

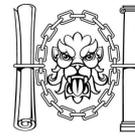
Yorkshire Regional CIAT Committee Meeting Minutes

Time & Date: Wednesday 18.00 08 April 2020

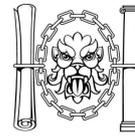
Venue: 'Teams'

Present (inc Skype)	Role	
Paul Smith	Chairman	PS
Paul Tinsley	Committee Member (Media Officer)	PT
Matthew Brooke-Peat	Treasurer	MBP
Nathan Oliver	CPD Officer	NO
Alastair Kennedy	Secretary	AK
Apologies		
Stephanie Holderness	Committee Member	SH
Additional distribution		
Natasha Coles	Councillor	NC
Gihan Badi	Committee Member	GB
Anwar Fanoush	Committee Member	AF
Nik Wilson	Committee Member	NW

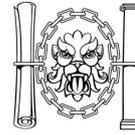
Item		Action
1.0	MATTERS ARISING FROM THE PREVIOUS MEETING	
1.1	(4.2) Reminder for Councillor Report contribution was made; action by Chair, Treasurer, (Education), and CPD, by the 01 February 2020. A brief update to report on regional activity at the council meeting / confirmation of committee members / current roles - Any issues, events attended etc. CLOSED . Report was submitted by NC.	
1.2	(5.4) The aspirATion budget is required to conclude the Annual Budget application. AK has made request to ST for issue of the aspirATion budget to MBP. OUTSTANDING . No budget has been received, refer below.	
1.3	(6.2) January – PLANNING. It was agreed to proceed with the Planning event in Sheffield, and to issue advertisement email as a priority. AK undertook to make enquiries with SHU for a venue (Post Meeting Note: confirmed with SHU although the actual room number is unknown and catering remains TBA), and to draft the email advertisement for Adam to avoid delays. NO again requested all members cross-post and share the event. CLOSED . The event was successfully held.	
1.4	(6.3) February – SECURITY. Preferred as the Security CPD, on either the 25/02 or 26/02 with the venue of Leeds Becketts preferred. NO to confirm date and venue with the	



Item	Action
	presenter; and AK to subsequently request room booking. CLOSED. The event was successfully held.
1.5	(6.4) Constrains on wording / naming of personnel and organisations associated with the Security CPD event are highlighted, and it requested care be taken when advertising it. Approval of the advert will be obtained by NO, and issued to AK for distribution to head office. CLOSED. All approvals were secured.
1.6	(6.5) March – H+S UPDATE. Concluded to be the Health and Safety Update, this is proposed for the 23 March in Leeds. NO to confirm date and venue with the presenter, and draft advertisement email; and AK to subsequently request room booking, and arrange advertisement email. CLOSED. The event was cancelled in light of current Covid concerns.
1.7	(6.9) PS undertook to speak with MBP about contact within York and Hull Colleges with a view to utilising these venues for future CPD and/or committee meetings. ONGOING. Action is deferred. PS (MBP)
1.8	(8.2) PS undertook to request Linked-In log-in details from Mark Wilson to permit the update of logos, and review / refresh of the group description with links to the micro-site, etc. ONGOING. PS
1.9	(8.3) The log-in details for Twitter remained absent, GB to provide to AK. CLOSED. Provided by GB to AK.
2.0	HQ & AGM
2.1	The AGM in Manchester was discussed with the possibility of this being a remote event, although plans for in-person remain in place. Action for the Committee in identifying voting delegates is required by 11 May. AK NW, AK and PS are available to attend, but willing to stand aside should regional members have strong desire to attend. AK made enquire with the remaining committee members to determine who is willing to attend the AGM. As lessons learnt from past years, any regional members selected to vote must attend the Committee Meeting where the voting procedures will be reviewed, and the decision on which votes are to be made confirmed. The Committee vote as one.
2.2	MBP agreed that representing the region would not be the preferred option in light of the Vice-President Education role.
2.3	PS and MBP provided update on Central Office activities, with all staff working from home but remaining active and contactable, the Institute meetings and events have been cancelled in person, with critical matters progressed through online tools. It was reiterated that policy from Central Office is that absolutely no in person meetings or events as 'CIAT' are to progress at this time (eg. CPD, social, etc).
2.4	Mention of the Architects Benevolent Society was made, as a source of support and an opportunity to contribute to those willing and able.
3.0	REPORT: CHAIRPERSON
3.1	No formal report was submitted, with no dedicated chair activities to report.
4.0	REPORT: COUNCILLOR
4.1	No formal report was submitted in advance of the meeting.



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4.2	The April Council meeting went ahead as scheduled, with NC as Councillor, MBP as VP Education, and AK as guest attending.	
5.0	REPORT: TREASURER	
5.1	No formal report was submitted in advance of the meeting.	
5.2	A very modest credit balance is reported. The budget is sufficient with ongoing drawdown from Central Office on a claim by claim basis.	
5.3	No Aspiration budget was requested, with no request having been made. Access to the Aspiration budget has been discussed with Central Office, and this has been confirmed to be available once a regional Aspiration Lead is appointed.	
5.4	Action was agreed to make request for Central office to email eligible members in the region advising of the open position of regional Aspiration Lead.	PS
6.0	REPORT: CPD OFFICER	
6.1	The no in-person event policy was reaffirmed, with programmed and planned events having been cancelled.	
6.2	Opportunity for recorded and/or live streamed CPD events remains possible, and PS will raise this with NO. Example of directing regional members to resources such as MBP YouTube thermal bridging talk was given. It was noted that pre-recorded events do not offer the opportunity for interaction and questioning.	
6.3	It was proposed that the programme for CPD events be reset for commencement in September 2020 to take advantage of the time we currently have, maximising advertisement time. An aim of securing booking for the next meeting was agreed (ie: For a September event).	NO
6.4	Attendee questionnaire from the past two events have run into GDPR concerns, so no action has been progressed. Suggestion is made for attendees to use 'poll everywhere' (anonymised personal details) on the night to secure consent to allow us to communicate future CPD events. Software action by MBP; Questions action by NO/PS.	PS / NO / MBP
6.5	Potential for an informal online discussion / forum 'Friday evening beer on Teams' was mooted; providing opportunity to understand current challenges of the regions members; and to provide opportunity to identify topics for CPD: eg. government policy (Accountant), business focussed, or social media use, banking/insurance, etc.	
7.0	REPORT: EDUCATION OFFICER	
7.1	The position of Education Officer remains vacant, with MBP continues in the interim supporting this role.	
8.0	REPORT: MEDIA OFFICER	
8.1	PT confirmed that CPD events have been removed from Eventbrite.	
8.2	PT is investigating options for a Webinar (GoToMeetings, Teams, etc), but with no defined deadline or goal at present.	
9.0	REPORT: ASPIRATION GROUP	
9.1	It is reported that Sam Stones has stood down as regional chair of Aspiration.	



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9.2	No report was submitted.	
10.0	CALENDAR REVIEW & UPCOMING EVENTS	
10.1	No update has been made, and none is intended until the Covid situation stabilises.	
11.0	ANY OTHER BUSINESS	
11.1	July Q3 discussion, the option of regional advertising for activities was briefly discussed, to be revisited in July's meeting.	Q3 July
12.0	DATE OF NEXT MEETING	
12.1	Q3 Committee Meeting – 08 July 2020	ALL
12.2	Q4 Committee Meeting – TBA October 2020	
12.3	Q1 2021 Committee Meeting – TBA January 2021	

These minutes are a true and fair record of events:

Paul Smith. Regional Chair