

Meeting of the Board of SIGBI Ltd – 9 July 2022

The Federation Board President Elect Ruth Healy chaired the meeting, as President Cathy was unfortunately unwell. The SIGBI Board wishes to bring the following matters to your attention and asks that you report these back to your Clubs.

Database

The proposal to accept Very Connect as the supplier of the new members' database was approved by the Board in the May 22 meeting and the contract signed on SIGBI's behalf by the President and President Elect. It is hoped that the system will be ready for presentation at conference in Belfast 22.

SIGBI HQ Office

There is an opportunity, in January 2023, to break the rental agreement for the current SIGBI HQ and coupled with the new home working policy there have been discussions about the need for such a big office. The Director of Finance and Executive Officers are reviewing the cost/benefit of moving. A report, with recommendations, will be presented to the Board in October 2022

Finance

The Financial Statements are close to completion. SIGBI Ltd has made a profit of over £45,000 this year, a large percentage of which has been allocated to the HQ IT systems upgrade and re-organisation funds. SIGBI Trading Ltd has incurred a loss of £19,000, as result of fewer members attending the 2021 conference.

Programme

The Director of Programme reported that the Terms of Reference (TOR) for UKPAC was created in 2016, with the remit of updating them every four years. However, because of the COVID pandemic the update was delayed. The Board reviewed and approved the 2022 version of the TOR.

Malta and the Republic of Ireland have been invited to join UK PAC. Both have declined and will remain as Observers to UK PAC meetings. As a result they will not pay the UK PAC levy, will not be reimbursed for travel and expenses, and will not have right to vote at UK PAC. Ann Hodgson, UK PAC Treasurer, is considering asking SIGBI if it would be willing to collect UKPAC levies on behalf of UK PAC through the Annual Return.

The Director of Programme's second report related to formal and informal programme action links to other organisations. Working jointly with such organisations is often more effective and at the same time gives SIGBI a 'voice' to put across its views.

Charity Governance Code

The Charity Governance Code has been circulated to Board Directors for comment/amendment. It will be brought back to the Board meeting in August 2022 for approval.

Several points highlighted for action within the Code will be incorporated into Board and FCC training, role specifications and terms of reference. All will adhere to the Nolan Principles. (*The Seven Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership*). Section 6 of the Code relates to equality, diversity and inclusion. Initial consideration for this is the creation of a Working Party to ensure SIGBI is complying with these issues. An update on this will be brought back to the Board in August 2022.

★★★Copyright over images★★★

The Director of Governance asked Councillors to remind their clubs/members of the importance of ensuring that any text, photographs or visuals they use are not subject to copyright. Copyright ownership may not always be obvious and so the onus is on individuals to undertake the necessary research and read all the small print beforehand.

SIGBI does have a Flickr account which members can access and use images without fear of copyright infringement. There are also several websites that offer the use of non-copyrighted images for free.

Guidance on copyright is available on the SIGBI website which may be updated once SIGBI has received legal advice on the matter.

PR and Marketing

A contract to develop social media posts has been signed between SIGBI Ltd and Quarterpillar, an agency based in India. The contract will commence on 1 August 2022 and will run for six months. A Working Party has been created to provide the content of the posts to be circulated by Quarterpillar. A total of 16 posts per month will be circulated and the output will be monitored throughout the term of the contract. The Director of PR, Marketing and Communications will hold regular meetings with the Working Party and Quarterpillar. The posts will include items on the legacy of SIGBI, the type of membership we offer and examples of successful programme work. Members will be informed of the timetable of posts, to encourage them to share the posts in the hope of reaching a greater audience, both internally and externally.

Conferences

Negotiations are on-going with the venue in London. SIGBI Trading has approved the budget and regular updates will be provided to the Board. The President Elect will visit a venue in Edinburgh on 12 July 2022. It is a smaller venue, seating 778 people, which meets the Board's directive to research smaller venues for future conferences. Regular updates will be provided to the Board.

AOB

SI Youth Forum

The Board has some questions regarding the definition of youth and safeguarding. As a result, the Board will be writing to the SI Board seeking clarification on a number of issues.

Best Practice Awards

Director of Programme Kay Richmond asked Councillors to remind Clubs that if they have a project they would like to be considered for a Best Practice Award, they need to ensure a Programme Focus Report Form has been submitted.

SIGBI AGM: The Federation Management Board AGM will be held at Conference in Belfast in October 22. Please encourage your club members to attend Conference. Registration remains at the Early Bird Rate until the end of September on the SIGBI website.

In Friendship,
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