</u></p> <p>Steve has asked for a 'Finance' e-mail address to be set up so that purchase orders and invoices are picked as soon as possible – no response yet but he will pursue it</p> <p>Council elections are taking place now – 12 places with 45 candidates !</p>	Steve
12	<p><u>AOB</u></p> <p>Mentoring.</p> <p>We will look into setting up a mentoring 'help desk' in the JCR from 7.00 – 7.30pm before branch meetings. Target September for launch.</p> <p>Speakers gifts - - need to re-order 24</p> <p>Group events</p> <p>At a recent branch meeting there was comment that some specialist groups were hardly active and didn't advertise very well. Hopefully this will improve with the new IT system. Something to watch but no doubt our vocal branch members will let us know – good or not.</p> <p>IOSH communications</p> <p>When members contact IOSH they are often told IOSH will get back – but don't – is there a logging system for queries and sign off ?</p> <p>Members of special interest groups don't see minutes or action points of meetings</p> <p>IOSH say they are going to project manage but how will they demonstrate it to members?</p>	<p>David</p> <p>Nathalie</p> <p>Nathalie to investigate</p>

	A new expenses form is with these minutes for us to use – fill it in, send to Graham or Tyrone for authorisation and Steve will arrange payment by BACS.	Nathalie
13	Future committee meetings. 26th September, 14th November Coffee and Tea will be available from 18:15hrs at the Golf Club, with Dinner available from 18:30hrs	