



# THE INSTITUTION OF FIRE ENGINEERS

FOUNDED 1918 • INCORPORATED 1924

Southern Branch

## AGENDA

**Date:** June 2007

**Time:** 14.30

**Location:** Hayward Room /  
29 Fairlie Ringwood,  
Hampshire, BH24 1TP

1. Members Present.
2. Apologies.
3. Minutes from previous meeting (April 2007)
4. Matters arising.
5. Correspondence matters arising.
  - 5.1. IFE HQ thanks for Examination centre 2007.
    - 5.3.1. preplanning arrangements to be made
6. Visits/Events.
7. Membership Update.
8. Presidents Report.
9. Secretary's Report.
  - 9.1. Draft Constitution and rules for branch approval.
  - 9.2. Draft Business Plan 2007-2010
  - 9.3. Suggestions as to how and what to include for the draft letter to HFRS to seek formal recognition of IFE and ask for facilities and support.
  - 9.4. Templates
  - 9.5. Template standard letters
  - 9.6. Order IFE banner/stand approval needed
  - 9.7. Rules on committee expenditure framework.
  - 9.8. Scanning for AGM 2008
  - 9.9. How many times will we allow non members to events before they must join?
  - 9.10. Need to have links with Isle of Wight and Dorset.
    - 9.3.1. NOs and roles
  - 9.11. Establish link with industry.
  - 9.12. Contact to be made with Southern Region Network to establish?
  - 9.13. Increase committee size and roles.
10. Membership Secretary Report
11. Treasurers Report.
12. A.O.B.

