



Minutes of a Meeting of the Council of the Stratford-upon-Avon Insurance Institute held in the offices of NFU Mutual on 29th April 2015 at 12:30pm

PRESENT

Jamie Glover (JG)
David Ruddock (DR)
James Ward (JW)
James Cruse (JC)
Emma Martin (EM)

Seisha Dixon (SD)
Tim Raistrick (TR)
Sue Davies (SDS)

1. Apologies

Apologies were received from: Sarah Flood (SF), Caroline Fairclough (CF), Danielle Kyle (DK), Andy Craig (AC), Amit Patel (AP), Anne Gibbons (AG), Jodie Horgan (JH), Allan Hainey (AH)

2. Minutes of the meeting held 10th March 2015.

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

3. Matters arising

- a) JW to find expertise to deliver PFS lectures.

JW confirmed he has linked up with Dominic Brentnall (PFS Chair) but currently awaiting full list of topics. Agreed that when we hold the PFS lectures we will make people reserve a space, as there are some concerns regarding the level of interest they may receive. DR told the council that he may attend a core brief on the Life side of the business to promote what the institute offers (e.g. CPD). JC and JG recommended that we make contact with the field force of the Life business, as there may be more interest here in the lectures.

Action – JC to contact Chatan Modi to gauge interest

- b) DR to lead Welcome Pack/Literature review

Matt Ward has sent through details of new website. Looking for Allan to go on a training course, but this may not be delivered until July.

DR expressed a desire to have a central list of contact details for council members.

Action – JG to produce up to date list of current council members and their contact details (for internal use only).

- c) JW to clarify duty of care with AMM (Matt Ward) and a copy of our PL insurance policy.

JW confirmed that awaiting Matt Ward to check CII policy and then communicate this back to us.

Action – JW to contact Matt Ward for update on progress made

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

In AG's absence it was confirmed that the e-flyer is not yet ready for final communication. The committee understood that AG is awaiting clarification around a point that needs to be included in the communication.

Item carried forward to next council meeting.

- e) JG to set up a SII Prize

JG confirmed that this had been completed prior to the dinner by SD. **Action completed**

- f) AG to be official SII Dinner photographer

JG and SD confirmed that Anne had taken some photos at the Annual Dinner but had not yet been able to share these. SD informed those present that she had volunteered to produce an article detailing the success of the evening for Network News, therefore a photo would be useful.

JW shared a recent suggestion from Birmingham Institute that Network News tends to report on past events and that there should be more focus on upcoming events being held. Council members acknowledged this point and agreed to consider this point for suitable news topics in the future.

Action – SD to produce Network News Article and contact AG to gain access to Annual Dinner photographs.

- g) JC to invite Council to post-AGM dinner

It was confirmed that a post AGM dinner had been held at Bistrot Pierre. **Action completed**

- h) AG to find out the names of Security and Reception for JW to organise gifts.

JW confirmed that AG had provided details required and JW will now organized appropriate gifts shortly.

Action – JW to organize and present gifts to Security and Reception

4. OFFICERS' REPORTS

a) Secretary

JG confirmed that he will organise meetings for the year ahead in the coming weeks. JG also acknowledged the suggestion from TR that old records could be archived as they have been in the past.

b) Treasurer

Due to his absence, AP had provided the following summary prior to the meeting:

- Community Account - £3,610.97
- Business Saver Account - £10,752.10
- Some Golf Day event funds yet to be banked
- Arranging a meeting with JG to identify any outstanding Annual dinner money
- Accounts successfully audited by Caroline Kidd in the absence of Kerry Brunt.
- CII return completed

c) Education Secretary

Nothing to report in the absence of AG

d) Annual Dinner Secretary

A number of council members shared extremely positive feedback following the latest dinner. SD informed the committee that a new location is being considered for 2016, but that this planning is at an early stage. Committee members offered some ideas for potential consideration including Warwick Castle and Ragley Hall. SD shared a potential date being considered which needs to be checked against other institutes and events before being confirmed.

