

RIBI Vocational Service Committee Meeting Report
16th July 2014

Item	Page Number
Decisions	<i>None</i>
Recommendations	<i>None</i>
Action List	2-3
Minutes	4-7

APPROVED

Action List of Vocational Committee 16th July 2014

Item No.	Action	Who	When
01	The HoCDS is to email Terms of Reference to committee members.	HoCDS	Once available
03.01	The RIBI Guide for Committee Members will be distributed to Committee Members prior to or at the meeting. The committee are to familiarise themselves with the content.	Committee Members	Once received
03.02	Eric Sambell is to review Standing Decisions.	Eric Sambell	Once received
05	Eric Sambell is to produce a statement with targets, aims and objectives, what they are going to do, how they will work with other Committees to the benefit of Rotarians. This should consist of an action plan to include when each of the objectives/targets must be completed. The statement should be with the General Secretary by 21 st July 2014.	Eric Sambell	21 st July 2014
05	Eric Sambell is to submit a progress report to each Executive meeting to be received no later than 2 weeks before each meeting and the dates of the Executive meetings for 2014/15 are 9 th September 2014, 28 th October 2014, 26 th January 2015, 27 th April 2015.	Eric Sambell	2 weeks before each Executive Meeting
05	Stephen Lay is to produce with Eric Sambell the LG report in conjunction with Stuart Sawle, and is to be sent to Rachael Elsegood as soon as possible for inclusion into the GC report pack.	Stephen Lay, Eric Sambell, Stuart Sawle.	ASAP
07	Eric Sambell is to circulate the Appointments Update to the Committee.	Eric Sambell	ASAP
08	Rotaskills is to be removed from the agenda by Andy Smith.	Andy Smith	Immediate
09.01	Committee members are encouraged to keep the 2015 conference dates clear.	Committee Members	On-going
09.03	All Committee members are to consider the format of the MYR outside of the meeting.	Committee Members	Before the next meeting
09.03	Eric Sambell is to collate MYR availability from those committee members who were absent from the meeting.	Eric Sambell	ASAP
09.04	It was suggested Committee members could give a short, sharp presentation at District Conferences to promote awareness of Vocational Service and Eric Sambell is to add this into the LG report.	Eric Sambell	ASAP
10	Eric Sambell is to check new members' area of the website to ensure the information is accurate and relevant.	Eric Sambell	ASAP
10	Brigitte is to look after the Vocational Service element of the website and liaise with James Lovatt.	Brigitte Faubert	On-going
10	Brigitte Faubert is to check with James Lovatt if the project guide has been downloaded. STEPHEN LAY is to	Brigitte Faubert	ASAP

	send comments regarding the project guide to Eric Sambell.	Stephen Lay	
10.02	Eric Sambell is to raise OTS at the Committee Eric Sambell Audio Meeting.	Eric Sambell	Next Committee Eric Sambell Audio Meeting
10.03	Stephen Lay is to send RT articles to Jacqui Simpson and the editor.	Stephen Lay	On-going
10.04	Stephen Lay is to provide news stories to Brigitte Faubert.	Stephen Lay	On-going
10.04	Brigitte Faubert is to explore the opportunity of a Vocational Service Facebook page.	Brigitte Faubert	Before the next meeting
10.04	All Committee members are to provide website/service news content to Brigitte Faubert by the 14 th of every month.	Committee Members	14 th of every month
10.04	Eric Sambell is to send Brigitte Faubert a list of committee members and their district.	Eric Sambell	ASAP
10.04	Eric Sambell is to discuss producing a Committee running guide with Keith Best from the LDTTC Committee before producing a draft and sharing this with the Committee for their ideas.	Eric Sambell	
10.04	Maria McGilly is to share D1160 skills questionnaire with Brigitte Faubert who will work with Martin Tandy and James Lovatt to produce a flyer.	Maria McGilly and Brigitte Faubert	
14	Eric Sambell is to check the Len Smith award is still mentioned on the website and ask LGs to promote this within Districts.	Eric Sambell	
14	Caroline Millman is to liaise with Jacqui Simpson about interviewing Len Smith and producing a Rotary Today article.	Caroline Millman	
14	Eric Sambell is to inform Andy Smith of any change of date to the next audio meeting.	Eric Sambell	
14	Brigitte Faubert is to discuss the term "Just two clicks away from being on the new website" with James Lovatt.	Brigitte Faubert	

