



**IHBC East Midlands Branch
Business Plan: 2009/2010**

Introduction:

This is the Business Plan for the East Midlands Branch of the Institute of Historic Building Conservation. It sets out what has been achieved in 2008/2009 and our objectives for 2009/2010 together with proposals to achieve these objectives and the likely financial implications.

Branch Committee

The Branch Committee has overall responsibility for implementation of the Business Plan. Nominations for the Branch Committee 2009/10 are as follows:

<u>Name</u>	<u>Position</u>
Jane Roylance	Chair
Robert Walker	Vice Chair
Stephen Bradwell	Secretary
Roy Lewis	Branch Representative
Rose Thompson	Treasurer
Dave Boyson	Membership Secretary
Chris Mckinney	Derbyshire County Representative
James White	Leicestershire County Representative
Liz Mayle	Lincolnshire County Representative
Rachel Booth	Northamptonshire County Representative
Jason Mordan	Nottinghamshire County Representative.
Vacant	Education Representative.

Fiona Newton
Chloe Oswald
Jenny Timothy

General Committee Member
General Committee Member
General Committee Member

Proposed Branch Committee meeting dates 2009/2010

(Meetings to be held at the Fox & Crown PH, Appletongate, Newark)

Tuesday 3rd November 2009

Tuesday 12th January 2010

Tuesday 23rd February 2010

Tuesday 13th April 2010

Tuesday 18th May 2010

Tuesday 6th July 2010

AGM 2010

Weeks 1 or 2 in September 2010

Branch Achievements 2008/2009

Supporting members

- Organised CPD visit to Harlaxton Manor and branch AGM September 2009.
- Up to date information maintained on the branch page of the IHBC website including information on branch visits and archive papers.
- A targeted campaign carried out to increase membership.
- Improved procedure for distribution of emails to branch membership.

Building Partnerships

- Fiona Newton continues to represent IHBC at East Midlands Heritage Forum.
- Charles Glenn continues to represent IHBC EM Branch on Derby City Council Conservation Area Advisory Panel.
- Jane Roylance continues to sit on IHBC Technical Panel.
- Dave Trubshaw continues to represent IHBC on Leicester City Conservation Advisory Panel.

Maintaining an Active Branch

- All members notified of dates of Branch meetings, Members of Branch Committee, County Reps. and date of 2009 AGM.
- Programme of Branch meetings up to AGM completed.
- Branch accounts maintained by Treasurer and business plan produced.
- Notifying members of consultations via email giving the opportunity for them to make comments.
- Opportunity at branch meetings to discuss and provide formal feedback on behalf of the branch on specific issues.

IHBC Annual School 2009

- Successfully organised 2009 Annual School at Buxton.
- Annual School returned a profit and all allocated places were booked.
- Positive feedback received from delegates attending the Annual School.

Key Branch Objectives for 2009/2010

- Supporting Members – continued response to member’s needs/requests to help develop the profession.
- Building Partnerships – through continued representation by branch members on advisory committees, panels and forums.
- Maintaining an Active Branch – through regular Branch meetings, links though County groups and County Reps and CPD events and electronic networking.

Financial Implications

Funds required to achieve the 2009-2010 Business Plan	£1700.00
Cash in bank as of 30 th September 2009	£ 297.12
Income from events/bank interest *estimate	£5.00
Central funds requested	£500.00
Annual School Funds	£4000.00

Branch Objective	Key Actions	Achieved Through	Lead Responsibility	Financial Implications
Supporting Members	1. Organise max. 2 CPD events / site visits per annum	Support from branch members.	Branch Chair	Nil
	2. Maintain up to date information on branch on IHBC website	Consider type of information to include and create a branch template. Update information and pass to IT consultant	Branch Secretary and other members.	Nil
	3. Increase attendance at events	Organising relevant events and feedback on events, publicity and networking.	Branch Chair	Nil
	4. Increase membership	Target non-members and coordinate a recruitment drive for new and lapsed members.	Membership Sec.	Nil
Building Partnerships	1. Continued representation by branch members on advisory committees, panels and forums.	Representation on East Midlands Regional Heritage Forum.	Fiona Newton.	Nil
		Representation on East Midlands Heritage Education Group.	Education Rep.	Nil

		Representation on Leicester City Council Conservation Advisory Panel.	Dave Trubshaw	Nil
		Representation on Derby City Council Conservation Advisory Panel.	Charles Glenn.	Nil
Maintaining an Active Branch	1. Organise 6 branch meetings per annum.	Meeting to be held at Fox & Crown , Appletongate, Newark.	Branch Secretary	£180
	2. Prepare a branch business plan.	Ongoing discussion and consultation with Branch	Branch Treasurer	Nil
	3. Maintain branch accounts and submit necessary returns to Council.	Ensure invoices/expenses paid promptly and cash flow managed.	Branch Treasurer	Nil
	4. Organise Branch AGM linked to event and appoint officers	Publicise AGM thoroughly and encourage attendance	Branch Secretary	£420
	5. Ensure branch agendas and minutes and on website.	Provide details to IHBC IT consultant	Branch Secretary	Nil
	6. Provide for incidental expenses by Committee Members	Occasional postage, printing and other costs.	Branch Treasurer	£100

IHBC Annual School 2009	Members discussed options how to use profit from Buxton Annual School	<p>£500- To be donated to Gus Astley Award.</p> <p>£500- To be used to fund as Bursary/award towards a EM Branch member attending the London Annual School 2010.</p>	Branch Chair- This will be subject to Branch Approval at the next meeting.	£1000