



IHBC East Midlands Branch Business Plan: 2018/2019

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 2017/2018 and our objectives for 2018/2019 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 2018/19 is as follows:

| <u>Name</u> | <u>Position</u> |
|--------------------|--------------------------------------|
| Elizabeth Mayle | Chair |
| Rosamund Worrall | Vice Chair |
| Emilie Wales | Secretary |
| Rose Thompson | Branch Representative |
| Alice Ullathorne | Treasurer |
| Chris McKinney | Communications Officer |
| Vacant | Education Representative |
| Michael Faulkner | Derbyshire County Representative |
| Paul Grundy | Leicestershire County Representative |

Emilie Wales
Vacant
Jason Morden

Lincolnshire County Representative
Northamptonshire County Representative
Nottinghamshire County Representative

Roy Lewis
Fiona Newton
Becky Waddington
Chloe Oswald

General Committee Member
General Committee Member
General Committee Member
General Committee Member

Alice Ullathorne
Rosamund Worrall

Council + Rep
Council + Rep

Branch Committee meeting dates 2018/19

Meetings to be held at the Organ Grinder, Newark

Tuesday 30th October 2018

Tuesday 4th December 2018

Tuesday 5th February 2019

April meeting venue and date to be confirmed

Tuesday 9th July 2019

AGM 2019

Weeks 1 or 2 in September 2019

Branch Achievements 2017/18

Supporting members

- Organised 3 CPD events –
 - Leicester BAR CPD on 17/04/18
 - MATE event in Nottingham on 25/04/18;
 - Derby Flood Scheme CPD for the AGM on 07/09/18
- Organised the branch AGM September 2018 focusing on the Flood Scheme in Derby
- Chris McKinney continued to 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.
- IHBC EM Branch on Derby City Council Conservation Area Advisory Panel-position vacant
- IHBC on Leicester City Conservation Advisory Panel- position vacant

Maintaining an Active Branch

- All members notified of dates of Branch meetings, Members of Branch Committee, County Reps. and date of 2017 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.
- Ros Worrall, Rose Thompson, Emilie Wales and Alice Ullathorne attended Council+ meetings.

IHBC Annual School 2009 (related funds)

- The decision was made at the 2017 AGM not to fund places at the 2018 Belfast IHBC conference with the intention to fund more regional places on the 2019 conference in Nottingham

IHBC Annual School 2019 Subcommittee

- 3 subcommittee meetings have been held at Nottingham City Council's offices to organise the 2019 IHBC Conference

Key Branch Objectives for 2018/19

- Supporting Members – continued response to member's needs/requests to help develop the profession.
- Increase number of East Midlands members
- 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.
- Organise a successful and profitable IHBC Annual School 2019 through the Conference Subcommittee
- Send 2/3/4 people to the 2019 IHBC Conference Day School

Financial Implications

| | |
|---|--------------------------------------|
| Funds required to achieve the 2018-2019 Business Plan | £1380.00 |
| Cash in bank as of 30 th September 2018 | £789.10 |
| Income from events/bank interest | £0.12 |
| Central funds requested | £650.00 |
| Annual School Funds | £450.00 (assumed from Buxton income) |

| Branch Objective | Key Actions | Achieved Through | Lead Responsibility | Financial Implications |
|------------------------------|--|--|------------------------------------|-------------------------------|
| Supporting Members | 1. Organise c. 3 CPD events / site visits per annum | Support from branch members. | Branch Chair | £150 |
| | 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. | Vacant | Nil |
| | | Representation on Derby City Council Conservation Advisory Panel. | Vacant | Nil |

| | | | | |
|-------------------------------------|--|---|------------------|------|
| Maintaining an Active Branch | 1. Organise 6 branch meetings per annum.(1 meeting at a different venue coinciding with CPD) | Meeting to be held –venue to be confirmed | 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 | £400 |
| | 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 | £50 |
| IHBC Annual School 2009 | Members discussed options how to use profit from Buxton Annual School | 3 bursaries to the Annual Day school this year agreed at AGM (Full school £380) | Branch Chair | £450 |
| IHBC Annual School 2019 | Form an organising committee for annual school 2019 | Provide a small fund for expenses- meetings etc. | Branch Treasurer | £150 |