



## Draft Business Plan: 2008-2009

### Introduction

This is the draft Business Plan for the East Midlands Branch of the Institute of Historic Building Conservation to be submitted to the Branch AGM for approval. It sets out what has been achieved in 2007-2008 and our objectives for 2008-2009 together with proposals to achieve these objectives and the likely financial implications.

### Branch Committee

The Branch Committee has overall responsibility for implementation of the Business Plan. Nominations for the Branch Committee 2008-2009 are invited, the outgoing Committee is as follows:

<u>Name</u>	<u>Position</u>
<i>Robert Walker</i>	<i>Chair</i>
<i>Jane Roylance</i>	<i>Vice Chair</i>
<i>Steve Bradwell</i>	<i>Secretary</i>
<i>Roy Lewis</i>	<i>Branch Representative</i>
<i>Rose Thompson</i>	<i>Treasurer</i>
<i>Dave Boyson</i>	<i>Membership Secretary</i>

*Chris McKinney  
James White  
Elizabeth Mayle  
Rachel Booth  
Jason Mordan  
Andrew Lawson*

*Derbyshire County Representative  
Leicestershire County Representative  
Lincolnshire County Representative  
Northamptonshire County Representative  
Nottinghamshire County Representative.  
Education Representative.*

*Fiona Newton  
Chloe Oswald  
Ruth Connolly  
Samantha Raggatt*

*General Committee Member  
General Committee Member  
General Committee Member  
General Committee Member*

### **Proposed Branch Committee meeting dates 2008/2009**

Meetings to be held at the Fox & Crown PH, Appletongate, Newark:

Tuesday 4<sup>th</sup> November 2008  
Tuesday 13<sup>th</sup> January 2009  
Tuesday 24<sup>th</sup> February 2009  
Tuesday 7<sup>th</sup> April 2009  
Tuesday 19<sup>th</sup> May 2009  
Tuesday 7<sup>th</sup> July 2009

### **AGM 2009**

To be held weeks 1 or 2 in September 2009

### **Branch Achievements 2007/2008**

#### Supporting members

- CPD visit to Lincoln Cathedral, including roof tour and talk on the Wren Library.
- Organised return visit to Stoke Rochford Hall and Branch AGM September 2008.
- Free CPD event organised to Taylor's Bell Foundry, Loughborough.

- Membership Secretary appointed to deal with Membership applications and a new system for processing applications put into place. Applications now being dealt with in accordance with the new policy.
- Membership Secretary identified non-members to target in a recruitment drive.
- All information from Branch Secretary and Branch Representative now distributed by e-mail.
- Improved contact with the Branch membership through e-mails.

#### Building Partnerships

- Fiona Newton continues to represent IHBC at East Midlands Heritage Forum.
- Charles Glenn continues to represent IHBC on Derby City Council Conservation Area Advisory Panel.
- Jane Roylance continues to sit on IHBC Technical Panel.
- Dave Trubshaw continues to represent IHBC on Leicester City Conservation Advisory Panel.
- Jason Mordan continues to represent IHBC at East Midlands meetings of ALGAO.

#### Maintaining an Active Branch

- All members notified of Branch meeting dates, Branch Committee Members, County Reps. and date of 2008 AGM.
- Programme of Branch meetings up to AGM completed.
- Branch accounts maintained by Treasurer and Business Plan produced.

#### Taking Forward the IHBC Annual School 2009

- Established an Organising Committee to help identify and prioritise the initial work to be undertaken for Buxton 2009.
- Identified venues, themes, possible speakers and major projects of interest and initial publicity.
- Organising Committee booked accommodation and venues for 2009.
- Flyer produced for Guilford Summer School to promote Buxton 2009.
- Produced and presented a promotional video of Buxton at Guildford Annual School.
- Secured main sponsor and drinks sponsor for Annual School and other potential sponsors identified.

