

# YORKSHIRE REGIONAL COMMITTEE MEETING MINUTES

27<sup>TH</sup> APRIL 2015

EC HARRIS, Whitehall LEEDS



## Minutes

**Chairman** Mark Wilson  
**Present** Mark Wilson MW  
 Gihan Badi GB  
 Nik Wilson NW  
 David Cormack DC  
 Jonathan Legge JL  
 Natasha Vermeulen NV  
 Stephanie Holderness SH  
 Paul Brown PB  
 Paul Tinsley PT

**Apologies** Mark Kennet MK  
 Dai Evans DE  
 Matthew Brooke-Peat MBP  
 George Zubak GZ

**Distribution** Mark Wilson, Gihan Badi, Mark Kennett, Nik Wilson, David Cormack,  
 Dai Evans, Matthew Brooke-Peat, Jonathon Legge, George Zubak,  
 Natasha Vermeulen, Stephanie Holderness, Stuart Peter.

Item	Who	When
<b>1. CHAIRMANS WELCOME</b>		
1.1		
<b>2. APOLOGIES</b>		
2.1 Matthew, Mark K, Dai Evans, Stuart Peter		
<b>3. MATTERS ARISING</b>		
3.1 Alison Watson – hasn't re-scheduled – Unsure what is happening with COYO	DE/MW	Monitor
3.2 MW attended East Anglia region for their event – joint event with CABA – this was very successful		
<b>4. REGIONAL CHAIRMANS REPORT</b>		
4.1 Upcoming regional councillor election due – Central office – MW seeking nomination for election as regional councillor for next 3 years. Region committee voted for MW to continue as councillor. Natasha V voted as deputy Councillor by the committee.		
4.2 Regional Summit – June 17 <sup>th</sup> Birmingham international - JL and MW to attend. MW to chair the event with Gary Mees – President Elect. To be held at Concorde Suite, Hotel Novotel, Birmingham Airport, Birmingham B26 3QL	MBP	

Item	Who	When
<p>4.3 MBP to allow for travelling costs for 2 to the Summit.</p> <p>4.4 Questions posed to the committee for JL to use at the Summit.– “ what are we doing that works” “what can we do better” “ what do we need to do that we are not doing”</p> <p>General discussion of committees views on member engagement, how we can improve what we are already doing, and what we can look at doing that we are not doing.</p> <p>PB– new potential member – came after becoming chartered, paying for the interview – made him aware of what he was doing. AT magazine spread on Yorkshire and the chairman letter – made him come along and see what was going on. Felt that he couldn’t criticise the region without seeing what they did for himself.</p> <p>Still a number of people that do not understand what a ‘technologist is in comparison to technicians and architects. Should we be talking to companies more? Encourage charter ship for new and existing employees</p> <p>Website – PB suggesting it needs more work, ensuring accurate information. We are still the only region with a website.</p> <p>Generally feel the communication is good in terms of Twitter etc.</p> <p>PT Sheffield Hallam doing masters and felt he didn’t know enough about becoming chartered/member when he was studying.</p> <p>Booking CPDs – you do not get a response email to acknowledge bookings. This would benefit members so they know and feel they should attend or notify us if they cannot.</p> <p>Linked in Groups – appears disjointed to members – the CIAT Member Hub is the most frequently used. Perhaps as a committee we should all be more active?</p> <p>NW – noted that there are members who may feel they have to rely on a computer to get involved – there could be people missing out. Unlikely NW is not the only one – should we look at going back to some other methods of communication or is a short transitional period?</p>		
<p>4.5 JL to put together notes form our discussion for us all to see what will be discussed at the summit. MW to send JL the notes form those who couldn’t make it.</p>	JL/MW	
<p>4.6 CPD Day – 70% of members last year said in a survey they would attend a cpd day. Location: The Rose Bowl – 5 rooms booked with 25 presentations scheduled. Sadly ‘Bail’ lady had to ‘bail out’ ;) – Hoping to get Leeds Local planning authority involved.</p>		
<p>4.7 MW would like to think that all of the committee will support the day. You do need to register. Even committee members. Link on the website. You can select what lectures you want to go to. Build your own day. It is completely FREE. It is a sponsored events. RIBA/RICS/CABE/CIOB/CIBSE are invited.</p>		
<p>4.8 NW is coming up to retirement. Matthew Brooke-Peat happy to take on the role as Treasurer.</p>		
<p>4.8 – Asked committee members if they are happy to continue in their roles – will be formally elected in June. Gihan happy to continue as is Stephanie in their roles, CPD and treasurer respectively</p>		

