



Minutes of Meeting
North East of England & Cumbria Branch
Friday 29th November 2018 16:00 – 17.10
Conference Call

Attendees	Position
Glenn Ridsdale	Chair
Andy Grant	Vice-Chair
Asgeir Nilsen	Secretary
Barry Cooper	Treasurer
Derek Dixon	Membership Advisor

ITEM	MEETING MINUTES	ACTION BY	DUE DATE
1	The Chair opened the meeting.	Information	
2	GR went through the Minutes of the Meeting dated 5 th October 2018, which were approved.	Information	
	AGENDA & ACTIONS	ACTION BY	STATUS
3.2	For all visits need a 1-2 page slide/presentation to provide a summary etc. AG to perform in future.	AG	Ongoing, all meetings
3.3	At December meeting DD to have the full list of members for them to sign on and put on emails Design forename, surname, member/non-member, & company & job role	DD	12.12.18
3.4	Dalton Cumbrian Facility Visit ➤ Refer to 5.0 below	AN	Ongoing
3.5	December Meeting ➤ Refer to 6.0 below ➤ Refer to 6.0 below	Completed	
3.6	AG to create a marking scheme for the awards; AG to ask IIRSM for their marking scheme/Northern Gas example	Completed	



3.7	Conference ➤ Refer to 8.0 below	Completed	
	Sponsors/Suppliers etc. ➤ AG – lone worker, telematics ➤ BC – approach suppliers ➤ AN – vibration & IT suppliers	Ongoing	
	Treasury ➤ BC to speak with Phil re. receipts of payments etc. and how to book ➤ BC said that they would have to go central to IIRSM – we could keep an account and they could ringfence for NE&C etc. ➤ No cash handling for NE&C Meeting etc.	Completed	
	GR to summarise suggestions and bio etc. for the speakers to send to Committee; each to complete theirs and send to AN to collate	Completed	
	Need a title for the conference; all to suggest in the document sent to AN	Committee	19.10.18
4.0	Membership DD presented a graph on representation of membership based on new information from IIRSM ➤ Most are EHS roles ➤ Senior roles/Directors ➤ Difficult to identify if self-employed i.e. Directors etc. of own businesses (consultants) ➤ Other segment is hard to identify their roles GR suggested put on signing in sheet the name of their company etc. Useful because it helps in identifying target audience & helps the speakers identify how to present/level of audience. At Conference would be useful opener about how represented etc. Facilities/Engineer/Maintenance & Service. 20 persons in the other roles.	Information	
	BC to elaborate and present on ppt. for the opening presentation for Conference. Can split into post codes & job roles. To review in March ahead of Conference	BC	28.02.19
	Use of contact details would be used only as a follow-up from meetings and/or ask if they attending for those who are running late etc.; AN to ask IIRSM re. GDPR rules for retaining information etc. of members (see ref to Action 3.3) or if there could be a remote login for BC to record the members' details	AN	07.12.18
5.0	Dalton Visit (cross reference 3.4) 18 registered, 5 Committee Members, 2 IIRSM = 25 confirmed.	AN	10.12.18



	Several others have indicated that they may still attend. AG unable to attend so now 24. AN to monitor numbers and advise Dalton		
	BC to do a short presentation at end of presentation for the students re. soft skills wanted in workplace. AN to resend draft Agenda; new Agenda to be sent across to AN/GR a few days ahead of visit	BC/AN	10.12.18
6.0	Christmas Conference (14.12.18) All committee members attending. Agenda already sent out. Opened up to Yorkshire branch. Currently 17 & 5 committee & x1 from ABB (host company); 24 in total currently and restricted to 26.	Information	
	GR thanked AG for the Awards Notices. Confirmed can be sent out at relevant time. Flyer for the Awards and information to be added to the conference by AG.	AG	14.12.18
7.0	Danny Short GR explained that he would like to propose DS to join the committee as a member to assist – already providing rooms at ABB for Teesside meetings. No formal role. All agreed. GR to confirm to DS.	GR	01.12.18
AG apologised but had to leave the conference call			
8.0	Conference (date tbc) Awaiting confirmation from Rob Smedley re. date for conference in 2019, as he is arguably the main focus. GR had considered worthwhile sending out a survey to members with indicative price & potential costs. DD has collated it and liaised with IIRSM HQ. Using Survey Monkey. No definite commitment from speakers but will help confirm standard of speakers and if members are interested. Dates given for availability 8-10, 15 April 2019 re. Rob Smedley. Awaiting response. DD to send out.	DD	30.11.18
9.0	IIRSM 13.12.18 President Reception Invite to all IIRSM NE&C Committee Members from IIRSM President to attend. 1700 UBF, Blackfriars, London. GR requested committee members go back direct if they can return.	Information	
10.	Meeting Dates for Next Year Transfer to next meeting.		
11.	Date for next Committee Meeting 14.12.18		