

**Actions from CIPS West Wales Branch  
Committee Meeting  
Held at the Welcome Inn, Swansea  
15<sup>th</sup> April 2019**

<b>Present:</b>	Paul Cattroll	Branch Chair
	Mary Davies	Vice Chair
	Amy Williams	Communications Officer
	Bryan Webber	Treasurer
	Delyth Gwilym	Education Officer
	Tracy Richards	Secretary
	Nicola Thomas	Committee Member
	Phil Allen	Committee Member
	Pamela Milford	Committee Member

**Apologies:** Nigel Doyle, Sam Hughes, Andrea James, Mark Lewis, Chris Peach,

	<b>Agenda item</b>	<b>Action</b>	<b>Return Date of Actions</b>
<b>1.</b>	<p><b>Welcome by Chair and Apologies</b></p> <p>Paul welcomed everyone to the meeting.</p> <p>Apologies were received from Nigel, Sam, Andrea, Mark and Chris.</p>		
<b>2.</b>	<p><b>Previous Minutes/Actions</b></p> <p>Outstanding action points discussed.</p> <p>Paul to speak to Jane Lynch regarding the joint event with the South Wales branch in July.</p> <p>Paul to write to committee members who failed to attend three committee meetings in a row and ask them to confirm that they wished to remain on the committee and to make a commitment to attend future meetings.</p> <p><i>(Secretary's note: data to be collected from AGM onwards.)</i></p> <p>Paul to contact the South Wales Branch Chair to investigate the feasibility of a visit to Tata Steel.</p> <p>Paul to draft open letter in an attempt to reach out to West Wales members. Paul will forward the letter to CIPS for distribution.</p> <p>Pam to forward the Chair's 'open letter' to her contacts in local councils.</p>	<p><b>PC</b></p> <p><b>PC</b></p> <p><b>TR</b></p> <p><b>PC</b></p> <p><b>PC</b></p> <p><b>PM</b></p>	<p><b>31/05/19</b></p> <p><b>Ongoing</b></p> <p><b>Ongoing</b></p> <p><b>31/05/19</b></p> <p><b>30/06/19</b></p> <p><b>14/07/19</b></p>

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	<p>Delyth gave an update to the committee on her meeting with Careers Wales. We need to rethink our approach and aim for older students, we also need something to 'offer'.</p> <p>Amy to forward information to Delyth regarding apprenticeships with the GCF.</p> <p>Pam to speak to a contact in Trinity St David's to see how the Committee can feed into any relevant courses and report back at the next Committee meeting.</p> <p>Bryan kindly offered to accompany Delyth to any future meetings with Careers Wales.</p> <p>Previous minutes were agreed.</p>	<p><b>AW</b></p> <p><b>PM</b></p>	<p><b>15/05/19</b></p> <p><b>30/06/19</b></p>
<b>3.</b>	<p><b>Matters Arising</b></p> <p>Paul informed the meeting that Meena Sykes was now our Member Retention and Experience Manager and Adrian Stuart the Membership Business Intelligence Manager.</p> <p>The Committee expressed congratulations to Claire Hall in her promotion to Senior Membership Executive and look forward to working with Claire's successor.</p>		
<b>4.</b>	<p><b>Updates from CIPS</b></p> <p>Latest volunteer newsletter issued.</p> <p>The Committee agreed to take part in Volunteer Week. Committee members to send a pen picture of themselves to Tracy for collation.</p> <p>Tracy to forward to CIPS in time for Volunteer Week.</p>	<p><b>All</b></p> <p><b>TR</b></p>	<p><b>15/05/19</b></p> <p><b>30/05/19</b></p>
<b>5.</b>	<p><b>March Event Feedback</b></p> <p>Good attendance and feedback from the event – all felt that it was a very successful night.</p> <p>The Committee wished to thank Jane Lynch for her very interesting and informative presentation.</p>		

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<b>6.</b>	<p><b>Student Engagement</b></p> <p>The Committee agreed that it would seek volunteers to man the CIPS stand at the Swansea Careers Fair in June.</p>	<b>ALL</b>	<b>31/05/19</b>
<b>7.</b>	<p><b>Next Event</b></p> <p>The next event will be 'EMPOWERing Health and Wellbeing in the Workplace' on 25th June. Pam to forward a pen portrait to Amy for inclusion in the advert.</p> <p>Amy to contact the Grand Hotel to book.</p>	<p><b>PM</b></p> <p><b>AW</b></p>	<p><b>15/05/19</b></p> <p><b>15/05/19</b></p>
<b>8.</b>	<p><b>Future Events</b></p> <p>The event for September was also discussed. Mary had identified YPO as potential speakers on sustainability. Mary has contacted CIPS to investigate increasing the Branch budget to cover for T&amp;S for the presenter. Committee to be updated at next meeting.</p> <p>Nicola has contacted Nicola Watkins of Scape Procure with a view to speaking next year.</p>	<b>MD</b>	<b>31/07/19</b>
<b>9.</b>	<p><b>Budget Update</b></p> <p>Bryan informed the meeting that £362.50 had been spent on the March event. However CIPS had indicated that the Branch had spent £431.75. Bryan to investigate this with CIPS.</p>	<b>BW</b>	<b>30/05/19</b>
<b>10.</b>	<p><b>Date of Next Meeting</b></p> <p>The next committee meeting will be held in July in the Welcome Inn. Date and time to be confirmed.</p>	<b>TR</b>	<b>30/06/19</b>
<b>11.</b>	<p><b>AOB</b></p> <p>Paul congratulated Delyth and Chris on receiving their MCIPS at the CIPS Graduation ceremony at Peterborough Cathedral.</p> <p>Bryan shared with the committee the Chair sash and badges of honour going back to the 1950's.</p> <p>Branch programmes from the late 1950's onwards were also circulated.</p> <p>The Committee felt that CIPS HO might be interested in hearing</p>		

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	about the sash, badges and programmes for their historic interest.		