Vocational Service Committee Minutes
First meeting 2014/15
Rotary International in Great Britain and Ireland

Time and Date:

10.30am on Wednesday, 16th July 2014

Location:

Board Room, Secretariat, Alcester

Distribution of minutes:

Vocational Service Committee, Executive Committee, Service Committee Chairs, President, Vice President, Staff

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Personnel:

ERIC SAMBELL, (Chippenham), PDG D1200, **Chairman**;
 CAROLINE MILLMAN, (Ringwood), PDG D1110;
 MARIA MCGILLY, (Armagh), Committee Member D1160;
 STEPHEN LAY, (Camborne), IPDG D1290;
 BRIGITTE FAUBERT, (Kew Gardens), Committee Member (co-opt);
 CHRIS GARNER, (Hebden Bridge), RC Zone 17, D1040.

Attending:

PETER DAVEY, (Monmouth), Vice President;
 TINA HOWARD, Head of Club and District Support;
 RACHAEL ELSEGOOD, PA.

Apologies:

STUART SAWLE, (Middleton), LG D1280;
 TREVOR DAVIS, (Ironbridge), IPDG D1210.

Item		Action
01	<i>Declaration of Interest</i> Eric Sambell announced his appointment as President of a British Legion Branch.	
02	<i>Items for Any Other Business</i> None declared.	
03	<i>Terms of Reference</i> The HoCDS is to email Terms of Reference to committee members. The Terms of Reference contain expectations and outline committee member remits.	HoCDS
03.01	<i>RIBI Guide for Committee Members</i> The RIBI Guide for Committee Members will be distributed to Committee Members prior to or at the meeting. The committee are to familiarise themselves with the content.	Committee Members
03.02	<i>Standing Decisions of the General Council</i> Standing Decisions will be distributed to Committee members once available. Eric Sambell is to review Standing Decisions.	Eric Sambell
04	<i>Confirmation of minutes from previous meeting (13th January 2014)</i> Minutes confirmed as a true record of proceedings. The committee were updated on the new procedure for minute taking and reporting as adopted from Rotary International (RI).	
04.01	<i>Matters Arising</i>	

05	<p><i>Actions of the General Council</i> A verbal report from the Executive meeting held 3rd July 2014 was given by the Vice President. Actions from the Executive included;</p> <p>Eric Sambell is to produce a statement with targets, aims and objectives, what they are going to do, how they will work with other Committees to the benefit of Rotarians. This should consist of an action plan to include when each of the objectives/targets must be completed. The statement should be with the General Secretary by 21st July 2014.</p> <p>Eric Sambell is to submit a progress report to each Executive meeting to be received no later than 2 weeks before each meeting and the dates of the Executive meetings for 2014/15 are 9th September 2014, 28th October 2014, 26th January 2015, 27th April 2015.</p> <p>Stephen Lay is to produce with Eric Sambell the LG report in conjunction with Stuart Sawle, and is to be sent to Rachael Elsegood as soon as possible for inclusion into the GC report pack.</p>	Eric Sambell Eric Sambell Stephen Lay, Eric Sambell, Stuart Sawle.
06	<p><i>Vocational Service Goals for 2014/15</i> The Committee set two goals for the 2014/15 Rotary year; Goal 1: The Committee is going to peruse the communication with Baroness Gillian Shephard based on the District 1040 initiative in relation to child poverty and social mobility. The committee aim to either become fully involved this year, or not pursue at all.</p> <p>Goal 2: The Vocational Committee aim to roll out The Army Benevolent Fund across RIBI.</p>	
07	<p><i>District Vocational Service Officers: Appointments Update.</i> Eric Sambell is to circulate the Appointments Update to the Committee.</p>	Eric Sambell
08	<p><i>RotaSkills – Update on pilot programme</i> The project encourages skills to be collated within a District. The item is to be removed from the agenda by Andy Smith.</p>	Andy Smith
09	<p><i>Events</i> Item not discussed.</p>	
09.01	<p><i>RIBI Conference 2015: 10th – 12th April: Belfast</i> Committee members are encouraged to keep the 2015 conference dates clear.</p>	Committee Members
09.02	<p><i>RIBI Regional Assemblies 2015 - 5 different venues and dates in March 2015;</i> 8th March 2015 – Bristol, Aztec Hotel & Spa 14th March 2015 – London, Kings College 22nd March 2015 – Birmingham, Colmore Gate (date amended) 21st March 2015 – Manchester, Manchester Conference Centre 28th March 2015 – Edinburgh, Edinburgh First, Edinburgh Uni.</p> <p>The Vice President reported on the reasoning behind the Regional Assemblies. The objectives were listed as reducing cost and widening participation. The days will be discussion based, share ideas between groups and be open to others to join via webinar. Facilitators will capture good ideas and produce resources for e-learning.</p>	

