



**Minutes of a Meeting of the Council of the Stratford-upon-Avon Insurance Institute held in the FISSC room of NFU Mutual on 15<sup>th</sup> October 2015 at 12:30pm**

**PRESENT**

Jamie Glover (JG)  
David Ruddock (DR)  
David Oram (DO)  
Amit Patel (AP)  
Oliver Swinburn (OS)

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

**1. Apologies**

Apologies were received from: James Ward (JW), James Cruse (JC), Sarah Flood (SF), Caroline Fairclough (CF), Danielle Kyle (DK), Andy Craig (AK), Emma Martin (EM), Sue Davies (SDS), Chris Leonard (CL), Steve Smith (SS)

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

DR informed the committee that AC has announced he will be stepping down from Council with immediate effect. DR confirmed he has now picked up this action and has been speaking to Becky Sutherland, who is potentially getting involved with the Council. Becky's partner works in NFUM Life Sales so could help provide some insight and direction here. **Action carried forward**

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

JG confirmed that JW has continued to chase and still not received a response. JG suggested that we should consider whether we need to continue with this action, but DR confirmed that he would like to receive a formal response to the original query. DR added that he would take on this action moving forwards. **Action carried forward (DR assigned action)**

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

JC and AH confirmed that all required policies have now been added to the SII website. **Action completed**

**d) AP to arrange transfer of bank cards**

AP explained that he had investigated having cards issued to office holder positions rather than individuals, but that this was not possible. It was decided that cards should be held by the President, Past President and Deputy President. AP confirmed that he would proceed with transferring bank cards to individuals where required (i.e. JC). **Action carried forward.**

**e) DO to provide JH with some charity merchandise for Morrison Insurance Solutions Office**

DO confirmed that he would pass the merchandise to JH following the meeting. JG also added that JC has received some branded pens and sweets which are available if any council members require them. **Action completed**

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

**a) Secretary**

JG noted that all meetings are booked apart from the AGM date which will be scheduled shortly. JG also noted that he will order the Presidents badge to be presented at the AGM in advance of the November deadline.

**Action – JG to order Presidents badge**

**b) Treasurer**

AP outlined that the accounts look healthy, but that he had recently transferred some money between the Community and Business accounts, as payments are starting to go out for the Annual Dinner.

Community Account – approx. £4,500  
Business Account – approx. £8,500

DR added that we are expecting our grant shortly. JG asked how big the grant is likely to be this year, with DR confirming it will be around £7k depending on the financial review.

**c) Education Secretary**

JG began by telling AG that he had received a request for assistance with exams and that in the first instance he had suggested they contact AG to see who is best placed to assist. AG noted this and added that she had personally been assisting somebody in Leamington Spa. DR asked if they were a member, with AG confirming they are. JH suggested that we could get the member receiving assistance to provide a testimonial to promote the support on offer. DR agreed this was a good idea and asked AG to follow this up, to add to the website.

**Action – AG to ask for testimonial from member receiving exam assistance**

AG raised exam week, noting that the exam site in Stratford doesn't seem as busy this year. AG suspects this might be influenced by the fact that there are now multiple options for how to gain credits (i.e. non exam routes).

AG also informed the Council that she has received notification that the Education Secretary conference which has previously run annually will now take place bi-annually.

DR asked AG if Matt Ward has been in touch regarding the SII being recorded as running the exam centre at NFUM Ryon Hill site. AG he has not been in touch, so DR noted that he would chase this to ensure we are not being incorrectly recorded as doing so.

**Action – DR to chase Matt Ward to ensure SII not recorded as running exam centre**

DR explained that he has been contacted by some fixed term contract employees at NFUM enquiring as to whether the SII would support them through exams, as they want to get into technical roles, but as fixed term contract employees the company will not pay for their exams. AH responded that we would need to treat both NFUM and non NFUM members the same. DR agreed with this position and confirmed that any help provided would need to be to members only and would need to consist of potential help such as supporting courses, not paying to take actual exams.

**d) Annual Dinner Secretary**

SD confirmed that plans for the dinner are still going very well and the speaker has now been booked. JG asked who the speaker is and SD confirmed that Henry Blofeld has been booked. DR added that nearly all tickets have now been sold.

**e) Press Officer**

AH outlined that the new SII website has now been updated. DR commented that the site is much simpler to navigate and asked if any council members had visited it. JG confirmed he has visited the new website and sent the details to a potential new member.

**f) Membership Secretary**

JH introduced Oliver Swinburn , a new graduate at Morrison Insurance Solutions. JH noted that OS is interested in getting involved with the Institute, which was welcomed by Council members.

**g) Social Secretary**

In the absence of SF, DR noted that the brewery tour is going ahead next week and there is a good mix of people attending. DR also noted that plans for the dog racing and London trip are ongoing, with the London trip to be hosted by Clyde & Co.

**h) Charities Secretary**

DO had nothing to raise in the meeting

#### **5. Feedback on Meet and Greet Event (DR)**

DR noted that the turnout had not been as high as he had been aiming for, but felt it would be worth holding again and considering holding it on a different day to see if this made a material difference.

JG queried whether holding the event at a different location would be worthwhile, but DR expressed concern at the cost of this without being more confident of it being worthwhile.

#### **6. Promoting the SII (open debate)**

Due to other agenda items taking longer than expected this agenda item was not covered.

**Action – JG to ensure agenda item added to December meeting agenda**

#### **7. December meeting details (JG)**

JG asked JH whether it was still possible to hold the December 2015 SII meeting at Morrison Insurance Solutions, with JH confirming this was still scheduled.

JG noted that he had already cancelled the FISSC booking and would be in contact with JH nearer the date. JG also confirmed that he would be looking for confirmation of who is attending for catering purposes and look to share lifts or book taxis due to a shortage of parking space.

#### **AOB**

No AOB topics were raised

**Next meeting date:** 9th December 2015 at Morrisons Insurance Solutions from 12:30 – 13:30

**The meeting was declared closed.**

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President  
December 2015