



MINUTES OF IFE SOUTHERN BRANCH COMMITTEE MEETING

Date of meeting: 12th March 2007

Members present: Colin Partridge (CP), Stewart Adamson (SA) Shaun Lawrence (SL) Ron Hedger (RH)

1. Apologies

None

2. Minutes from 05/12/06

Agreed as accurate record.

3. Matters Arising

CP asked whether persons would be interested in visiting the Middle Wallop site following Exposition.

4. Progress Report AGM 2007

1. Guest speakers have now confirmed they will attend.
Mr K Nimmo – Beaura Veritas
Mr T Guymore – Oceanographic Institute.
Mr K Cartright – Esso Fawley.
2. Harland room, catering all booked.
3. Itinerary completed.
4. CPD application form completed and has been approved
5. CPD request for funds with head office (50%) awaiting new financial year.
6. AGM Agenda to be prepared Action(SL)
7. Article in Exchange magazine for April.
8. Circulation List to be started Action(SA)
9. Contact lists to be forwarded to SA Action (SL & CP)
10. AGM Limit 40 persons.
11. Routine Notice entry for second week in March and 2 weeks prior to 1st May
Action (SL)
12. Copy of Itinerary and AGM Agenda to Committee members Action (SA) to send out to All email addresses of known members with notice of restriction of attendance Nos by end of March.

5. 2007 Examinations

1. Full support was given to this years examinations.
 - 5.1.1. two candidates advised of cancellation
 - 5.1.2. One no show
 - 5.1.3. 2 candidates completed examinations.
2. Thanks to Howard Watts for his support during the 2 days.

6. t5 Visit

1. Visit to the new terminal 5 building was undertaken which provided insight into innovation in building and fire alarm design. A total of 10 with 4 hours CPD was awarded.
2. Letter of thanks sent out and request for design strategy for Fire Alarm system. Rec'd 05.03.07.

7. Presidents Report

1. (CP) advised on training being programmed for Engineering council trained assessors for ENGtech.
2. (CP) also requested that agenda be formatted for AGM and distributed on circulation. Action (SL)

8. Secretaries Report.

1. Nothing to report contained in above.

9. Treasurers' Report.

1. Letter required from (SL) for bank account transfer form Steve Hamm.(SL) actioned 08.03.07.
2. All accounts sorted just waiting for power of signatory which should be in next couple of weeks see 1 above.
3. Account £661.41 inclusive of t5 CPD payment granted by IFE HQ at 100% (£393.00).
4. Copy of letter to be sent to RH action (SL).

10. AOB.

None to report

Next Meeting 14.04.07 / 15.00-16.00 Venue SHQ TBC