CHARTERED INSTITUTE OF CREDIT MANAGEMENT

**THAMES VALLEY BRANCH**

### Minutes for Committee meeting

23rd October, 2024 @ 5pm

Virtual via Webex

**Attendees**

Dee Weston (DW) Chair

Ruth Howard (RH) Secretary

Heidi Pocock (HP)

Gary Baker (GB)

Jon Swan (JS)

Pete Courtnage (PC)

**Apologies for absence**

None

**Minutes of last meeting**

Agreed by DW & GB

## Chair’s remarks

Looking forward to the breakfast meeting tomorrow and continued planning for Credit Day.

## Treasurer's report

Reminder that the total Branch 2024 budget = £2,000 (£1,700 Credit Day, £300 Equinix Event).

Budget discussion meeting held on 23rd Oct in which it was decided by DW that the total budget that will be requested for 2025 will be £2,500 (£500 for a breakfast meeting & £2,000 for a Credit Day)

# Education report

HP noted that there are no updates.

**Events**

Equinix formal event (24th Oct):

RS noted that name tags, signing in sheet, agenda & survey are prepared. Equinix confirmed presentation equipment & wifi available for presenters. Directions & agenda included in the event calendar invite to all attendees. RS also noted that 27 people have registered with one person dropping out. Catering for 30 attendees has been confirmed by Equinix.

2024 Credit Day (13th Nov):

RS noted that Nevin Nice confirmed that there are 55 registrants so far. HQ has added an announcement to the homepage of the website that directs users to sign up to the event and are also in the process of filming a video for social media that promotes the event.

DW to advise HQ to send email to attendees asking for dietary requirements. Venue needs to have this by the end of next week. Venue needs to have the number of attendees by 6th November. DW did confirm that it will still be possible for people to register after the numbers have been submitted. DW also confirmed that HQ has paid the balance of the account.

RS to organise a meeting one week before the event. RS will also schedule a debrief meeting following the event to review what went well as well as improved.

DW will ask Josh to collate all of the presentations into one deck.

Branch Christmas Meal:

HP confirmed the social event is booked at the Wellington Arms (A33) for 12th December, 2024 from 18:30.

Social (Late Jan / Early Feb 2025):

GB proposed Spinners, Reading which has indoor mini golf, bowling, food, bar as an evening social.

HP will email the Branch with proposed dates to organise the event.

AGM 2025 (Mar 2025):

RS suggested using Hays, Reading again as it worked well for location and venue size. RS will contact Tony Lambert, Nat Whitehead to find out whether this would be possible.

Later in 2025:

DW / RS proposed a breakfast formal event in May and Southern Credit Day in September. Added both events to the event calendar below.

 **Event Calendar:**

| **Date** | **Event** | **Location** | **Owner** | **Type** | **Time** | **Branch** | **Cost / comments** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 12/10/23 | Credit Day | The Stoop | Gary / Natascha | Formal | Full Day | Southern Branches |  Face to Face£1000/Branch |
| 13/10/23 | Charity golf |  | Gary | Social |  | Bristol & West branch |  |
| 13th Dec | KYC | Hays, London | Dee | Formal | Half Day | Southern Branches | Face to Face |
| 07/12/23 | Xmas meal | Beefeater | Heidi | Social |  | TVB | Committee only & Self funded  |
| Jan ‘24 | NA | NA | NA | NA | NA | NA | NA |
| 24/02/24 | Bombay Sapphire | Whitchurch | Gary | Social |  | TVB | Self funded. Tickets from website |
| 20/03/24 | AGM | Hays, Reading | Ruth | Formal | AM | TVB | Face to face |
| 17/04/24 | Quiz Night | Twyford | Jon | Social |  | TVB | Wagon & Horses. Self Funded |
| 23/05/24 | Golf |  | Gary | Social |  | TVB | Self Funded |
| Jun ‘24 | NA | NA | NA | NA |  | TVB | NA |
| 13/09/24 | Charity Golf | Chippenham | Gary | Formal | NA | TVB | With Bristol & West |
| 24/10/24 | Equinix | Slough | Gary/Dee | Formal | AM | TVB | Face to Face / £300 |
| 13/11/24 | Credit Day | Windsor | Committtee | Formal | All Day | Southern Branches | Face to Face / £1,700 |
| 12/12/24 | Xmas meal | Wellington Arms | Heidi | Social | Evening | TVB | Committee only & Self funded  |
| Jan’25 | NA | NA | NA | NA | NA | NA | NA |
| Feb’25 | Social | Spinners | Heidi | Social | Evening | TVB | Reading - indoor golf, bowling, food |
| Mar’25 | AGM | Hays | Ruth/Dee | Formal | AM | TVB | Reading - Face to Face |
| Apr’25 |  |  |  |  |  |  |  |
| May’25 | Breakfast Event | ? |  | Formal | AM | TVB | Face to Face £500 |
| Jun’25 |  |  |  |  |  |  |  |
| Jul’25 |  |  |  |  |  |  |  |
| Aug’25 |  |  |  |  |  |  |  |
| Sept’25 | Credit Day | ? |  | Formal | All Day | Southern Branches | Face to Face £2,000 |
| Completed | Confirmed | In planning | At risk / late / cancelled |  |   |  |   |

**Publicity & Membership**

Linkedin membership number is **365**

**Any other business**

DW noted that she has received feedback from CICM Branches on the branch email address access:

*At the moment, we're working closely with our regional representatives to review and improve our operational processes, especially around email account access and security. As part of our commitment to maintaining a high standard of data protection and compliance, we want to ensure that all access to branch accounts aligns with our latest guidelines and protocols.*

*For this reason, we're taking a little time to assess and refine our procedures before granting access, ensuring that everything we do meets our security and compliance obligations. This will help us to safeguard both member data and the integrity of our communications.*

*Once we're in a position to move forward, I'll make sure to update you and provide any further details on how we’ll be managing this access.*

JS noted that he will know more following the regional rep meeting on 19/11.

JS said that he attended the CICM assessment board and a key topic was getting Branches involved in getting more apprentices on board. HP noted that the Branch hasn’t been given guidance from HQ to give students at careers fairs. HQ may need to reach out to local businesses who are willing to offer apprenticeship training to make this possible.

DW advised that the budget of £2000 will be allocated for Credit Day and £500 towards a Breakfast meeting for 2025. and breakfast PC to submit the 2025 budget to HQ and DW will email the S&S and Kent Branches about their 2025 Credit Day contribution.

**Date and time of next meeting**

Wednesday 27th November, 2024 @ 5pm (Virtual)