

CAIPE BOARD MEETING NCVO, London

Thursday 16th June 2016, 3.30 pm

Board Present: Richard Gray (RG), Hugh Barr (HB),
Sundari Joseph (SJ), Ivan Birch (IB), Jenny Ford (JFo),
Maggie Hutchings (MH), Elizabeth Howkins (EH),
Richard Pitt (RP), Shobhana Nagraj (SN),
Pat Bluteau (PB), Alison Machin (AM), Emma Beal (EB)

1. APOLOGIES

Apologies were received from Alison Squire, Veronica O'Carroll, # Pip Hardy, Kate Parkin, Jayne Frisby, Marion Helme and Emma Smith.

2. WELCOME AND INTRODUCTIONS

- 2.1 RG welcomed Alison Machin from Northumbria University to her first board meeting since her election to the board at this year's AGM. Amanda Squire has also been elected to the board but was unable to attend the meeting on this occasion. RG said he looked forward to welcoming Alison to a future meeting.
- 2.2 RG welcomed Nathaniel Ford Francis who was invited to observe the meeting.

3. AGREE CO-OPTED MEMBERS

- 3.1 RG asked the meeting to co-opt Jenny Ford to the board for a two-year term. Jenny has completed two terms of three years on the CAIPE board and RG said that her work with student networks in particular has been excellent. The board agreed to co-opt Jenny for a two-year term.
- 3.2 RG asked the meeting to co-opt Laura Sherlock to the board as a Service User representative. The board agreed to co-opt Laura for a two-year term.
- 3.3 The board discussed the possibility of co-opting a board member from overseas to represent overseas members. It was agreed that board members will consider this and discuss further at the Away Day.

4. WORK OF BOARD MEMBERS

- 4.1 The board discussed the 'Becoming a Board Member' document which had been circulated.
- 4.2 RG talked through the 'Roles & Responsibilities' document and updates were made. EB to update and circulate for Away Day.
- ACTION: EB**
- 4.3 RG said that he hopes to confirm a workshop facilitator post at the next meeting. A co-ordinator is required to ensure all workshops are run correctly and administered appropriately.
- 4.4 It was suggested that the new Honorary Fellows were invited to join task groups.
- 4.5 RG suggested that the Honorary Fellows should be invited to present at the Chair's Event this year. The meeting agreed that this is a good idea.

5. TRAVEL REIMBURSEMENT

- 5.6 RG discussed travel expenses and asked EB to send new board members the Expenses Claim Form.

ACTION: EB

6. CAIPE MEETINGS 2016 – 2017

- 6.1 The dates for the diary were discussed. It was noted that there needs to be a date added for the Corporate Forum in September 2017.

ACTION: SJ & RP

7. CAIPE STATEMENT OF PURPOSE AND PROMOTION DOCUMENTATION

- 7.1 The board discussed the CAIPE Statement of Purpose that has been proposed by the Promotion Group. It needs to be finalised and this will be done at the Away Day board meeting.
- 7.2 CAIPE promotional leaflets were discussed. These need to be finalised in time for ATBH VIII. They will be put in the conference bags. This will also be finalised at the Away Day board meeting.

- 7.3 RG asked the meeting to consider the proposals for membership categories that have been put forward by the Promotion Group.
- 7.4 RG asked for a rota to be created for manning a CAIPE stand at ATBH VIII. He asked members to put themselves forward to help out if they can. He confirmed that EB will be available from Wednesday to Friday to take any on the day enrolments.

8. ANY OTHER BUSINESS

- 8.1 IB confirmed that arrangements are in place for the Away Day to take place at the University of Brighton, Eastbourne Campus. He asked if anyone required parking to let him know their car number plates but he was sure there would be enough parking onsite for everyone.
- 8.2 RG confirmed that a board meeting will take place on the morning of the Away Day and then the afternoon will be interactive sessions.

There being no other business, the meeting closed at 4.40 pm.

DATE OF NEXT MEETING:

Thursday 30th June 2016, University of Brighton, Eastbourne Campus.