

## CIAT Yorkshire Region Bi-Annual Business Meeting 2019

Time & Date: 18.00 16 September 2019

Venue: Room 215 Broadcasting Place Humanities Building, Leeds Beckett University

<b>Present</b>	<b>Role</b>	
Gihan Badi	Chairman	<b>GB</b>
Natasha Coles	Councillor	<b>NC</b>
Matthew Brooke-Peat	Treasurer	<b>MBP</b>
Paul Smith	CPD Officer	<b>PS</b>
Nik Wilson	Member	<b>NW</b>
Alastair Kennedy	Committee Member	<b>AK</b>

### **Present (Skype)**

Stephanie Holderness	Secretary	<b>SH</b>
Paul Tinsley	Media Officer	<b>PT</b>
Anwar Fanoush	Committee Member	<b>AF</b>
Nathan Oliver	Committee Member	<b>NO</b>

### **Apologies**

None

<b>Item</b>	<b>Action</b>
<b>1.0 MINUTES OF THE PREVIOUS MEETING</b>	
1.1 Minutes of the meeting held on 17 June 2019 were accepted as a true and fair record of discussions.	
1.2 GB offered congratulations to MBP on successful election to Vice-President Education, which was echoed by the whole committee.	
1.3 GB advised of late receipt of invitation to the AT Awards. MBP attended in the judge role, refer below re: AT Awards feedback.	
1.4 Sam Stone was confirmed to have taken the role of aspiriATion Chair for the Yorkshire Region. Invitation to Committee Meetings is to be extended to Sam.	
<b>2.0 REPORT: CHAIRPERSON</b>	
2.1 Refer to appended Newsletter Report.	

Item	Action
2.2	As GB steps down from the Chairman's role, summary of activities over the past two year was provided; with attendance at AGM's, AT Awards, University and School outreach, and members CPD / PDD events.
2.3	Current schools' outreach was discussed, with four forthcoming visits planned between GB and MBP.
<b>3.0</b>	<b>REPORT: COUNCILLOR</b>
3.1	Refer to appended Report.
3.2	Summary of recent Council Meeting was given with election of posts for Practice, Education, and Secretary; of a very positive feel, with aspirATion now voting. There is a new influx of Council members, with many younger attended as deputies in advance of the March meeting.
3.3	The Yorkshire Region membership numbers remain healthy.
3.4	The new National aspirATion Chair has been confirmed.
3.5	It was requested that members attending the Glasgow AGM read the papers in advance and raise questions within committee and/or directly with head office in advance of the AGM.
<b>4.0</b>	<b>REPORT: TREASURER</b>
4.1	The Regions account remain as a positive balance, with expenditure limited to the reserve. All invoices and expenses have been settled.
4.2	Application for next years funds is to be submitted shortly.
4.3	Authorisation through head office for payments remains an ongoing issue.
4.4	The Region is to pay for attendance of the AGM in Glasgow by PS and NW.
<b>5.0</b>	<b>REPORT: CPD OFFICER</b>
5.1	Positive feedback was given for the Buro Veritas building regulations update with +35 attendees, and iMist with +15 attendees, over the historically quiet summer period.
5.2	NO and PS are to liaise and compile the forthcoming CPD programme, and co-ordinate with CIOB events.
5.3	It is proposed to hold two, potentially three, CPD events before Christmas.
5.4	Notification of CPD events to member was discussed, and it was agreed: <ul style="list-style-type: none"> <li>▪ The Secretary will request direct members email 2-weeks in advance of CPD events, together with AT Weekly Newsletter email publication (inc. Micro-Site and Eventbrite links), and post to the YR Linked-In account.</li> <li>▪ The Media Officer will publish the event on EventBrite, and within the Central Micro-Site.</li> <li>▪ Publishing through Twitter is intended, and this will be considered with the opportunity to recruit an active member to promote media communications.</li> </ul>
5.5	Understanding of how members hear of CPD events is to be questioned at CPD events, with the Media Officer reporting booking link numbers.
5.6	Locations for CPD events was discussed, seeking decentralisation from Leeds and Sheffield, potentially to Huddersfield, Hull, York, etc. Opportunity to partner with adjoining Regions