JC reminded SD that a date will have to be confirmed before the end of May so that this can be communicated to the CII as part of the Annual Returns Process.

Action – SD to confirm date and venue for Annual Dinner in 2016. SD to communicate this information to JG before the May 2015 deadline.

e) Press Officer

Nothing to report in the absence of AH

f) Membership Secretary

The council were informed that JH will be unavailable for a few months due to some personal circumstances.

Action – DR to ask AH to cover for JH until her return

g) Social Secretary

Nothing to report in SF's absence.

Action – DR to ask SF to provide Council with an update of potential events in the coming year.

h) Charities Secretary

DO informed those present that AH has agreement to advertise Insurance Charities Week using Mutualnet. DO detailed the marketing items he is expecting to receive in

the near future (chocolate, pens, pencils, rubbers etc), but confirmed he does have some concerns regarding whether these will be available in time for the Golf Day Event. JW suggested that we look to offer some of these items for sale in future SII lectures, as this had raised some money for charity in a recent lecture.

DR shared that after some consideration it has been decided to leave an auction until next years dinner and just hold a raffle at the Golf Day event in June. DR confirmed that some items for the raffle have been offered already.

Do finally shared that he had been on a welfare visit the previous week.

5. West Midlands Diversity & Equality Champion vacancy

JG confirmed that prior to the meeting this role had already been filled by SD. JW added that there is another vacancy if anyone else is interested, but that this does not have to be filled by somebody from the SII.

6. AOB

- **SII CPD Accreditation**

JW shared a recent letter from the CII which confirmed the details of our CPD event accreditation. JW emphasized that there are things we need to maintain and others that we will need to do differently moving forwards and highlighted these. The committee agreed with JW, that the requirements and guidance for how to book and run a lecture program need to be referred to when the schedule is being planned and delivered. JW also highlighted that the CII may conduct an observation at any accredited event we run.

Action – JC to liaise with AH to ensure all policies are added to the SII website. DR also to ensure that requirements and recommendations adhered to when lecture planning commences.

- **SII Scholarship**

DR informed the council that he is looking to set up and run a SII Scholarship as has been mentioned previously. DR stated that his initial idea is to help fund a research project as somebody moves from ACII to FCII. The idea is still in its very early stages but the committee all agreed that it is an excellent idea to progress. DR added that he had contacted Matt Ward to investigate whether there is any standard template for this type of initiative already being used by other institutes (e.g. how to publicize and judge).

Action – DR to speak to Jo Bean, Andy Craig and Justine Simms-Gould to take advantage of their experience of the Ballard Scholarship.

- **General Prizes**

JW queried whether we should be looking to restart awarding of general prizes.

Action – JC to discuss this topic with representatives from other institutes at the Network Conference.

- **Golf Day**

DR confirmed that the Golf Day event on 2nd June 2015 is sold out, with around 6 SII team members playing. The other attendees are suppliers apart from an entry by Northampton Institute.

- **Recruitment**

DR detailed his intention to advertise the limited vacancies using the website, e-flyers and LinkedIn.

Action – DR to collate job description and send to AH

- **Syllabus**

DR noted that we need to organize this reasonably shortly once the required details have been confirmed.

- **Lecture Programme**

It was agreed that it worked well having a sub committee organize this programme last year.

Action – DR to set up a sub-committee to begin progressing the lecture programme

- **SII branded ties**

DR asked whether anyone would be interested in having a SII branded tie. DR has sent off some details and awaiting some designs to be returned. JG asked if a bow tie for the annual dinner would be more useful. SD asked if there is a female equivalent item that could be produced and made available. It was also queried whether there is a potential copyright issue, although it was felt this would be unlikely with the logo of our own institute.

Action – DR to consider suggestions and share designs when available

7. Next meeting date: 25th June 2015 at FISSC from 12:30 – 13:30

8. The meeting was declared closed.

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President
May 2015