



CENTRE FOR THE ADVANCEMENT OF INTERPROFESSIONAL EDUCATION

**CAIPE BOARD MEETING  
Conference Centre NCVO**

**Thursday 20<sup>th</sup> June 2013, 4.00 pm**

Board Present: Richard Gray (RG) Chair, Helena Low (HL) Vice Chair, Angus McFadyen (AKM), Hugh Barr (HB), Jenny Ford (JFo), Sarah Hean (SH), Sundari Joseph (SJ), Ann Jackson (AJ), Marion Helme (MH), Richard Pitt (RP), Elizabeth Howkins (EH), Jayne Frisby (JFr), Pat Bluteau (PB), Victoria Greenhalgh (VG), Emma Beal (EB)

**1. APOLOGIES**

Apologies were received from Liz Westcott and Lynn Clouder.

**2. WELCOME & INTRODUCTIONS**

RG welcomed everyone to the meeting including two of the new board members, Pat Bluteau and Victoria Greenhalgh. All members introduced themselves.

**3. AGREE CO-OPTED MEMBERS**

- 3.1 RG proposed that Elizabeth Howkins, Frances Gordon and Ivan Birch be co-opted members of the CAIPE board.
- 3.2 The proposal was discussed and it was agreed to co-opt all three members. It was noted that co-opted members can serve one year at a time and could then be put forward for election to the board. It was also noted that co-opted board members are not trustees of the charity.
- 3.3 The position of Geoff Glover was discussed as so far he has been unable to attend any of the CAIPE meetings. HB suggested that the Chair contact him to discuss if he would consider, if he could not attend, appointing a deputy who could attend board meetings in his place. RG agreed to do this.

**ACTION: RG**

**4. CAIPE MEETINGS**

- 4.1 RG discussed the list of dates of meetings that were on the agenda for the meeting. He requested that the Away Day listed as the 19<sup>th</sup> September be changed to Friday 20<sup>th</sup> September as more board members would be able to attend on this date. The meeting agreed to this change.
- 4.2 HL said she needs to find a venue for the Forum on the 24<sup>th</sup> October as Wolverhampton have asked to host the first forum in 2014 instead. This will also take place on Thursday 24<sup>th</sup> October, not Friday as listed.
- 4.3 The Student Conference has now been confirmed to take place on Saturday 16<sup>th</sup> November at Coventry University.

- 4.4 EB will update the list of diary dates and send out to all board members.

**ACTION: EB**

## **5. WORK OF THE BOARD MEMBERS**

- 5.1 The meeting looked through the list of roles and responsibilities that have been assigned to board members. Amendments were made to remove old board members and update with responsibilities for current board members.
- 5.2 The Marketing & Promotion Materials responsibility was renamed Promotion Group.
- 5.3 New roles were created to cover:
- Radcliffe Press – HB and MH to oversee.
  - Individual Members Facilitator – AJ and AKM will oversee and will ask new board member Catherine O'Halloran if she will join them in this role.
- 5.4 A discussion ensued on the production of the new promotion materials and MH requested that she have permission to produce a draft to put with current materials for the HEA conference to be held in early July. The meeting agreed that this would be a good idea and she may go ahead.
- 5.5 It was suggested that new board members pick a current board member to be their board mentor when they begin their term of office.
- 5.6 The list of Corporate Member links was discussed. HL agreed to update this.
- 5.7 EB will update the list of roles and responsibilities and send out to all board members.

**ACTION: HL**

## **6. ANY OTHER BUSINESS**

- 8.1 JFo reported that a student group from Wales had requested affiliation with CAIPE as, they said, had previously been the case. A discussion took place on affiliations and it was agreed that this should be on the next Executive Group meeting agenda.
- 8.2 HL reported that the student members membership will end on the 31<sup>st</sup> December of the year their course ends. They will then receive an email inviting them to become full individual members for the reduced price of £50 for their first year. A copy of a suggested email was viewed by all members and it was agreed that this could be sent out to all current students when their course ends and to all those whose course has already ended this year.
- 8.3 RG discussed the possibility of bidding to hold ATBH in the UK in 2016 or 2018. HB said that the deadline for applications will be the end of September.
- 8.4 RG said that Margaret Sills had asked if a group could get together and bid for a UK venue for the 2015 EIPEN conference. HB suggested that it would be best to see how the next EIPEN conference goes in Ljubljana this year before making a decision. RG said that this would be put on the agenda for the next executive group meeting.

**ACTION: JFo & EB**

## **NEXT MEETING**

The next meeting of the CAIPE Board Members will take place at NCVO, London, Thursday 21<sup>st</sup> November 2013.

There being no other business the meeting closed at 5.05 pm.