

Notes of CAIPE Board meeting (post AGM) Thursday 23rd June 2011

Present

Elizabeth Howkins (EH) (Chair), Hugh Barr (HB), Daniel Kinnair (DK), Debbie Craddock (DC), Sarah Hean (SH), Liz Westcott (LW), Jayne Slonina (JS), Richard Pitt (RP), Jenny Ford (JF), Richard Grey (RG), Helena Low (HL), Margaret Sills (MS), Charles Iwegbu (CI), Angus McFadyen (AKM)

Apologies

Ann Jackson (AJ), Doug Rae (DR), Lynne Clouder (LC), Jatinder Minhas (JM)

Present

Ann Ewens (note taker)

1. Introductions

Everyone introduced themselves

2. Co-opted members on the Board 2011-12

Agreed to invite:

Lesley Hughes who is joint editor of the CAIPE Bulletin

Bryony Lamb who is helping to organise the Chairs event on Human Factors she is also past chair so helpful for continuity

3. CAIPE Meetings

EH said that the planned away day will primarily focus on strategy, general business will be either carried forward to the November Board meeting or a short Business meeting will be held as part of the away day.

14 th July 2011	Executive meeting, London
20 th September 2011	Away Day, Nottingham
13 th October 2011	Executive meeting, London
20 th October 2011	Corporate Members Forum, Birmingham City University
17 th November 2011	Board meeting, London
18 th November 2011	Chairs Event, London
18 th January 2012	Executive meeting
14 th February 2012	Board meeting
8 th March 2012	Corporate Members Forum
26 th April 2012	Executive meeting
21 st June 2012	AGM

4. Work of the Board members

HL outlined that each of the Board members will link with 2 or 3 corporate members and where possible Board members are encouraged to attend the corporate forum meetings. AKM will now review the list of corporate members and link up Board members with corporate members.

Action AKM

AE will send Emma Beal a list of all new Board members e-mails and then this list will be updated and circulated.

Action AE and Emma Beale

Photographs of new Board members should be sent to HL who will put them on the CAIPE website, the profile that was submitted for the election can go on the website, Board members can submit to HL updated profiles if they wish.

Action new Board members and HL

There are a number of roles that will need picking up by new Board members especially in relation to those Board members who have left. The next Executive meeting will look at this. It was suggested that at the November Board meeting that the corporate member's link roles are reviewed as to what is working well, does having the link member make any difference to the corporate member and if so what difference? DC also agreed to edit and circulate her paper encouraging corporate members why they should join CAIPE.

Action DC

The policy officer role was changed to consultations coordinator, RG will continue in this role but Liz Anderson is no longer a Board member. Daniel Kinnair volunteered to take on this role with RG and JS will join them. Now renamed student network facilitator, Susanna Lindqvist is no longer on the Board, DC to continue with this role with JF and CI and JM to join her. DC to consider co-option of a postgraduate student onto the Board or any other particular student roles. Chris Green is no longer a co-opted postgraduate student member.

Action DC

It was agreed to drop the marketing role and EH suggested then when CAIPE firm up the strategy then this will give a sense of what is needed for marketing. RP and Lesley Hughes will keep the leadership of the CAIPE Bulletin and it was agreed that action on the format of the Bulletin is needed.

Action RP and Lesley Hughes

HI requested material for the website to keep it current and all Board members need to take responsibility for Horizon scanning and for sending information to HL to go on the website. JF suggested it might be helpful to map who gets what and from where in terms of information sources, this can then be shared. The Bulletin could be a 2 or 3 page publication more frequently but with bite sized items of information. To be discussed in more depth at another time.

The role of website manager needs to be thought about in relation to a possible executive officer. This might then lend itself to taking opportunities like recording the presentation by Lord Crisp as a podcast and putting on website. LW suggested we could record the chairs event in November to test this idea out, ideas on how to take this forward welcomed. LW will remain the link with ASpIH.

The income strategy role is really an away day item. The risk assessment also fits into this. SH would be interested in research development role with AKM. Bryony will continue as Ireland link now that Siobhan no longer on the Board, International role now needs reframing with all the development in European and International networks and this will need to attention of the Chair and Board as it evolves. The role of international liaison is really about looking at visitors and HL will continue with his role.

The issue of workshops needs to be reviewed and this will form part of overall strategy development. EH will circulate paper that was written for Ireland regarding workshops.

Action EH

AE agreed to contact the Charity Commission to get a booklet on roles and responsibilities of being a Trustee of a charity for all Board members.

Action AE

5. Continuing roles

As above

6. Executive group

EH gave some of the history behind the development of the current Executive group. EH asked Board members what is now needed of an Executive group? It was agreed that at the July and October Executive meetings that the current members would attend until the November Board where a way forward could be agreed.

7. Dates

Dealt with under CAIPE Meetings

8. Any other business

None