MEETING NOTES

JOB TITLE	RemSoc Meeting
DATE	22 November 2018
TIME	17:00-19:30
VENUE	WSP Offices, Birmingham
SUBJECT	AGM
PRESENT	Simon Gomm, Mark Stephenson, John Harrison, Quentin Hulm, Steve Edgar, Duncan Cartwright, Lizzie Beers, Richard Clayton, Peter Fitch, Gareth Owen, Simon Eden, George Evans.
APOLOGIES	Sarah Poulton, Michelle Lee, Grant Harrington
DISTRIBUTION	Society

MATTERS ARISING	**ACTION**
1.0 WELCOME – Mark Stevenson introduced the AGM, introduced the Agenda for the year – Framed the objectives of Society and all confirmed that the objectives remained valid	

2.0 GENERAL ITEMS
— Progress on the year reviewed.
— AGM 2017 committed to finishing the framework for remediation to launch at the conference.
— March 2018 Conference was successful with over 100 attended with good feedback achieved on the format and the conference.
— Joint Conference with SOBRA and BGS taken forward and again a real highlight of the year.
— Remediate Conference Presentation in Belfast well received to about.
— National Brownfield Forum on 20-11-2018 to promote the framework – with positive feedback given and encouragement to proceed.
— 4 Newsletters and Conference Proceedings Document produced in the year
    — QH queried if we know how many people are reading or accessing the newsletters.
    — Can it be tracked and click throughs – issue via mail chimp.
    — Better use of social media and link to promote the existence.
— Website is well populated
— Membership / Comms / and Administration have been challenging
 	
Summary of Accounts
— £4,014.31 in the accounts
— Payments have to be simplified moving forward to split the membership and the attendance of the conference
— LB recommended Eventbrite can be used for the Conference moving forward to split out the complication.
	PF to consider

	— Conference fees did not cover the conference costs — There are adequate funds to pay for administration of the site better — Do the accounts need to be audited? Discussed that there is no reason to have these audited as there is insufficient activity. — Accounts approved. **Membership** — 178 Paid Members — 170 Registered as Paid — 145 Expired Members — Renewal is now automatic to be done on an annual basis — Sharepoint access is not automatically cleared out and reassessed — Membership to be held at £20 – All agreed — Conferences to be charged on an as and when basis (£50 to cover costs unlike previous events) and non-members to be able to join conferences for £75 – all agreed. — A better membership platform is to be researched and proposal to be provided by March 2019. **Constitution** — Still to be completed – Mark Stevenson still to finalise — To be posted by end of 2018 — QH requested that the final version is issued to the Bank.	QH
3.0	**COMMITTEE** — 2 people have put themselves forward to be elected on to the committee. — Lizzie Beers – To take on a role on the Committee. — Sarah Poulton – Proposed to take on the Committee lead for the Early Career Professionals Group. — Motion was carried. — MS confirmed there was interest from another member of the Society that was withdrawn following conversation. — Simon Gomm proposed that the office bearers are re-elected for another 12 months – motion was carried.	
4.0	**WORKING GROUP UPDATES** **ECP** — Good progress has been made — Several knowledge share webinars have been successfully delivered finishing the year with David Holmes presenting on NAPL **Career Development (George Evans)** – New group formed of 8 society members – 7 meetings taken place since the Conference – Survey of membership on Chartership completed **(summarised on the website)** – Vocational group still to be addressed – Matrix put together on the institutions and what is available to be hosted on the website – Brownfield Skills Framework reviewed with feedback – to be reported back on. **Remediation Framework (Simon Gomm)** – Launched in March 2018 – 100 people currently have access to the site – There has been very limited feedback from members but well received when it has been shared at conferences / with the Brownfield Land Forum etc. – Working Group meeting held today (22-11-2018) which developed an action plan to take the framework fully public with a free issue tool. – See attached actions from the meeting. – An intelligent tool is an objective for the membership to have available.	

	Remediation Technology Group (Simon Eden) – Simon presented proposed terms of reference of the working group, which has been moving along in the background – Discussion around producing generic data sheets vs working with CLAIRE to update the existing library and signpost to CLAIRE – Discussion around not being seen to endorse and send to supplier websites etc. – Discussion around the value of work on data requirements to enhance GI for remediation and tying this in to the Framework. – Terms of reference feedback and asked that Simon Eden responds back to MS with an updated terms of reference taking on board the feedback. – Thought required on the checking / sign -off and control on the work done if there is any implication of endorsement.	SE
5.0	**DEVELOPING BETTER LINKS** — RC outlined the proposal to collaborate with SOBRA at conferences, building on the success of the ECP conference in the middle of the year — An MOU was in preparation by SOBRA for consideration. — The closer working arrangement may include a SOBRA committee member joining the RemSoc committee and vice versa. — This may also include co-working or working on separate parts of topics such as updating the LNAPL guidance. — Closer collaboration with SOBRA was approved – await the MOU from SOBRA	
6.0	**PLANS FOR 2019** — Discussion on a Conference — Explore conference programme with SOBRA and what that might look like — Intention to hold a conference in 2019 (later in the year). Seek feedback and proposals for the conference from the membership via the newsletter.	
7.0	**PROFILE RAISING / COMMUNICATIONS** — SE to get advice on the Linkedin site and how we can improve — Peter Fitch to be set up as a manager for the Linkedin site — Better comms – email groups / comms and removing the blockages — Links to the institutions. — Review the list of forums on the CLAIRE website and assess which ones to attend by members of the Society to promote the work it is doing. — Website to be populated with working group activity — RC and QH to set up sharepoint site for members to populate	
8.0	**AOB**	

NEXT MEETING