

The Institute of Healthcare Engineering and Estate Management

SOUTHERN BRANCH

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| **Chairperson:** | **Honorary Secretary:** |
| Chris James, I.Eng, MIHEEM | Neil Haskell, MIHEEM |

**Minutes of the 402nd Meeting held on Tuesday 9th April 2024, in Room 001 at Westwood House, 100 Peartree Avenue, Bitterne, Southampton, SO19 7JL and**

**Virtual.**

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| 1.0 | **Present:** | N Haskell | R Boyce | S Lee |  |
| R Harris | C James | K Azemi |  |
| D Robinson | M Keating | C James |  |
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| **Apologies:** | D Chaplin | T Davis | G Orchard |  |
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| **2.0** | Previous Minutes (AGM Meeting) | | | | |
| 2.1 | The minutes of the 401st AGM meeting held on Tuesday 30th January 2024 were approved. | | | | |
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| **3.0** | Matters Arising | | | | |
| 3.1 | There were no matters arising. | | | | |
| **4.0** | **Reports** | | | | |
| 4.1 (i) | **Chairperson:** Chris James welcomed Susanne Lee and Mike Keating to the meeting.  Chris James informed the committee that the next IHEEM Chairpersons meeting will be held on the 2nd May. Currently the IHEEM Head Office is producing a locations hot spot for its members to allow the Branches to be able to meet where the majority of their members live. This may help with attendance.  There was a discussion regarding the Branch identity and making the Southern Branch page immediately notifiable for the area, possibly with a landmark like the Spinnaker Tower or the New Forest. Susanne Lee suggested a map showing the Southern Branch area. This idea was well received by the members.    There has been group discussion at the Branch Chairpersons meetings about the having a Vice Chairperson at the Branches.  There was a further discussion regarding STEM (Science, Technology, Engineering & Mathematics) ambassadors within each branch. Mike Keating asked what the role would involve, regarding visiting schools etc. Kaltrina Azemi said that they had visited an education facility and their presentation had gone down well with the students. Kaltrina Azemi said that she would support the Southern Branch in this position. | | | | |
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| 4.2 | **Secretary:** Neil Haskell  Informed the Committee that he had not received any communications. | | | | |
| 4.3 | **Treasurer:** Richard Harris  Informed the Committee that he had approved payment for the last meeting’s light refreshments. The Secretary confirmed that he had received payment. The secretary enquired if the Southern Branch needed to have £100 transferred into its account to cover any further payments. The secretary confirmed that there was no expenditure for this month’s meeting. Kaltrina will check with Tania to find out if we do need to transfer money into the Southern Branch account.  K.A | | | | |
| 4.4 | **Council Member:** Richard Harris  Informed the Committee that there had been a Council Meeting on the February 2024, when the four IHEEM Priorities had been set. These were growing the IHEEM membership, strengthening the IHEEM Brand, strengthening the commitment to support the professional Development of all IHEEM Members, and Development of support to IHEEM Branches, Technical and Advisory Platform, along with delivering the IHEEM Events & Networking program for 2024.  A digital tool kit has now been developed by IHEEM for all disciplines of Authorising Engineers to sign up too.  Forth coming events are the IHEEM Northern Ireland Regional Conference, Exhibition and Dinner which is taking place on the 14th and 15th May at The Europa Hotel, Belfast. The Wales Regional Conference, Exhibition, and awards is being held on the 28th and 29th May at the international conference centre Celtic Manor Hotel, Newport, Wales.  There is going to be an Authorising Engineers conference held at the Epsom Downs Racecourse, Surrey and the University & Healthcare Estates & Innovations is to be held in Technological University, Dublin on the 5th of September 2024.  The IHEEM Healthcare Estates Conference and Exhibition is taking place in Manchester on the 8th and 9th October 2024. | | | | |
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| **5.0** | **Any Other Business** | | | | |
| 5.1  5.2  5.3 | The Secretary asked the Committee if there was a preference for the meetings to be virtual or face to face. The general feeling was that we go virtual with both Neil and Chris still meeting at Westwood House.  The Secretary congratulated Richard Boyce on his article in the most recent Heath Estates Journal on the IHEEM Membership and the Registration Committee.  There was uncertainty regarding the number of attendees for today’s Southern Branch Meeting because of not knowing who was joining virtual and who was attending face to face. The secretary asked if it would be possible to send out a calendar invites to remind members of the Committee branch meetings, but anticipated this may not be acceptable due to GDPR. Kaltrina suggested that we may wish to adopt a system like the Northeast Branch where they send out an events registration form as part of the invitation. Kaltrina will discuss the options with Tania and report back with the possible options. | | | | |
| **6.0** | **Date and Time of Next Meeting** Tuesday 28th May 16.00 | | | | |
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