



**Minutes of a Meeting of the Council of the Stratford-upon-Avon Insurance Institute held in the FISSC room of NFU Mutual on 25<sup>th</sup> August 2015 at 12:30pm**

**PRESENT**

Jamie Glover (JG)  
David Ruddock (DR)  
James Ward (JW)  
James Cruse (JC)  
David Oram

Seisha Dixon (SD)  
Tim Raistrick (TR)  
Andy Craig (AC)  
Anne Gibbons (AG)  
Jodie Horgan (JH)  
Allan Hailey (AH)

**1. Apologies**

Apologies were received from: Sarah Flood (SF), Caroline Fairclough (CF), Danielle Kyle (DK), Amit Patel (AP), Emma Martin (EM), Sue Davies (SDS)

**2. Minutes of the meeting held 25<sup>th</sup> June 2015.**

The minutes were signed as a true and accurate record of what had taken place.

**3. Matters arising**

**a) AC to contact Life Sales contacts to gather topics of interest on Life side of business for SII lectures.**

AC confirmed that he had yet to progress this action from the previous meeting and would carry forward. JG asked if we still needed to progress this action as the lecture programme was confirmed. JC responded that we would continue to investigate potential topics for the future, with DR adding that the challenge is finding a topic that is at the cutting edge of developments within the area (i.e. something yet to land which they don't already know lots about). **Action carried forward**

**b) JW to chase Matt Ward again for update on obtaining clarification concerning duty of care.**

JW confirmed that he had continued to chase Matt Ward who was still yet to obtain the clarification. JW noted that we can view the online PL cert, but have not been able to view the wording to check cover provided. **Action carried forward**

**c) AG to issue amended e-flyer to provide clarity around the new education framework**

AG confirmed that the e-flyer for education had been issued in June. In terms of general e-flyer functionality AH confirmed that there remained a few issues, but these were being addressed. DR added that the e-flyer for the Annual Dinner had looked fine. **Action completed**

**d) JC to liaise with AH to ensure all policies are added to SII website**

JC confirmed that he had collated all required policies and would send to AH to add to the website. **Action carried forward**

**e) JC to discuss the awarding of general prizes with other institutes to see if they still do this**

JC had investigated and found information to be very outdated concerning awarding of prizes. JC also confirmed that not many other institutes award prizes anymore and it is up to the Council to decide whether to do so. DR noted that it had already been advertised in the syllabus card and he intended to go ahead. DR added that he had spoken to AG and agreed the award should be for exceptional performance, with possible prizes such as £100.

DR noted that we need to organize some more marketing around it and it would make sense to announce winners at the Annual Dinner. AG commented that it would be a challenge to capture nominations, with JC suggesting that we organize different categories.

#### **4. OFFICERS' REPORTS**

**a) Secretary**

JG confirmed that meetings for remainder of the year had been booked, apart from the AGM meeting.

**b) Treasurer**

In the absence of AP, DR noted that the accounts look very healthy, with the grant due shortly.

DR added that there was a £300 surplus from the Charity Golf Day which Amit will send to DO. DR also told the Council that some money had been ring fenced for the Scholarship Fund. AC asked if there is a deadline for nominations with DR responding that it has yet to be fully launched.

JW asked about bank cards and noted in discussions with AP he had suggested these move with position holders. DR agreed and noted an action for Amit to arrange this.

**Action – AP to arrange transfer of bank cards**

**c) Education Secretary**

AG updated the Council on a recent request for study support from an NFUM employee in FCU. AG also commented that the framework has changed significantly and suggested she may create a flow chart to help guide people through their exams, which could be put online.

#### **d) Annual Dinner Secretary**

SD provided a general update and noted the following progress:-

- 8 tables already booked
- Member advertisement sent
- Band booked
- £1200 sponsorship secured
- Scissor man silhouettes
- speaker to be confirmed

Overall very good progress has been made.

#### **e) Press Officer**

AH noted that syllabus cards had been printed and some had been handed out, with the rest to be sent out over the next week or two.

AH provided an update on the overhaul of the CII websites, noting that there is going to be some work to overhaul and update the SII website (only 1 institute switched so far).

#### **f) Membership Secretary**

JH updated the Council on her personal situation at present which is presenting some understandable challenges in her role as Membership Secretary. DR asked if CF could step in and support role, with JH noting that she has asked CF to do so. JH also noted that they have a new graduate at Morrison's who is keen to attend.

#### **g) Social Secretary**

In the absence of SF, DR noted a few items that are planned:

- Wine tasting in September (TBC)
- Brewery tour in October – Purity or Hookey brewery (TBC)
- Dog racing in November (to be organized by SD)
- London trip before Xmas TBC, but looking for CPD to be attached. DR noted this is a challenge as running out of places to visit. An emerging risks tour from someone in Lloyds is a potential option.

#### **h) Charities Secretary**

DO noted that he had gained agreement for an awareness box to be placed in NFUM HO, with JH asking if they could have something similar for Morrison's.

**Action - DO to provide JH with some charity awareness merchandise**

DR noted that we were entering a team into the Insurance Charities Golf Day, but

that they are oversubscribed.

**5. Meet and Greet event**

DR provided a brief update on plans for the event, noting that there will be food, a presentation, launching of the Golf Society etc. DR asked who would be attending from the Council. JW asked if being advertised on Mutualnet, with AH responding that generally we are unable to advertise when just the Stratford NFUM site affected.

**6. AOB**

**Tie and pin update**

DR provided an update that £10 per item or £18 for a tie and bow tie. DR noted that feedback that ladies won't wear a badge that pierces clothes, so thinking of a scarf instead. DR added that selling for profit which can be used to pay for stock and excess will go to the Insurance Charities. DR added that ordered 75 ties, 25 pins, 25 bow ties, with the unit price much lower if buy reasonable volumes.

**Scholarship**

DR noted that he requires volunteers to help drive the scholarship forward. AG and JW volunteered to help set out parameters. DR added that Matthew Scott and Jeremy Diston have already agreed to judge entries.

**7. Next meeting date:** 15<sup>th</sup> October 2015 at FISSC from 12:30 – 13:30

**8. The meeting was declared closed.**

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President  
October 2015