### **Key Branch Objectives for 2008/2009**

- Supporting Members – continued response to member’s needs/requests to help develop the profession.
- Building Partnerships – through continued representation by Branch members on advisory committees, panels and forums.
- Maintaining an Active Branch – through regular Branch meetings, links between County conservation officer groups and County Reps and CPD events and electronic networking.
- Hosting a well organised, relevant, stimulating and profitable 2009 Annual School.

### **Financial Implications**

Funds required to achieve the 2008-2009 Business Plan	£1,000.00
Cash in bank as of 30 <sup>th</sup> September 2008 (Estimate)	£592.06
Income from events/bank interest	£15.00
<b>Central funds requested</b>	<b>£500.00</b>

<b>Branch Objective</b>	<b>Key Actions</b>	<b>Achieved Through</b>	<b>Lead Responsibility</b>	<b>Financial Implications</b>
<b>Supporting Members</b>	1. Organise at least 1 CPD event/site visit	Support from Branch members.	Branch Chair	Nil
	2. Maintain up to date information on Branch activities on IHBC website	Consider type of information to include and create Branch template. Update information and pass to IHBC IT consultant.	Branch Secretary and other members	Nil
	3. Increase attendance at events	Organising relevant events and feedback on events, publicity, networking.	Branch Chair	Nil
	4. Increase membership	Target non-members and coordinate a recruitment drive for new and lapsed members.	Membership Sec.	Nil
<b>Building Partnerships</b>	1. Continued representation by Branch members on advisory committees, panels and forums	Representation on East Midlands Regional Heritage Forum.	Fiona Newton.	Nil
		Representation on East Midlands Heritage Education Group.	Education Rep.	Nil
		Representation on Leicester City Council Conservation Advisory Panel.	Dave Trubshaw	Nil

		Representation on Derby City Council Conservation Advisory Panel.	Charles Glenn.	Nil
		Representation on East Midlands meetings of ALGAO.	Jason Mordan	Nil
<b>Maintaining an Active Branch</b>	<p>1. Organise 6 Branch meetings per annum.</p> <p>2. Prepare a Branch Business Plan.</p> <p>3. Maintain Branch accounts and submit necessary returns to Council.</p> <p>4. Organise Branch AGM linked to event and appoint officers</p> <p>5. Ensure branch agendas and minutes and on website.</p> <p>6. Provide for incidental expenses by Committee Members.</p>	<p>Meeting to be held at Fox &amp; Crown, Appletongate, Newark.</p> <p>Ongoing discussion and consultation with Branch.</p> <p>Ensure invoices/expenses paid promptly and cash flow managed.</p> <p>Publicise AGM thoroughly and encourage attendance.</p> <p>Provide details to IHBC IT consultant.</p> <p>Occasional postage, printing and other costs.</p>	<p>Branch Secretary</p> <p>Branch Treasurer</p> <p>Branch Treasurer</p> <p>Branch Secretary</p> <p>Branch Secretary</p> <p>Branch Treasurer</p>	<p>£180</p> <p>Nil</p> <p>Nil</p> <p>£420</p> <p>Nil</p> <p>£100</p>
<b>Taking Forward the IHBC Annual School 2009</b>	<p>1. Book possible speakers and finalise programme of events.</p> <p>2. Organise workshops, trips</p>	<p>Identify speakers and approach re booking. Decide on final programme for Summer School.</p> <p>Decide on trips and content of</p>	<p>Organising Committee</p> <p>Organising Committee.</p>	<p>Nil</p> <p>Nil</p>

	and transport for the event.	workshops and book necessary transport.		
	3. Finalise sponsorship.	Ensure main sponsor is in place. Ensure other possible sponsors are approached.	Chloe Oswald/ Organising Committee	Nil
	4. Organise booking arrangements and payment of invoices.	Liaise with Fiona/Devon/Lydia.	Organising Committee/Treasurer	£300
	5. Seek to deliver a well organised, relevant, stimulating and profitable Annual School.	Learn from others, remain focused, innovative, well briefed and committed. Promote effectively and vigorously.	Organising Committee and National Office.	Nil