

Institution of Highways and Transportation – Southern Branch

Minutes of Southern Branch Committee

Date: Tuesday 15th September 2009

Location: The Grange, Midhurst, West Sussex

Present: L.Meechan (Chairman), A.Maclean (Hon. Secretary), T.Groves (Treasurer), J.Urquhart, S.Haggett, J.Fellows, D.Tarrant, I.Cross, P.Weatherill, L.Parker, K.Willcox, M.Link and Libby Kearsley.

1. Apologies for absence

1.1 Apologies were received from: S.Found, I.Thompson, I.Dusseck, C.Bowley, P.Kemp and M.Jones.

2. Approval of Minutes of meeting held 16 June 2009 and Matters Arising

2.1 The minutes of the previous meeting were approved as an accurate record of the events.

2.2 Under Matters Arising the following issues were discussed;

i) Certificate of Merit – Discussion still to take place (item 3.4).

Action AM

ii) Young members sub committee – (Item 6).

Action LM to discuss with AT

iii) All other actions actioned or covered in agenda.

2a Co-opted Member of the Committee

2a.1 The Chairman proposed and the committee unanimously agreed that Libby Kearsley be co-opted as a member of the branch committee for 2009/10.

3. Honorary Secretary's Report

3.1 Notification from HQ OF IHT Events.

3.2 Branch Conference (9-10 November). Agreed that AM and TG attend. One spare branch space still available.

Action AM to notify HQ of branch candidates.

Branch Web officers to have own meeting on 19th November (10.30 -16.00). SG to attend on behalf of the branch.

4. Honorary Treasurer's Report

4.1 TG reported that presently there is £1300 in the branch account. The forecast to HQ was that there would be a branch profit of £1400 for this year and a deficit of £150 for the following year. ML stated that HQ were looking at

potential future reduced budgets and that branch's would be tasked with reviewing their branch account forecasts to endeavour to ensure deficits did not occur. A discussion followed on measures the branch could take to ensure fiscal compliance with the Institution's guidance.

Action LM and TG to provide suggested measures the branch could adopt to reduce costs and consequently prepare a draft revised budget forecast to be considered at the next committee meeting and then forwarded to HQ. LM welcomed branch committee members input into the process.

5. Mentoring

5.1 KW outlined a paper he would prepare for the November committee concerning the branch's involvement in the Mentoring process.

Action KW to prepare paper. KW welcomed branch committee members input into the process.

6. 2010 Annual Seminar

6.1 Agreed possible seminar theme to be on the impact of public spending cuts on the Industry. This would be topical due to the present economic circumstances and a possible new government in place in May 2010. Suggested date to be early July.

Action IC to investigate the possibility of Portsmouth University to host the event.

Action LM to set up meeting with working group before next meeting; LM/LK/ML/DT/KW/PK

6.2 A working group consisting initially of the Chairman, ML, DT, KW, LK, TG and possibly PK.

Action LM to contact PK to check her availability.

7. Annual Dinner Dance

7.1 JF confirmed that there was 26 attendees at this time. However, there was interest from West Sussex County Council and their partners for potentially a further 10 tables (100 attendees). Exact numbers should be known by the end of the week (20/09/09).

7.2 JF confirmed that financially the "break even" scenario would be 100 attendees with 130 attendees delivering a profit of £1000 and the event capacity being 165 attendees.

7.3 JF gave a breakdown of previous attendees.

Action LM to contact previous table sponsors to promote the event.

7.4 Committee agreed that the raffle profits to go to the IHT Foundation.

8. Branch Website

- 8.1 SH gave an update on the capability of the Institutions new web-site and the need to make the branch mini website more user friendly. A discussion followed on possible content to populate the mini website.

9. Communication with Members

- 9.1 The Chairman raised the issue of mailing by post the branch membership presently undertaken twice a year (Events programme and AGM notification). It was agreed by the Committee that in future all branch communication would be via the e-mail where better coverage of the membership was available than previously. However, it was agreed that post mailing would still be used for those events that involved targeted members.

10. 2009/10 Meeting Programme

- 10.1 JU tabled the substantially completed Meeting Programme.
- 10.2 The committee agreed that the December meeting on Shared Surfaces should take place on 1st December with the possible venue being at HCC's offices , Winchester.
Action KW to investigate possible venue.
- 10.3 The 2010 AGM to take place on Tuesday 20th April.

11 Membership Secretary's Report

- 11.1 In the absence of MJ the Chairman reported that Branch Membership stood at 914 (August) which is ahead of the 905 August 2009 monthly target.

12 Council Member's Report

- 12.1 ML reported that the following issues were discussed at Council and would impact on the branch activity and members;
- i) Future budgetary requirements (see item 4.1). ML also stated that the Institution required to forward any funding over and above essential account running requirements should be forwarded to the Institution to ensure fiscal efficiency of their account.
 - ii) Branch Conference – the frequency of such an event and possible replacement with more focussed officer meetings was being investigated as part of the Institutions review of its costs.
 - iii) Subscription Fees – There will be a small annual increase of £5 for Fellows, £2 for Members and £1 for Associates.

13. Young Members' Report

- 13.1 As AT not present the matter was deferred till the next committee meeting.

14. Social Events

- 14.1 The committee held a general discussion on format, venue and participation in possible future social events the branch may wish to promote.

Action SF to place item on Agenda for next branch committee meeting.

15. Any Other Business

- 15.1 PW informed the committee that the branch was runner-up in this years Locan Golf Cup competition.
- 15.2 IC informed the committee that David Pugh (HQ) and he would be holding a Professional Qualification Procedure forum at Scott Wilson's office in Basingstoke in December 2009. Subject to venue size it may be possible for attendees other than Scott Wilson's employees to attend.

16. Calendar of Committee Meetings

- 16.1 The Committee agreed that following dates for branch Committee Meetings;

Wednesday 14th October 2009
Tuesday 1st December 2009
Tuesday 24th February 2010
Tuesday 20th April 2010 - AGM

17. Date of Next Meeting

- 17.1 Wednesday 14th October 2009 at Southampton University. Meeting to start at 4.30pm.
Action MJ to organise a room.