



DRAFT IHBC East Midlands Branch Business Plan: 2014/2015

Introduction

This is the draft Business Plan for the East Midlands Branch of the Institute of Historic Building Conservation. It sets out what has been achieved in 2013/2014 and our objectives for 2014/2015 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. The Branch Committee 2013/14 is as follows:

<u>Name</u>	<u>Position</u>
Elizabeth Mayle	Chair
Robert Walker	Vice Chair
Stephen Bradwell	Secretary
Roy Lewis	Branch Representative
Rose Thompson	Treasurer
Neil Robertson	Membership Secretary
Chris Mckinney	Communications Officer
Philip Grover	Education Representative
Becky Waddington	Derbyshire County Representative
Liz Blood	Leicestershire County Representative
Robert Walker	Lincolnshire County Representative

Rachel Booth Northamptonshire County Representative
Jason Mordan Nottinghamshire County Representative

Sara Croft General Committee Member
Jane Roylance General Committee Member
Fiona Newton General Committee Member
Rosamund Worrall General Committee Member
Simon Revill General Committee Member
Eva Long General Committee Member

Branch Committee meeting dates 2015/15

Meetings to be held at the Fox and Crown, Appleton Gate, Newark

Tuesday 28th October 2014
Tuesday 2nd December 2014
Tuesday 3rd February 2015
April meeting venue and date to be confirmed
Tuesday 14th July 2015

AGM 2014

Weeks 1 or 2 in September 2015

Branch Achievements 2012/2013

Supporting members

- Organised CPD visit, the theme of which was a return visit to the Magnus Buildings in Newark which are to become a Civil War Museum after being awarded a HLF grant.
- Organised the branch AGM 2014 and hosted the peripatetic Council meeting as well as organising a free IHBC event *Building skills for IHBC membership*.
- Chris Mckinney continued to significantly improve and maintain up to date information on the branch page of the IHBC website including information on branch visits and archive papers.

Building Partnerships

- Fiona Newton continues to represent IHBC at East Midlands Heritage Forum.
- Chris Collison continues to represent IHBC EM Branch on Derby City Council Conservation Area Advisory Panel.
- Jane Roylance continues to sit as a corresponding member of the 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 2013 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.
- A branch meeting was held at a different location to encourage more members to attend.

IHBC Annual School 2009 (related funds)

- Funded one full bursary place to the Edinburgh Annual School 2014.

Key Branch Objectives for 2014/2015

- 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 through County groups and County Reps and CPD events and electronic networking.
- Fund one bursary place to the IHBC Annual School.

Financial Implications

Funds required to achieve the 2013-2014 Business Plan	£650.00
Cash in bank as of 30 th September 2014	£ 1487.47
Income from events/bank interest	£0.08
Central funds requested	£650.00
Annual School Funds	£0.00

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.	Chris Collison	Nil
Maintaining an Active Branch	<p>1. Organise 6 branch meetings per annum.(1 meeting at a different venue)</p> <p>2. Prepare a branch business plan.</p> <p>3. Maintain branch accounts and submit necessary returns to Council.</p> <p>4. Organise Branch AGM linked to event and appoint officers</p> <p>5. Ensure branch agendas and minutes and on website.</p> <p>6. Provide for incidental expenses by Committee Members</p>	<p>Meeting to be held –venue to be confirmed</p> <p>Ongoing discussion and consultation with Branch</p> <p>Ensure invoices/expenses paid promptly and cash flow managed.</p> <p>Publicise AGM thoroughly and encourage attendance</p> <p>Provide details to IHBC IT consultant</p> <p>Occasional postage, printing and other costs</p>	<p>Branch Secretary</p> <p>Branch Treasurer</p> <p>Branch Treasurer</p> <p>Branch Secretary</p> <p>Branch Secretary</p> <p>Branch Treasurer</p>	<p>£180</p> <p>Nil</p> <p>Nil</p> <p>£420</p> <p>Nil</p> <p>£50</p>
IHBC Annual School 2009	Members discussed options how to use profit from Buxton Annual School	Full Bursary place to IHBC Annual School	Branch Chair	£0