

Minutes of Meeting
North East Of England & Cumbria Branch
Wednesday 25th April 15:00 – 17:00
Northern Gas Networks, Sunderland

Attendees	Position
Glenn Ridsdale	Chair
Andy Grant	Vice-Chair
Asgeir Nilsen	Secretary
Barry Cooper (conference call)	Treasurer
Dave Dixon	Membership Advisor
Suzan Fikru (conference call - 3.2)	IIRSM Membership Services Officer

ITEM	MEETING MINUTES	ACTION BY	DUE DATE
1.	The Chair opened the meeting and thanked AG for providing Northern Gas Networks offices as the venue. AG went through the housekeeping and emergency arrangement for the meeting.	Information	
2.	GR went through the Minutes of the Meeting dated 29 th March 2018, which were approved.	AG to re-join IIRSM	30/04/2018
	PREVIOUS ACTIONS	ACTION BY	STATUS
2.1	AG to join IIRSM	AG	Completed
2.2	AG to review the key visions and values of the IIRSM 3 year plan and create deliverables for the Branch which are fully aligned	AG	Completed (refer to Agenda Item 3 below)
2.3	Rebranding of the Branch to NE & Cumbria with IIRSM Corporate	GR	Completed
2.4	Provision of contact details of corporate IIRSM to committee	GR	Completed
2.5	Contact Suzan Fikru at IIRSM Corporate and obtain exact numbers of memberships and post code information; then circulate membership profiles to committee e.g. managers/risk/safety etc.	DD	Ongoing (see Agenda Item 3 below)
2.6	Invitation for members to assist the Group	GR	Next IIRSM Events Meeting

2.7	<p>Pipeline of visits confirmed:-</p> <ul style="list-style-type: none"> ➤ MGT – largest Biomass Plant in the world, based in Teesside; 25 persons to be given a tour and their Construction Director to present a talk on risk management; 17th July 2018 ➤ Sirius Minerals – large construction operation/mine being built; 4th September 2018 ➤ Risk Management Loss Adjuster – to be scheduled into Launch Meeting; 12th June 2018 	GR	Completed (see Agenda item 3 below)
2.8	Arrangements for Summer Launch Meeting of IIRSM Branch	BC	Completed (see Agenda Item 3 below)
2.9	Make enquiries with venue providers for events and suggest/survey members on paying a small fee e.g. £50 each but 2 places free?	DD	Next IIRSM Meeting
2.10	Identify potential businesses/industries in the region which could be included within the circulation list and mailshots	AN	Ongoing. AN reported that had also contacted publishers to advertise but no response; awaiting flyer to distribute to relevant parties
2.11	Enquire with IIRSM Corporate/Suzan Fikru if we can form a LinkedIn Branch Group	DD	Ongoing. Confirmed can have LinkedIn Branch Group. Exploring cost of membership as a charity to reduce costs
2.12	AN to identify suitable dates for end Apr/May for the next committee meeting	AN	Completed
2.13	Enquire if IIRSM Branch be used for accessing job opportunities e.g. if we hear of a job opportunity can it be advertised through an email from Suzan Fikru?	AN	Completed; confirmed we can do this
2.14	Obtain bios and photographs from all committee members to create a IIRSM committee bio	AN	Completed and on IIRSM website

	TODAY'S AGENDA	ACTION BY	DUE DATE
3.1	AG presented Branch Objectives, previously supplied to the Committee Members. All confirmed that they met the requirements and that they should be published.	AN to supply to SF with request that they are initially published on website in existing format but, if possible, developed using the IIRSM colours and format to streamline and make more visual	Next committee meeting
3.2	DD reported on progress re. facts and figures on membership. AG commented that reference to Teesside members being part of Yorkshire was still on the IIRSM website	SF confirmed that this would be removed	01/05/18
3.3	SF to send revised list of members (excluding information covered by data protection/GDPR)	SF confirmed that she would send information to DD & GR	01/05/18
3.4	It was agreed that an individual pro forma was required for putting at each seating place for attendees at every meeting in order to obtain direct mailing list/information	DD to create an appropriate document	Next committee meeting
3.5	GR confirmed that IIRSM CEO to present at the launch meeting, Phil Stokes, Construction Director at MGT & Gary Scorer of Sabic on Project Management; GR meeting with PS & GS to ensure presentations meet with objectives	Information	
3.6	BC confirmed that the Operations Manager for Middlesbrough Football Club, Shona, will be presenting a talk	BC to confirm with Ops Manager nature of talk to include e.g. crisis management, emergency management, business continuity in bad weather, liaison with police etc. and state that duration would likely be 1430 to 1800 (with availability for Committee to be there in advance)	Next committee meeting
	BC also confirmed cost of the day would be confirmed with IIRSM.	BC to confirm refreshments and costs	07/06/18
3.7	AN confirmed that he would speak with Loss Adjuster re. availability to speak at launch meeting; if not then BC had an alternative contact within insurance industry to present	AN & BC to confirm to GR who will be delivering the insurance presentation	27/04/18

3.8	The Committee agreed that in order to enable suitable networking a break needed to be created in the middle of the day and a suitable icebreaker/networking exercise undertaken	AG & DD to organise and present proposals	Next committee meeting
3.9	AN suggested that as part of the agreement to present (except for confidential information) we are able to retain copies of the presentations to enable continuity, publish sections if required etc.	AN to obtain after each presentation	Ongoing
3.10	GR said that pop-ups of own companies could be used at events. Need to identify if IIRSM have their own.	DD to ask SF if IIRSM have pop-ups that could be used by the branch for all meetings	07/04/18
3.11	GR to complete flyer based on confirmed information of speakers and timings (1430 – 1800 with 30 mins networking in between speeches). Flyers will be distributed through SF and members.	GR	01/04/18
3.12	Flyers can be sent by Committee through own networks and contacts but it was stressed that all bookings must be made directly through IIRSM to enable us to know numbers	Information	
3.13	In terms of upcoming events these had already been confirmed (2.7 above)	Information	
3.14	In respect of advertising it was suggested that Twitter would be a useful method	DD to contact SF and identify if there is a IIRSM Twitter account and if the Branch can set up their own	07/04/18
3.15	In order to manage the Agendas, reminders and schedules AN confirmed that he would create a document for sharing with the Committee	AN to create table	Next committee meeting
3.16	In terms of future events, a standard flyer would be published and distributed	Information	
4.	<p>It was agreed to have N E & C Branch Risk Management Awards. 4 suitable awards were discussed:-</p> <ul style="list-style-type: none"> • Company • Project • Individual • Rising star <p>The Committee thanked Synergy and Gauged Solutions for the sponsorship. The awards needed to be open to a variety of topics and areas of risk management and suggested that the suitable dates would be:-</p> <ul style="list-style-type: none"> • Dec – launch 	AN to send suitable application forms to AG to amend accordingly	Next committee meeting

	<ul style="list-style-type: none"> • Jan 31 – deadline for submission • Feb 14 – shortlist • Mar – announcement at Branch Conference (date tbc) 		
5.	No AOB/initiatives were raised		
6.	Date of next Committee Meeting TBC. DD confirmed that he would try to accommodate.	AN to send out request for dates in first week of June and then confirm location with DD	28/04/18