



Minutes of a Meeting of the Board of Directors

Meeting BM19/03 held on Monday 21st October, by Teleconference

ATTENDANCE OF DIRECTORS		
Name	Inits	Position
Martin Blackburn	MB	Vice-Chair and Finance Director
Jeannie Barr	JB	Director for Professional Development and Standards
Kevin Pollock	KP	Director
Andrew Brown	AB	Director for Branches
IN ATTENDANCE		
Sue Bagge	SB	Head Office Manager
Andrew McCombe	AM	East Midlands Branch Chair & NOC Representative
APOLOGIES FOR ABSENCE		
Jacqui Semple	JS	Chair of the Emergency Planning Society
Stephen Gallagher	SG	Director for Professional Working Groups
Stephen Arundell	SA	Director for Governance
Sebastian Bassett-James	SB	Director

BM19/03/01 WELCOME AND APOLOGIES

In the absence of the chair, the vice Chair Martin Blackburn chaired the meeting. MB welcomed every Teleconference attendee and the meeting started at 10am.

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.

BM19/03/02 MINUTES OF THE PREVIOUS MEETING / MATTERS ARISING

The electronically circulated minutes of the previous meeting, held on 13th June 2019 were agreed to be an accurate account of that meeting. Previous actions were reviewed and the action log will be updated accordingly.

ACTION-001	Update action log	SB
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BM19/03/04 FINANCE REPORT

EPS financial performance in Q3 of 2019 was considered and comparatives for the last 5 years were discussed. Key themes were the continuing reduction in income from subscriptions, and the inflationary pressures on many of our costs.

Student Membership fees were discussed.



ACTION-002	SB to provide directors with information regarding student fees for other organisations for comparison	SB
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BM19/03/05 EDUCATION, MEMBERSHIP AND DEVELOPMENT

JB referred to the comprehensive update she had given at the AGM and confirmed the various work streams were progressing as planned. She paid tribute to the work of the small group of individuals who were helping to drive forward these initiatives.

BM19/03/06 PWG REPORT

SG had submitted a report electronically which was discussed in his absence. Whilst it was noted that the new Flood group have requested funding for a launch event, the details were scant and it appeared that there may be existing unallocated funding in the host Branch that could be utilised. The Board were supportive in principle but considered that a co-ordinated approach to PWG funding would be beneficial for all parties.

ACTION-003	Request the chair & vice chair of the new Flood Group to submit a full funding proposal	SG
ACTION-004	Advise Eastern Branch that funds are available in their Branch account.	SG
ACTION-005	A full financial proposal for PWG funding at the next meeting	SG

BM19/03/07 BRANCHES & NOC REPORT

AM reported that the last NOC Teleconference was held in May and the next one would be November. He updated the Board on the key issues and opportunities that had been discussed.

AB reported that he has sent an email to all Branch chairs introducing himself, he will try to attend all the branches and asked the other Directors to attend Branch AGM's if possible.

The Board reiterated their view expressed at the AGM that the branch network was key to the EPS.

ACTION-006	Branches Handbook is still being updated	ALL
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BM19/03/08 EVENTS AND EXHIBITIONS

MB congratulated those involved with arranging the speakers for the Study day. Concern had been expressed that the papers for the AGM should have been circulated in advance, rather than being tabled on the day.

The EPS will be supporting the International Disaster Response Expo 3-4 December at Olympia; AB will be attending, the London Branch are arranging an event during the Expo and will be looking after the EPS stand.



ACTION-007	Papers to be uploaded to the website at least 14 days before the AGM	ALL
ACTION-008	Directors encouraged to attend the International Disaster Response Expo	ALL
ACTION-009	Co-ordinate with London Branch re Stand	SB

BM19/03/09 COMMUNICATIONS, MARKETING & MEDIA

AB's previously circulated draft specification for the marketing and communications contract was discussed in detail and amendments made by those in attendance.

AB will circulate the revised document for agreement via email.

ACTION-010	AB to circulate the amended marketing tender documents for approval by Directors via email by 25 th October 2019	ALL
ACTION-011	SB to upload agreed tender document to the website as an Invitation to Tender, with a closing date that would enable consideration of submissions at the 5 th December 2019 Board Meeting	SB

BM19/03/10 GOVERNANCE

SA had submitted a paper on Statement on Academic Freedom for the EPS, this was discussed and approved.

The Conflict of Interest paper had not yet been received.

The Code of Professional Conduct and Complaints procedure documents were reviewed in detail and updated as necessary.

Once approved by the Board, SB will ask the Federation of Small Businesses (FSB) to check documents from a legal perspective.

ACTION-012	Statement on Academic Freedom to be uploaded to the website	SB
ACTION-013	Conflicts of interest paper to be submitted for the next meeting	SA
ACTION-014	Updated Code of Conduct & complaints procedure to be circulated for approval by Directors and then sent to FSB	JB

BM19/03/11 PUBLICITY MATTER REPORT

The previously circulated six-monthly update report from Publicity Matters (PM) was discussed and concern was expressed around the costs of the website maintenance and support, given that it had



been intended that the website should be self-service, without the need for constant intervention by PM

ACTION-015	AB to set up a Task & Finish Group using in house EPS expertise to review the current website arrangements and costings and to make recommendations to the next Board meeting prior to contract renewal in March 2020	AB
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BM19/03/12 HEAD OFFICE UPDATE

SB submitted a breakdown on the reasons given (where these had been stated) by those members who had cancelled their membership in the current year, together with similar comments in respect of why new members had been attracted to join.

BM19/03/13 AOB

Portfolio changes to be discussed by JS with new and existing Directors.

Funding is to be explored for extra help with specific tasks.

Website to be updated with new directors' details.

Head Office has received a paper from Tony Thompson regarding the use of the remaining funds held from the EU Erasmus project, the Board felt that the balance should be returned to the Erasmus project as the basis on which the EPS had originally submitted the bid was no longer valid, and the bulk of the funds had already been returned to the awarding body.

ACTION-016	JS to discuss portfolios with Directors	JS
ACTION-017	JS to prepare business case for funding for additional support	JS
ACTION-018	SB to update with Directors details immediately and with new portfolios when agreed	SB
ACTION-019	SB & MB to investigate how the funds can be sent back to Erasmus	SB/MB

The Meeting closed at 15.55

Emergency Planning College, Easingwold, York, at 8.30 am.
5th December 2019



Provisional meeting schedule for 2020:
19th March 2020
17th June 2020
September - Study day/Conference to be discussed
10th December 2020

ACTION-020	SB to circulate provisional meeting schedule to Directors and upload to website	SB
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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.

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