

MINUTES OF MEETING OF THE BOARD MEETING

Tuesday 15 March 2018, 16:25

Conference Room, Clare House, 303 Airport Road West, Belfast

Present: Stephen Peover (Chair)
Frances McCandless
Peter May
Brett Hannam
Clark Bailie

In attendance: David Cartmill (Executive Director)
Renée Quinn (Business Manager)

Apologies: Anne Donaghy
Mark Hamilton
Noel Lavery
Iain Greenway
Hugh McCaughey
Roisin McDonough
Dr Evelyn Collins
Gavin Boyd
Liam McIvor

2.0 Minutes of the meeting 21 September 2017 and matters arising
Previous minutes agreed.

2a. Progress against actions

Action	Person	Progress
• Immediate follow up on Articles of Association and additional statement on accounts	Mgt	Done
• Sign off Annual Accounts	Chair	Done
• Complete arrangements for AGM	Mgt	Done
• Complete and distribute electronic copy of 2016/17 Annual report	Mgt	Done

3.0 Minutes of A&R Committee - 8 March 2018

Mr Bailie welcomed the position of profit that the Forum now finds itself in. A review of the risk register demonstrated a slightly more cautionary approach with respect to some risks and the group were content to keep a hold on fee levels for the incoming

year. It was agreed that a declaration of interest will be incorporated into the standing items on the agenda for each meeting.

3a. Progress against actions

Item	Action	Person
1.0	Declaration of Interest to be inserted in Agenda as a standing item	Mgt
5.0	Health Trusts fees for 17/18 and 18/19 to be progressed	Mgt
	Non-membership fee rate to be applied to non-members from 18/19	Mgt
6.0	Move 'Members Relations' risk from low to medium	Mgt
	Carry out a gap analysis	Mgt
	Create a GDPR Policy	Mgt
7.0	Remove 2% Increase in fees proposed for 18/19	Mgt

4.0 Finance update 17/18 and year end projection

Mr Cartmill advised that it is the intention of the Forum to bring forward a new corporate plan and to seek the input of the new Executive Director. Chair felt that it would be sensible to seek input from new Director. Peter May advised that it would also be helpful to have the outgoing and incoming Directors input into process.

Mr Cartmill outlined that the Forum is projected to be in a profit position by year end and that the financial position for 18/19 had been enhanced due to the income from 2 Cohorts on the Building Inclusive Leaders programme.

5.0 Risk Register

Chair advised that there had been some slight changes with downwards movements in two areas.

6.0 Dates of Meeting


These were drawn to members' attention

There being no outstanding issues, the meeting closed at 15:35.

ACTION LIST

Item	Action	Person
3.0	• Declaration of interests as standing item on CEF meeting agendas	Mgt
4.0	• Develop new corporate plan in conjunction with incoming and outgoing Executive Directors	Mgt/Board

Signed:


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Stephen Peover (Chair)