



Minutes of a Meeting of the Board of Directors

Meeting BM19/01 held on Thursday 14th March 2019 EPS Head Office, The Hawkhills, York, YO61 3EG

ATTENDANCE OF DIRECTORS		
Name	Inits	Position
Jacqui Semple	JS	Chair of the Emergency Planning Society
Martin Blackburn	MB	Vice-Chair and Finance Director
Jeannie Barr	JB	Director for Professional Development and Standards
Stephen Arundell	SA	Director for Governance
IN ATTENDANCE		
Sue Bagge	SB	Head Office Manager
William Read	WR	West Midlands Branch Chair & NOC Representative
APOLOGIES FOR ABSENCE		
Mark Taylor	MT	Director for Head Office and Branches
Stephen Gallagher	SG	Director for Professional Working Groups
Scott Senior	SS	Director for Events (part attendance via teleconference)

BM19/01/01 WELCOME AND APOLOGIES

The chair opened the meeting at 08:35 and welcomed everyone in attendance.

With 4 Directors present it was confirmed that the meeting was quorate in accordance with EPS Article 13.2 which requires a minimum of three for a quorum.

Apologies for non-attendance were reported. The

Chair welcomed William Read representing NOC

BM19/01/02 MINUTES OF THE PREVIOUS MEETING / MATTERS ARISING

The minutes of the previous meeting, held on 5th December 2018, were reviewed with one change being the Director description of JB they were agreed to be an accurate account of that meeting. Previous actions were reviewed and the action log is to be updated accordingly.

ACTION-001 Update action log

SB

BM19/01/04 FINANCE REPORT

MB presented a comparison of the last 6 years of accounts. Branch finances were discussed along with the number of renewals of membership. It was decided that as the Discount policy is in place Corporate membership will not be explored at this time.

ACTION-002	Discounted Membership offer in discussion with EPC	SA
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BM19/01/05 EDUCATION, MEMBERSHIP AND DEVELOPMENT

JB submitted a paper outlining the work being undertaken by The Education Committee. The possible change of criteria for Fellow upgrade was discussed. The position of Honorary Fellow was discussed and agreed in principle.

The Board discussed the application from a member to upgrade to Fellow – this was agreed

ACTION-003	Investigation into participation with Students at University	JB
ACTION-004	Core Competence Framework being updated	JB
ACTION-005	Discussions with PM ongoing regarding application process	JB
ACTION-006	Presentation to Branches for Fellow upgrade process	JB
ACTION-007	Change of criteria of Fellow upgrade in discussion	JB

BM19/01/06 PWG REPORT

SG submitted a paper in his absence.

ACTION-008	PWG's to be encouraged to submit a review on their activity	SG
ACTION-009	PWG's & Task & Finish groups to be reviewed	JS/SG

BM19/01/07 BRANCHES & NOC REPORT

MT had not submitted a report. In the absence of Branches Director Andy McCombe will be asked to organise a NOC Teleconference.

Northern Ireland Branch are not functioning at the moment, their Chair has stepped down due to pressure of work.

Republic of Ireland recently held a very successful event.

WR asked for thanks to head office for all the work undertaken for branches to be recorded.

ACTION-010	Discussion with John Handling regarding setting up International branch in Saudi ongoing	JB
ACTION-011	Branch report template for Board meetings to be circulated	WR
ACTION-012	Post event template for Branches & PWG's to be circulated- information to be placed onto website	WR
ACTION-013	List of NI member to be sent to JS for contact to be made.	SB

BM19/01/08 EVENTS AND EXHIBITIONS INCLUDING AGM AND SEPT EVENT

SS gave a verbal report; response from branches regarding their events is being received but very slowly. Organising attendance at the Exhibition has been challenging but being organised. The names of possible speakers were discussed.



