



**Minutes of a Meeting of the Council of the Stratford-upon-Avon Insurance Institute held in the FISSC room of the NFU Mutual Head Office, Tiddington Road, Stratford-upon-Avon on 10th February 2016 at 12:30pm**

**PRESENT**

Jamie Glover (JG)  
David Ruddock (DR)  
Caroline Fairclough (CF)  
Anne Gibbons (AG)  
Chris Leonard (CL)

Allan Hainey (AH)  
Sarah Flood (SF)  
James Cruse (JC)  
James Ward (JW)

**1. Apologies**

Apologies were received from: Danielle Kyle (DK), Emma Martin, David Oram (DO), Oliver Swinburn (OS), Sue Davies (SD), Tim Raistrick (TR), Seisha Dixon (SDN), Amit Patel (AP), Jodie Horgan (JH),

**2. Minutes of the meeting held 9<sup>th</sup> December 2015.**

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

**3. Matters arising**

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

DR confirmed that he spoke to Matt Ward again at the Coventry Annual dinner and JW also raised at the latest Regional Conference. Committee decided that as the action is now with MW, it can be closed as an action. **Action closed**

**b) SF to review Health and Safety Policy for details in relation to trips organised by the institute**

SF confirmed that this had already been reviewed following the event on the London social event. **Action completed**

**c) AG to ask for testimonial from member receiving exam assistance**

AG noted that she has asked for feedback but has yet to receive anything that can be used for the website and believes it is unlikely she will receive a response. AH will amend generic details on website moving forwards. **Action closed**

**d) AG to chase Matt Ward to ensure SII not recorded as running exam centre**

AG has spoken to Matt Ward to ask for this to be changed and confirmed this should be updated as of April 2016 moving forwards. JW noted that he had also

raised this during his presidency and requested we not be marked against this criteria. **Action completed**

**e) JH to investigate costs and logistics of recording lectures**

JH sent her apologies and confirmed she would provide an update on this action in advance of the next meeting. **Action carried forward**

**f) SD to re-advertise transport options**

DR noted that this had been completed. **Action completed**

**g) All Council members to consider membership benefit ideas**

See agenda item 7. **Action completed**

**h) DR to make reference to post lecture surveys at next lunchtime lecture**

DR confirmed this had been raised and JW noted that more feedback had been received as a consequence. **Action completed**

**i) JC to circulate details and all Council members send feedback on the proposal to JC by end of December**

JC confirmed he had receive feedback and sent to the CII, with an acknowledgment that we were the first institute to respond. JC not expecting to hear any more about this until after the AGM. **Action completed.**

**j) JG to add OS to distributions list**

JG confirmed this had been done. **Action completed**

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

**a) Secretary**

JG noted that the AGM date has been booked for 13<sup>th</sup> April 2016, but that in recent CII guidance it was encouraged to hold a pre-AGM meeting within 21 days of the date, to discuss Council vacancies.

DR suggested this event be held as more of a social event in the evening, with other members agreeing.

JG noted he is away for a number of weeks prior to the AGM, with JC agreeing to arrange this event and send invites/advertise.

**Action – JC to arrange pre AGM meeting**

**b) Treasurer**

In the absence of AP, JG provided a brief update:

Current account = £9405.73

Savings account = £12,275.18 (includes grant received on 9<sup>th</sup> Feb of £3,728)

The outstanding balance for the SII dinner needs to be paid shortly, which is approximately £9k, with £2.5k already paid. Payments outstanding will also be chased.

**c) Education Secretary**

AG noted that exam results have now been received and confirmed she will review and report back

**Action - AG to report back on exam results**

DR commented that less people seem to be taking exams due to the other options available to obtain qualifications.

**d) Annual Dinner Secretary**

JG noted that all available rooms on site have now been booked, with DR adding that he has provided details of some other options at close proximity via Linked In.

DR added that the bus being hired is possibly going to be reduced in size due to lack of interest, but will still go ahead and expect more people to book nearer the time.

DR also noted that 4 qualifiers have accepted invitations thus far.

**e) Press Officer**

AH informed the committee of changes to the website, including a new merchandise section. The website also has details to encourage members to switch to the SII and how, a past presidents list, positions on council, lecture updates, comments on parking availability. AH would also like to post previous versions of minutes.

**Action – JG to send AH PDF of previous minutes moving forwards**

AH also noted that as he is leaving his current role he will be stepping down from council.

**f) Membership Secretary**

JH provided no update but confirmed she would report back on options for recording lectures in advance of the next council meeting

**g) Social Secretary**

SF noted that the wine tasting evening has sold out and should be a great event. There is a raffle on the evening.

There was some debate about whether many non NFUM members were attending with DR confirming only 1 is non NFUM. IT was agreed to try and base events outside of Stratford for those who live nearer Birmingham, but was noted

this has been tried previously with little success (e.g. race night at the dog track in November).

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

In the absence of DO, JG provided an update.

Insurance Charities Week is 20-24<sup>th</sup> June 2016, with DO noting he will order some boxes as per usual. DO also noted the IC are holding their annual golf day on 20<sup>th</sup> September and Geoff Crane will be putting a 4 ball team together.

It was noted that we would need IC envelopes again for the dinner, with similar numbers as per usual.

**Action - DO to order gift envelopes and awareness boxes**

#### **5. Charities Awareness Week**

DR asked council members to consider ideas for raising money for charity and to email him for consideration and discussion at next meeting.

**Action – All members to consider fundraising ideas**

CF noted that cake sales had worked well at Morrison Insurance Solutions, as well as holding an auction for completing tasks such as ironing etc.

#### **6. Lecture programme**

JW passed around a handout with areas people have requested lectures to be delivered. DR asked for ideas and people to sign up if they feel they can help with any of those on the list.

**Action – JW to send list of topics to council members via email**

**Action – All council members to consider areas where they can assist with lecture topics**

#### **7. Member Benefits**

JG suggested a brown bag lunch at lectures for members, but it was agreed that this would be difficult to administer and be certain of how many people would attend etc.

Agreed that we do not wish to stop non members from attending but that there should be something our members get above and beyond non members.

Ideas:-

- loyalty points for trade in at Annual Dinner / merchandise
- raffle

CF noted that we could advertise the benefits from Perkz a little more (e.g. slide on screen when people come into room).

**Action – DR to produce a slide for next lecture detailing some of member benefits which can be displayed at the outset as people enter room and wait for lecture to start.**

**AOB**

- Noted that there are some excellent raffle prizes for the dinner again this year
- Network Conference is on 18<sup>th</sup> May – agreed that it would be good if somebody from Morrison Insurance Solutions could attend

**Action - JC to send CF details of conference**

- DR asked for feedback on silk scarves for female members, with CF suggesting it is a little shiny but size is suitable. DR asked if cotton would be better with, CF suggesting it would be.

**Next meeting date:** AGM on 13<sup>th</sup> April 2016

**The meeting was declared closed.**

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President  
April 2016