

Chartered Institution of Highways and Transportation Southern Branch

Minutes of Committee Meeting held on Wednesday 24 February 2010 at Sir James Mathews Building, Solent University, Southampton

Present:	L Meechan	S Haggett
	A Maclean	M Jones
	J Urquhart	S Found
	T Groves	I Cross
	A Thompson	
Circulation:	Those present plus D Tarrant, P Kemp, A Lovell, M Link, J Fellows, M Stanton, C Bowley, K Wilcox, S Child, L Kearsley, P Weatherill.	

Action

1 Apologies

- 1.1 Apologies were received from D Tarrant, P Kemp, A Lovell, M Link, J Fellows, M Stanton, C Bowley, K Wilcox, S Child, L Kearsley, and P Weatherill.

2 Minutes of the last meeting held on 1/12/09

- 2.1 Minutes of the last meeting held on 1 December 2009 were approved as a true record of the meeting.

3 Honorary Secretary's Report

- 3.1 The secretary reported that there had been a vast array of information that had been received from the CIHT (HQ). All of this information had been forwarded to the branch officers and branch members as required.
- 3.2 The secretary highlighted the following correspondence of being of particular importance:
- 3.3 The CIHT "Manifesto for Transport" - should any committee member wish to comment then the Chairman was happy for the comments to go as the branch's response or if they so wished could go as an individual member response.
- 3.4 The branch were also now required by CIHT (HQ) to complete a pro-forma when inviting the President and vice president to branch dinners and seminars in order to co-ordinate their diaries and ensure a better balance between the President's employment, presidential activities and the

personal well-being of the President. When details of the dinner and seminar were finalised it was agreed the form would be completed and forwarded to CIHT (HQ) for action.

Invitation of branch to Vice President to attend committee meeting to discuss CIHT business and forward plan. Whilst not compulsory the branch are encouraged to take up this offer. The branch had previously taken up the offer and the subsequent meetings had proved beneficial in better understanding CIHT's business and the evolving role they were seeking to achieve as well as forging better branch/HQ officer relationships. It was agreed that following the June 2010 committee meeting when the details of the 2010/11 committee programme were agreed the Chairman would arrange the visit.

4 Honorary Treasurer's Report

4.1 The Treasurer reported that the accounts for 2009 (without presidential conference 2008 items) show £847 expenditure greater than income. This due to lower than expected income from dinner / dance - and no seminar income - these being the only sources of income to balance expenditure against.

4.2 The balance in the current account is approx £1650.

4.3 A cheque for £25 has not appeared on statement, made out to Richard Mallison for Young Engineers Paper Competition. An attempt to contact him through Andy Ekinsmyth of West Sussex CC will be made..

TG

5 AGM Notification of Members

5.1 The Secretary reported that it would be possible to notify the branch membership by e-mail of the forthcoming AGM and committee elections thereby saving the costs of postage. The committee agreed that for fiscal expediency that in future the branch AGM and committee election correspondence be sent by e-mail.

5.2 It has been agreed that notification for the AGM will be sent by e-mail this year. The papers including forms to apply to join the committee will be sent out week beginning 1 March 2010.

SH/AM

5.3 Several officers are up for re election and LM will be contacting them to enquire whether they intend to continue being a member of the committee for the next 2 years.

5.4 The AGM will take place at Midhurst on 21 April 2010. A short committee meeting will be held at 4.30 pm prior to the AGM.

6 Annual Seminar

6.1 It was originally agreed that the seminar would be held in June this year. However this is now under reconsideration as the suggested topic matter may not generate sufficient interest from members resulting in poor attendance and a potential loss on the event.

6.2 Further thought is to be given to either changing the topic for the seminar or moving the seminar to a date later in the year. LM/ALL

7 Annual Dinner Dance

7.1 There is a risk that due to the current economic situation there will not be the support for the event from corporate organisations.

7.2 Last year the event was only a success because May Gurney booked 6 tables (albeit they originally indicated wanting 10 tables)

7.3 JF has investigated holding the event on HMS Warrior and has estimated the cost per person will be approximately £100.

7.4 If the event was held at a hotel the cost could be reduced to approximately £83pp although it was agreed that HMS Warrior was a better attraction than a hotel.

7.5 If the dinner dance is to proceed it is important that organisations are written to in advance to advertise and promote the event.

7.6 At the end of the discussion it was agreed that the provisional booking for HMS Warrior should be cancelled.

JF

8 Branch Website

- 8.1 The Branch website is now in operation and the events being arranged are now listed on the site. Flyers and presentations from previous talks can be downloaded from the website.
- 8.2 Rebecca Lee at CIHT (HQ) is able to update the website with new information quite quickly now.
- 8.3 LM commented that the Branch information is lost within the overall website and is not prominent enough. SH agreed to enquire about making changes to overcome this problem. SH
- 8.4 After the AGM the details of Officers on committee will need updating on the website. SH will send a note to committee members to ask to review their details. He will then update the website information. SH
- 8.5 There is a view that the website is not easy to navigate and LM agreed to send a note to IHT regarding this matter. LM

9 Membership Secretary's Report

- 9.1 The Branch is approaching a membership total of 1000. It was suggested that an article could be produced for the website/IHT Transportprofessional on the 1000th member.
- 9.2 MJ asked if he could receive membership details of new members direct from IHT and not via the secretary.
- 9.3 27 new members have joined from Portsmouth University.

10 Young Members Report

- 10.1 AT has met with young members from ICE to enquire what they are involved in.
- 10.2 They have a young members committee and have regular meetings/ essay groups.
- 10.3 It was acknowledged that essays are not part of the review process for I Eng or C Eng through IHT although a presentation has to be given to a review panel.
- 10.4 The possibility of an IHT young members committee is to be pursued.
- 10.5 It was considered important that student members

progress to full member to ensure IHT keeps progressing in the future.

11 Social Events

- 11.1 JF showed examples of raft races he has been involved in and were organised by the Lions Club.
- 11.2 If a raft race was arranged by Branch LK is happy to promote/publicise event. A possible date for the event was Saturday 3 July. A BBQ could be held after the event.

12 Any Other Business

- 12.1 The talk on cycling that was postponed in January 2010 due to the bad weather will now take place on 28 April 2010.
- 12.2 All the forthcoming events including meetings are on the IHT website.

13 Date of Next Meeting

- 13.1 The next committee meeting will be held at Midhurst on Wednesday 21st April 2010 at 4.30pm immediately prior to the AGM