ACTION-014	Email dates to be sent to SB for putting onto website and requesting members help for the stand	SS
ACTION-015	ESS to be contacted regarding potential for involvement/speakers	JS
ACTION-016	Bob Wade to be contacted regarding information for Stand	JS

BM19/01/09 COMMUNICATIONS, MARKETING & MEDIA

JS had received a paper from Ian Cameron regarding a Media & Comms workshop, this was discussed and agreed subject to agreement that there will be no cost for the EPS

ACTION-017	Ian Cameron to be contacted regarding dates	JS
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BM19/01/10 WEBSITE

JS had received a quote from Publicity Matters regarding the ongoing support for the website for the 12 months from April 2019.

The Board agreed to accept the quote.

ACTION-018	Publicity Matter to be contacted to accept the quote for the next 12 months	SB
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BM19/01/11 HEAD OFFICE UPDATE & GOVERNANCE

SB reported on the membership renewals. Several items for Exhibitions were passed round for discussion. It was decided that the following quotes would be sourced The existing size membership badge and one slightly smaller Existing Coasters, Pens (with black refill) sweets in tins.

Membership leaflets for the bedrooms at the EPC were discussed

SA outlined his work on the governance papers

ACTION-019	Quotes to be sourced for items as discussed	SB
ACTION-020	Bob Wade to be contact re leaflets for EPC	SB
ACTION-021	Code of conduct will be distributed to Board by end of March	SA
ACTION-022	Complaints procedure to be finalised	JB/JS/SA

BM19/01/012 ICPEM and COLLABORATION

JS attended a recent ICPEM event and was very warmly welcomed. Discussion are ongoing on how working together in the future will work or as one organisation.

ACTION-023	Ongoing discussion regarding holding a joint event	JS
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BM19/01/13 AOCB

A discussion regarding the possibility of co-opting onto the Board someone with experience in Comms & Marketing was held in view of this not being a skill normally recognised in EP



ACTION-024	Access to Resilience Direct for EPS members	SA
ACTION-025	Directors to attend as many Branch AGM's as possible when invited	ALL

The Meeting closed at 3pm

Date of Next Meeting:

Emergency Planning College, Easingwold, York, at 8.30 am.

13th June 2019

12th September 2019 - AGM

5th December 2019



ANNEX A: Summary of Actions

Note; The table below is a summary of actions identified in this meeting. These actions have been transferred onto the EPS Board Action Tracker which will be used to monitor progress.

Ref_No	Action	INITS
ACTION-001	Update action log	SB
ACTION-002	Discounted Membership offer in discussion with EPC	AS
ACTION-003	Investigation into participation with Students at University	JB
ACTION-004	Core Competence Framework being updated	JB
ACTION-005	Discussions with PM ongoing regarding application process	JB
ACTION-006	Presentation to Branches for Fellow upgrade process	JB
ACTION-007	Change of criteria of Fellow upgrade in discussion	JB
ACTION-008	PWG's to be encouraged to submit a review on their activity	SG
ACTION-009	PWG's & Task & Finish groups to be reviewed	JS/SG
ACTION-010	Discussion with John Handling regarding setting up International branch in Saudi ongoing	JB
ACTION-011	Branch report template for Board meetings to be circulated	WR
ACTION-012	Post event template for Branches & PWG's to be circulated- information to be placed onto website	WR
ACTION-013	List of NI member to be sent to JS	SB
ACTION-014	Email dates to be sent to SB for putting onto website and requesting members help for the stand	SS
ACTION-015	ESS to be contacted regarding a room for AGM & Study Day/Conference	JS
ACTION-016	Bob Wade to be contacted regarding information for Stand	JS

ACTION-017	Ian Cameron to be contacted regarding dates	JS
ACTION-018	Publicity Matter to be contacted to accept the quote for the next 12 months	SB
ACTION-019	Quotes to be sourced for items as discussed	SB
ACTION-020	Bob Wade to be contact re leaflets for EPC	SB
ACTION-021	Code of conduct will be distributed to Board by end of March	AS
ACTION-022	Complaints procedure to be finalised	JB/JS/AS
ACTION-023	Ongoing discussion regarding holding a joint event with ICPEM	JS
ACTION-024	Access to Resilience Direct for EPS members	AS
ACTION-025	Directors to attend as many Branch AGM's as possible when invited	ALL