Minutes

1. 2pm - arrival, coffee, refreshments
   a. Attendees:
      Chair: Nick Waterhouse
      Secretary: Lynda Goldsmith
      Membership Officer: Alec R. Western
      Cathy Watts, Harry Eames, Tim Archer, Chris Dello, David Reynolds, James Watson, Graham Armstrong

      Guests: Peter Hall: IIRSM Chairman of the Board of Trustees
             Sue Western

   b. Apologies:
      Karen Hoskins, Roger Lucas, Andy Bowbridge, Kay Mills

2. Welcome
   a. Nick Waterhouse welcomed everyone to the Branch meeting.
   b. Housekeeping and emergency arrangements for the premises were explained.
   c. NW introduced Peter Hall – Overview of IIRSM’ position and the importance of members given.
   d. Peter Hall spoke about the retirement of Brian Nimick and the recruitment of Phillip Pearson into his post.
   e. The Board of Trustees will hopefully be expanded by two new members.
   f. Training & Accreditation – there are on-going discussions to ensure that training is of the right quality.
   g. Progress in IIRSM will be made through Honesty and Integrity
      - Being as transparent as possible
      - Being honest and open with members
      - Discussing matters affecting IIRSM with respect for others opinions be they Trustees, management team or members.
3. **Group Networking**
   a. A break was taken to enable members to network over coffee.

4. **Annual Review**
   a. LG explained KH’s absence and spoke about Karen stepping down from the chair, however she will still be involved in the Branch.
   b. LG informed members that NW had been nominated to step into the chair position of the Executive Committee and asked members whether they were in agreement.
   c. Members were in agreement; NW introduced officially as Chairman.
   d. NW asked for nominations/ volunteers for the Communication Officer’s position on the Executive Committee, outlining the role. There were no volunteers.

5. **Speaker: Phillip Bradley**
   a. Training session delivered to members on Legionella Awareness
   b. Content included:
      - Facts about Legionnaires' Disease
      - Legionella colonisation
      - Risk of infection
      - Multiplication factors
      - Susceptibility of individuals
      - Outbreak data
      - Types of systems
      - Legionella control
   c. Phillip took individual emails to send certification of awareness training to members.

6. **Closing Address**
   a. NW closed the meeting, thanks given to Phillip Bradley.
   b. NW offered a tour of Southernprint to any members.
   c. Asked members if they could host future meetings.
   d. Date and venue to be confirmed for next meeting.

---Close---