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4.9 CKE for Yorkshire and Humber still wish to come and present and will do so at our next meeting in June.		
4.10 CPD event devolution – contractor M3 based in Sheffield –has been in contact with us – free venue with parking, seats 30 people – this gives us an opportunity to hold cpds/events free in this region.		
<b>5. REGIONAL COUNCILLORS REPORT</b>		
5.1 Councillor report was sent round by email mid March.		
5.2 Committee minutes to be checked in the next meeting before being posted on the website		
5.3 No further news on the voting reform. Still an agenda item.		
<b>6. REGIONAL TREASURERS REPORT</b>		
6.1 Financial year ends 30 <sup>th</sup> April – final accounts to be completed. Balance cannot yet be reported.		
6.2 NW will attend one more meeting in June and provide us with a breakdown of the last year.		
6.3 MW noted there may be travelling costs for Keith Snook for the CPD day and catering costs. To be established by MW.		
<b>7. REGIONAL EDUCATION OFFICERS REPORT</b>		
7.1 DE could not attend today, and has asked that his report will be deferred to the next meeting	DE	Nxt meeting
<b>8. REGIONAL CPD OFFICERS REPORT</b>		
8.1 GB would like to meet with MK to discuss her role as CPD.	GB	NA
8.2 NW – made a point to book the hotels for CPDs 3 months in advance where possible.	ALL	Nxt meeting
<b>9. WEBSITE</b>		
9.1 Website is slow progress. Matthew not fully available to do the works. DC will try and get a finite date from him to complete it. It will not be done in time for the CPD day but the booking page is up and working.		
9.2 MW to provide some blurb for each presentation to help people make an informed choice of which presentation to go to. This will allow people to advertise their presentations also	MW	
9.3 MW to send Rose bowl photo to DC. This will direct members to the booking page.	MW	
9.4 DC intends to be able to provide the cpd organiser a list of people coming from the booking page.	DC	
9.5 Booking system to be improved upon, look into ways of confirming numbers before the event. Work in progress.		
9.6 PB suggested a forum where people could discuss if they are going and		

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could discuss transportation sharing to the event. To allow more people to go to the events.		
9.7 Look into creating a regional linked in member group to help with this.	MW	
<b>10. STUDENT COUNCILLOR REPORT</b>		
10.1 George unable to attend		
<b>11. REGIONAL SECRETARY REPORT</b>		
11.1 Nathan Oliver, Nik Wilson and Jon Legge –SH to inform Isabelle at CO of their attendance to the AGM	SH	
<b>12. AOB</b>		
12.1 CPD events will be discussed at the next meeting for next years.		
12.2 DM – Petra contacted David, she would like to feed in info of how communication between Sheffield Hallam and the institute is not working. DM to email her to encourage contact and perhaps attend the next meeting	DM	
12.3 PB– suggested having monthly competitions to encourage engagement with members. Provide material for the website, getting things more interactive. Interesting topics etc.		
12.4 JL – website – asked if we can we use some sort of appointment system similar to the dentist as a reminder to those who have booked? DC said they do generally cost and we would need someone to take control of it and run it. A system has been tried Eventbrite. Was too involved time wise.		
12.5 CPD calendar needs to be up to date and down to Adam at CO to monitor and schedule reminders to members.	GB	
12.6 GB to contact MBP to confirm Rose bowl CPD on 19 <sup>th</sup> May	GB	
12.7 Should we consider a budget for the website upkeep? As this is not currently in our budget. (NW) Are we able to apply the finance dept. in CO can we claim more for this? MBP to look into this. DC suggest this would be good and would be minimal costs.	MBP	
<b>13. NEXT MEETING</b>		
13.1 29 <sup>th</sup> June 2015		