CHARTERED INSTITUTE OF CREDIT MANAGEMENT

**THAMES VALLEY BRANCH**

### Minutes for Committee meeting

18th September, 2024 @ 5:30pm

Old Bell, Goring Ln, Grazeley Green, Reading RG7 1LS

**Attendees**

Dee Weston (DW) Chair

Ruth Howard (RH) Secretary

Heidi Pocock (HP)

Gary Baker (GB)

**Apologies for absence**

Pete Courtnage (PC) Treasurer

Jason Braidwood (JB)

Jon Swan (JS) Regional Rep

**Minutes of last meeting**

Agreed by DW

## Chair’s remarks

DW noted that the Branch is busy organising two key events (Equinix Breakfast event on 24th Oct & Credit Day on 13th Nov). Both events are advertised on the CICM website under Events. We all need to promote them with our colleagues and network and it is important to register.

Two speakers have been secured for the Credit Day event so far (Iain Young, CICM & Craig Evans, Company Watch) but need two others. GB noted to DW to go to Chris Sanders for advice on a speaker for the AR/AP role discussion. GB also remarked that withholding tax is too specialised a subject which will probably not be relevant for a number of individuals attending the event.

## Treasurer's report

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

# Education report

HP has received two event notifications but they relate to interview techniques and not career discussions. GB noted that he is currently too busy to be able to participate in career events.

HP & DW noted the Branch could pull together enough marketing materials for another two careers events but no more as there isn’t enough and nothing else has been supplied.

**Events**

GB noted that the charity golf event at Chippenham Golf Club went ahead on 13th September with a good attendance. The Branch was the winning team!

Equinix formal event (24th Oct): Agenda is shared on the CICM website. RH noted that Naveed Sheikh (Speaker) has confirmed his attendance and has registered for the event. DW needs all of us to repost the event details on our personal Linkedin accounts and require Hays to promote.

GB to follow up with Nick to find out how many people are attending from Equinix and get them to register.

2024 Credit Day (13th Nov): DW noted in the Chair’s Remarks that two speakers have been secured for the Credit Day event so far (Iain Young, CICM & Craig Evans, Company Watch) but need two others. There may need to be a shift in the subject matter on two topics to accommodate for speaker availability.

DW needs everybody to push the event. Event already posted on CICM Thames Valley and Kent Branches Linkedin pages. RH noted that weekly meetings are taking place for the event planning.

Branch Christmas Meal: DW asked if someone could organise a Christmas social event for branch members. HP offered to do this and will send a communication with potential dates. GB, RH, DW & HP agreed that The Old Bell would be a suitable venue (normal menu).

 **Event Calendar:**

| **Date** | **Event** | **Location** | **Owner** | **Type** | **Time** | **Branch** | **Cost / comments** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 20/04/23 | Curry Social | Reading | Ruth | Social |  |  | Curry in Reading |
| 21/07/23 | Golf |  | Gary |  |  | TVB | Advertised on CICM website |
| 26/08/24 | The Vyne & Pub lunch | The Vyne | Ruth | Social |  | TVB | £30 + £14 per non-member (self-funded) |
| 23/08/23 | Volunteering | Verizon | Heidi / Ruth | Formal |  | TVB | Face to Face - Verizon Reading Office  |
| 14/09/23 | Pizza Evening | Windsor | Heidi | Social |  | TVB | Prezzo (Self-funded) |
| 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 |
| Dec ‘24 | Xmas meal | Old Bell | Heidi | Social | Evening | TVB | Committee only & Self funded  |
| Completed | Confirmed | In planning | At risk / late / cancelled |  |   |  |   |

**Publicity & Membership**

Linkedin membership number is **367**

**Any other business**

JS provided his input for AOB via email on 16th September:-

*Unfortunately, I can’t make it to the meeting but here’s my Regional Rep report following last week's AC meeting.*

1. *TV branch membership is 271 but we have 367 Linkedin followers. The largest branch in members is the West Midlands.*
2. *Only three branches in the country have an active Linkedin page - us, East of England and Kent (but they have only two!).*
3. *There is a plan to enable branches to have access to their member contacts by using a dedicated e-mail address and also Sharepoint files. No timetable on that yet though and it isn’t certain to happen.*
4. *It was also agreed at the AC that branches should be able to directly advertise events more broadly particularly as they may have members who live close to another branch. An example would be Milton Keynes which somehow is in our branch but close to E.Midlands.*
5. *A new CICM Branch Guidelines policy has been drafted and hard copies were given to the Regional Reps for review. I have asked Nicola Harris at HQ if we can have soft copies sent and whether the draft can be shared with the committee.*
6. *In terms of funding, the branches need to submit a Branch Activity Forecast for 2025 by November 15th. Costs for events are limited to £2,500 per year and £1,000 maximum for a single event. The funding support, though, does depend on the type of event.*

DW Branch email is still available to us but we don’t have access to our members’ contact details. She will contact CICM Governance to see if the local members' contacts could be tagged to the email address so that we can share event and meeting information without having direct access to the contact information.

DW would like the Branch to meet in mid/late October to agree the budget for 2025. It may be worth including S&S and Kent Branches in agreeing joint event budgets. Please note that the Branch must submit their 2025 budget by **15th November, 2024**.

GB noted that every Branch has to have a Chair, Secretary and Treasurer but other roles are optional. He suggested that it would be worth asking CICM HQ if the Branch could swap out the Education Officer role for a Communication Officer role where there is greater activity.

**Date and time of next meeting**

Wednesday 23rd October, 2024 @ 5pm via Webex (Virtual)