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## Thames Valley Branch Executive Committee

**Draft** Minutes of the 80<sup>th</sup> Executive Committee meeting of the Thames Valley Branch held at Mapledurham Golf Club on Wednesday 28th June 2017  
 Members Present: Graham Parker, Graham Dandridge, Zuzanna Lalanne, David Heath, Steve Pulling, Tyrone Partridge, Tom Wilson, Vince Butler, Rebecca Russell.

1	<p>Apologies for absence received from Tony Horsfall, Chris Stops, Nathalie Muller</p> <p>Graham welcomed Zuzanna to the committee.</p>	
2	<p>Minutes of Wednesday 3rd May 2017          These were checked and accepted as a true record.</p> <p>Matters arising:</p>	
3	<p><u>Support for Graham</u></p> <p>Graham expressed his thanks to the committee for supporting him over the last 8 months while he has been representing IOSH around the UK and overseas. In particular he is most grateful to Azeez for the programme and Tyrone who has chaired most of the Branch meetings.</p>	
4	<p><u>Next years programme</u></p> <p>All the dates and topics have been agreed. Those of us who are sourcing speakers need to confirm them to Azeez by mid July so he can send the final programme to Nathalie for printing. We will also get some 'credit card' sized programmes as previous years.</p> <p><b>IMPORTANT :</b>          If you are sourcing a speaker please fill in the event template for the Nike theatre or the Cedars conference centre and send it to Azeez at least one month before the meeting, so it can be advertised in 'Connect'.</p> <p>The University has been booked, at the same price as last year. We will meet in the Nike theatre as usual for our Monday evening meetings but refreshments will be in a room on the first floor as the JCR will not be available.          David agreed to sort out signage and where to have our welcome table.</p>	<p>SP / DH / GP</p> <p>David</p> <p>David - send out templates with minutes</p> <p>David</p>

	<p><b>Christmas social</b></p> <p>The date is agreed as 20th January with the Phyllis Court singers serenading us as last time and they will be joining us for the dinner. As the date is very close to 'Burns night' the thought was a 'Burns' dinner but it was decided we might just look into a haggis starter, with an alternative for those who don't like haggis ( or are vegetarian.)</p> <p>Regarding the speaker, Rebecca has some suggestions ( David Bermingham ( ex NATWEST manager ) or a mindfulness speaker) - she will discuss with Tony.</p>	<p>Tony - can you investigate?</p> <p>Rebecca / Tony</p>
5	<p><b>Joint meeting</b></p> <p>The joint meeting with the South Coast Branch will be held at the Hilton hotel, Basingstoke. It will be a whole day event with 120 members from both branches and wider expected. The IOSH Events team will handle all the admin, publicity and bookings, so our branch will not incur any costs. There is some uncertainty regarding the cost per delegate, as £120 was mentioned but we thought it would be run as a not -for- profit event. The typical cost for a hotel event with lunch is more in the region of £40 - £50 per head.</p> <p>The topic will be ' Training &amp; Engagement'.</p>	<p>Tyrone to keep in touch with Nick</p>
6	<p><b>This year's visit</b></p> <p>13th June 2017 Site visit - JSA at Oxford - 18 attended, feedback was very positive.</p>	
7	<p><b>Berkshire College of Agriculture</b></p> <p>Tony has arranged a meeting with the College for 24th July and offered to lead the project. This was agreed and he will represent the Branch on 24th, along with Steve. If we and the College are in agreement to go ahead with some sort of award, it is not realistic to get the students on board by this September so we would be launching the idea for the student intake in September 2018. Also there is not money in the budget this year. If we decide to award monetary prizes the following amounts were mentioned :</p> <p>1st £250 2nd £150 3rd £100</p> <p>As we have the National Film and Television School focused on risk assessment in film, we should direct our BCA project at other faculties rather their film and media studies. They offer a wide range of vocational courses which we could influence.</p>	

8	<p><b>Expenses</b></p> <p>Steve asked that the new expenses form be sent to all. If you are claiming expenses please send to Graham Parker for authorisation, cc'd to Steve.</p>	David to send form to all
9	<p>Interactive voting software at meetings. Typically cost £ 5K but sli.do.com is free, works via smart phone or i-pad. Steve will follow this up.</p>	Steve
10	<p><b>IOSH Strategy - branch implementation</b></p> <p>As we ran out of time Graham offered to produce a draft of how we might meet the strategy. It was decided to form a sub-group to assist him of : Tom, Graham D, Zuzanna and Steve.</p>	
11	<p><b>Gifts for speakers</b></p> <p>Only the pen (£20) was thought suitable but we decided to continue with the glasses at £9 each.</p>	David to order 20
12	<p><b>NFTS</b></p> <p>Although the committee didn't discuss this year's forthcoming award, below is Chris's report to the committee on his work with NFTS.</p> <p><b>Update on the NFTS for the TV IOSH Committee meeting on 28<sup>th</sup> June</b> 14<sup>th</sup> June 2017</p> <p>Dear All</p> <p>Firstly, I can report I inducted this year's students to this year's award on 1<sup>st</sup> June with Simon Mallin. Subsequent to this we agreed the final deadline for student documentation in Google docs will be 1<sup>st</sup> September, with a view to interviews taking place in mid-October. By bringing interviews forward by a month on previous years, we expect more Production Managers will be available to accompany their Producers to the interviews. All other aspects of the presentation were as per previous occasions.</p> <p>Secondly, on 13<sup>th</sup> June I attended a meeting of the IOSH Broadcasting and Telecommunications Group at the BBC in London, which was kindly organised by Julie Littlejohns. They were very receptive to my description of the relationship we have developed over our 11-year involvement with the NFTS, and are happy to ask round if they know of anyone, with a creative and or safety background in film or TV, who would be interested in devoting a day to the project to interview students, and subsequently enjoying seeing the finished films 3 months later. I set my explanation of the school in the background of their change of Director from Nik Powell to Jon Wardle, and our desire to refresh and move on our relationship with them. Julie Littlejohns has kindly agree to act as mailbox for this exercise, and pass on the contact details of all who show interest in this.</p>	

	<p>Finally, on the 1<sup>st</sup> June I also spent some time discussing the failed safety game (DVD) project with Simon, at his instigation. He was clearly uncomfortable personally about the way in which it unfolded from several points of view, and is keen for it to be resurrected, given the school now has a new Head of Games, and how he believes the technology used by gaming has moved on since we started the project. I responded by saying it was a nice thought, but that I was virtually certain IOSH would not entertain the idea unless third party funding was available, and they could be convinced the project was to be very professionally and tightly managed.</p> <p>Kind Regards</p> <p>Chris Stops</p>	
13	<p><b>Future committee meetings</b> 27<sup>th</sup> September, 29<sup>th</sup> November</p> <p>Coffee and Tea will be available from 18:15hrs at the Golf Club, with Dinner available from 18:30hrs</p>	

## Action list

What	Who	When
Confirm speakers	GP / SP / DH	Mid July
Joint conference with South Coast	Tyrone to keep us informed of progress	
BCA meeting	Tony / Steve	24th July
Strategy draft	Graham P	Before next meeting
Voting software	Steve	
Speaker gifts	David	Before next meeting