**NOTE**

**NO / PS**

**Refer  
above**

Item		Action
	was discussed with border events jointly held. Proposals are to be incorporated within the forthcoming schedule.	
5.7	NW queried the absence of PDD within the CPD programme, and it confirmed that the PDD had been side-lined for the moment, owing to recent decline in attendance in parallel to the resource necessary to deliver it; in comparison to evening CPD's and the recent uptick in attendance at these events.	
<b>6.0</b>	<b>REPORT: EDUCATION OFFICER</b>	
6.1	MBP provided feedback on the AT Awards, attending as Judge for the Student Awards; with Sam Stone also attending and actively promoting via Twitter. A very positive event, it was well received, portraying a good image of the institute. MBP noted that this was the last year at the current location, with next year's event believed to be held at the Science Museum.	
<b>7.0</b>	<b>REPORT: MEDIA OFFICER</b>	
7.1	PT confirmed the removal of the stand-alone Yorkshire Region Micro-Site. Content and Committee Meeting Minutes have been retained, and access to these through the micro-site will be investigated.	<b>AK / PT</b>
7.2	The Region have not received direct access to the central Micro-Site, and no date for the granting of access has been forthcoming. PT indicated that all content request made of Central Office had been actioned.	
7.3	Twitter. GB, SH, and Adam Endacott hold log-in details.	
7.4	Linked-In. The account is understood to be retained by Mark Wilson.	
7.5	Facebook. No presence.	
7.6	Opportunity for a member to take on the promotion and active use of the Twitter and Linked-In accounts was felt to be very beneficial; and recruitment of an individual in this role is sought.	
<b>8.0</b>	<b>REPORT: ASPIRATION GROUP</b>	
8.1	No report has been submitted with the position only having recently been taken.	
<b>9.0</b>	<b>CALENDAR REVIEW &amp; UPCOMING EVENTS</b>	
9.1	Refer to CPD action above in developing the schedule.	
9.2	Glasgow AGM 09 November 2019.	
<b>10.0</b>	<b>BUSINESS MEETING 2019 – COMMITTEE ELECTION</b>	
10.1	Chairman  Paul Smith was elected as Chairman with proposal by Matthew Brooke-Peat, seconded by Natasha Coles.	
10.2	Councillor  Natasha Coles retains the position of Councillor through to 2020.	

Item	Action
10.3	Secretary Alastair Kennedy was elected as Secretary with proposal by Paul Smith, seconded by Natasha Coles.
10.4	Treasurer Matthew Brooke-Peat retains the position of Treasurer with proposal by Natasha Coles, seconded by Gihan Badi.
10.5	CPD Officer Nathan Oliver was elected as CPD Officer with proposal by Natasha Coles, seconded by Paul Smith.
10.6	Education The post of education remains vacant.
10.7	Deputy Councillor
10.8	Alastair Kennedy was elected as Deputy Councillor with proposal by Natasha Coles, seconded by Paul Smith.
<b>11.0</b>	<b>ANY OTHER BUSINESS</b>
11.1	Media Officer. PT offered to continue in the role of managing IT / media through the Central Micro Site and Eventbrite.
11.2	The Role of CPD Officer and the need for the whole committee to contribute to sourcing, booking, and planning was discussed, with delegation highlighted by NW.
11.3	The vacancy in Education remains open; with overlap noted in the area through MBP's VP-Education role, MPB and GB's involvement with regional Universities, and the recent involvement of Sam Stones with aspirATion.
11.4	The AGM will be well represented by the Region, with GB, NO, AK, and Paul Justice attending as voting delegates; NC as Councillor; MBP as VC-Education; and Paul Smith and Nik Wilson as members.
11.5	AK will join NC at the March Council Meeting.
<b>12.0</b>	<b>DATE OF NEXT MEETING</b>
12.1	18.00 09 December 2019 – Location TBC



These minutes are a true and fair record of events:

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Paul Smith. Regional Chair 18 September 2019