

**YORKSHIRE REGION COMMITTEE MEETING
HELD AT 18:30 ON MONDAY 7TH MARCH 2016
ROOM 223 THE ROSE BOWL, LEEDS BECKETT UNIVERSITY**



CHAIR: Jonathan Legge (JL)

PRESENT: Gihan Badi (GB) – CPD Officer
Matthew Brooke-Peat (MBP) – Committee Member
Paul Tinsley (PT) – Committee Member
Mark Wilson (MW) – Councillor
Nik Wilson (NW) - Treasurer

APOLOGIES: David Cormack (DC) – Media Officer
Dai Evans (DE) – Education Officer
Tahira Hamid (TH) – Committee Member
Stephanie Holderness (SH) - Secretary
Natasha Vermeulen (NV) – AspirATion Chair
George Zubak (GZ) – Student Officer

1.0 MINUTES OF LAST MEETING

1.1 JL stated that the previous minutes were in note form. On that basis the minutes were accepted as a true record.

2.0 MATTERS ARISING

2.1 MBP agreed to take the minutes for the meeting in the absence of SH. It was agreed that the minutes would be distributed for comments at the earliest opportunity. However, it was stated by MBP that this would not be in the days immediately after the meeting because of current commitments. All agreed that this approach was acceptable.

2.2 Previous Minute 3.2: The status of the hand-over of the Treasurer’s position was discussed. MBP confirmed that Head Office has stated that another set of forms will need to be completed to transfer the signatory on the bank account. MBP stated that these forms had previously been satisfactorily completed in October 2015 and the reason behind the process having to be undertaken again is unknown. MBP confirmed that the second set of forms had been received and will be completed and returned immediately.

2.3 JL stated that no CPD events were scheduled for March or April 2016. All agreed that the Committee needs to plan CPD events in advance of each season to provide sufficient time to book speakers and venues, and enable effective promotion of each event. It was agreed by all, that

Action:

MBP

MBP

where possible, CPD events should be arranged for each month excluding July and August. It was also agreed that a full day event would take place in one of the months during each CPD season.

- 2.4 Previous Minute 3.3: MBP confirmed that despite a sustained effort, the National Trust event proposed for March 2016 did not come to fruition. JL and GB had been informed of the issue as soon as it became apparent.
- 2.5 GB proposed to contact Legal and General before the next meeting in an attempt to arrange a modular housing seminar for June 2016. **GB**
- 2.6 Previous Minute 3.3: JL proposed to contact DE before the next meeting to follow up the potential opportunity of an event focused on the Harrogate Passivhaus project. **JL**
- 2.7 The potential to expand collaboration with other professional institutes was discussed. JL has tried contacting Sarah Giles of the CIOB to follow up an offer to potentially expand sharing of event provision. Sarah has not responded since the initial contact. JL will attempt to make contact again before the next meeting. **JL**
- 2.8 JL stated that the CPD events schedule for September 2016 onwards will be planned at the next meeting. This will be an agenda item. **JL**
- 3.0 CHAIR'S REPORT**
- 3.1 Previous Minute 3.3: No progress has been made in identifying a suitable presenter to deliver a BIM workshop. JL to investigate further before the next meeting. **JL**
- 3.2 Previous Minute 4.1: MSc Architectural Technology & Design at Leeds Beckett University has been validated by the University.
- 3.3 JL has contacted Head Office to discuss the voting by proxy issue. A satisfactory response has not been received to date.
- 3.4 MW attended a meeting that was held on the 16th of January 2016 to discuss the voting reform. The Chief Executive will design a framework for a survey to pole the opinions of members on voting reform. There will be a multiple stage process that will include a survey and a follow up consultation. MW is a member of the Electoral Review Group.
- 4.0 COUNCILLOR'S REPORT**
- 4.1 See attached Councillor's report.

5.0 PROFESSIONAL DEVELOPMENT DAY

5.1 MW stated that the CPD day will be now known as the Professional Development Day.

5.2 MW confirmed that there is currently a shortfall in sponsorship funding to cover the costs of the Professional Development Day. NW proposed that some of the Region's budget could be used to support the Professional Development Day. NW to confirm the potential amount of funding available at the earliest opportunity.

NW

5.3 NW confirmed that the invoice for the Professional Development Day venue deposit had not been received to date. GB to pursue this issue with Leeds Beckett University.

GB

5.4 MW confirmed that there are still some presentation slots available. These have been held back to date for potential sponsors. If sponsors do not take up the presentation slots then MW is confident that these can be filled by non-sponsored speakers. MW reiterated that the shortfall in sponsorship funding is a concern.

5.5 The potential to make a request to the Region's members for sponsorship of the Professional Development Day was discussed. MW to confirm the sponsorship packages available. GB to prepare promotional material for the sponsorship packages and arrange an email to be sent to the Region's members. PT to promote the sponsorship packages on the Region's website. A link to the website content will be used in communications with members and companies, and also in posts made via social media. JL to cover the sponsorship opportunities in the next newsletter.

**MW,
GB, PT
and JL**

5.6 The potential to ask other institutions to contribute funding was discussed. It was considered that the other institutions would seek advanced promotion opportunities in return and this was deemed unacceptable.

6.0 SECRETARY'S REPORT

6.1 There was no Secretary's report submitted for the meeting.

7.0 TREASURER'S REPORT

7.1 NW presented an overview of the Region's current financial position.

8.0 EDUCATION OFFICER'S REPORT

8.1 DE has received no contact from the Universities within the Region.

9.0 CPD OFFICER'S REPORT

9.1 Refer to minute 2.5.

10.0 MEDIA OFFICER'S REPORT

10.1 The promotion of the competition to design a logo for AspirATion was discussed. PT requested clarification on the process for deciding the content of the website. JL confirmed that the Committee is to agree all content with the Chair making final decisions where required. All proposals are to be circulated to the Committee for approval. JL to email the Committee to clarify this issue. PT will subsequently promote the AspirATion logo competition on the Region's website.

**JL and
PT**

11.0 STUDENT OFFICER'S REPORT

11.1 There was no Student Officer's report submitted for the meeting.

12.0 AspirATion CHAIR'S REPORT

12.1 There was no AspirATion Chair's report submitted for the meeting.

13.0 ANY OTHER BUSINESS

13.1 The Annual Business Meeting will be held as the next meeting.

13.4 MBP may be absent from the next meeting due to personal circumstances and he will confirm his availability in advance.

MBP

14.0 NEXT MEETING

14.1 Next meeting to be held at 18:30 on 9th of May 2016, the location is to be confirmed in due course.

JL

14.2 JL proposed future meeting dates of the 11th of July 2016, 12th of September 2016 and the 7th or the 14th of November 2016.