09.03	<p><i>Mid-Year Review (MYR) –</i> All Committee members are to consider the format of the MYR outside of the meeting.</p> <p>Eric Sambell is to collate MYR availability from those committee members who are absent from the meeting.</p>	<p>Committee Members</p> <p>Eric Sambell</p>
09.04	<p><i>District Conferences – Promoting Vocational Services.</i> The Committee recognised some District Governors were not overly familiar with Vocational Service. It was suggested Committee members could give a short, sharp presentation at District Conferences and Eric Sambell is to add this into the LG report.</p>	<p>Eric Sambell</p>
10	<p><i>RIBI Website/Literature/Communications</i> Eric Sambell is to check new members' area of the website to ensure the information is accurate and relevant.</p> <p>Brigitte is to look after the Vocational Service element of the website and liaise with James Lovatt.</p> <p>Only a small amount of feedback had been received for the handbook. It was recognised not all handbooks are getting to clubs.</p> <p>The committee discussed the possibility of producing a project guide which would be relevant to any committee. Brigitte Faubert is to check with James Lovatt if the project guide has been downloaded. Stephen Lay is to send comments to Eric Sambell.</p>	<p>Eric Sambell</p> <p>Brigitte Faubert</p> <p>Brigitte Faubert Stephen Lay</p>
10.01	<p><i>Vocational Service Webpages</i> As noted in item 10.</p>	
10.02	<p><i>Opportunities to Serve (OTS), Projects Library -</i> Committee to review and update all project and information sheets. The Committee discuss some OTS are solely based on fundraising and unlike RIBI, at RI there is a memo of understanding and official partnership. The Committee's policy does not include adding items to the OTS library.</p> <p>Eric Sambell is to raise the points at the Committee Eric Sambell Audio Meeting.</p>	<p>Eric Sambell</p>
10.03	<p><i>Rotary Today</i> Stephen Lay is to send articles to Jacqui Simpson and the editor.</p>	<p>Stephen Lay</p>
10.04	<p><i>RIBI Service Newsletter</i> The committee discussed their aim of adding a Vocational Service article to the website and service news every month. Stephen Lay is to provide stories to Brigitte Faubert.</p> <p>Brigitte Faubert is to explore the opportunity of a Vocational Service Facebook page.</p> <p>All Committee members are to provide content to Brigitte Faubert by the 14th of every month.</p> <p>Eric Sambell is to send Brigitte Faubert a list of committee members and their district.</p>	<p>Stephen Lay Brigitte Faubert Committee Members</p> <p>Eric</p>

	<p>The committee discussed producing a Committee running guide to include sections outlining Rotary, personal and Vocational skills. Eric Sambell is to discuss with Keith Best from the LDTC Committee before producing a draft and sharing this with the Committee for their ideas. Maria McGilly is to share D1160 skills questionnaire with Brigitte Faubert who will work with Martin Tandy and James Lovatt to produce a flyer.</p>	<p>Sambell Eric Sambell Maria McGilly and Brigitte Faubert</p>
11	<p><i>Marketing Material</i> As noted in item 10.</p>	
11.01	<p><i>Handbook (Min13.22.04.01) done</i> As noted in item 10.</p>	
11.02	<p><i>Tri-fold Leaflets (Min13.22.04.02)done</i> As noted in item 10.</p>	
12	<p><i>E-Learning – continue producing material.</i> The Committee discussed the use of Moodle and stated that alternatives are being considered at the moment.</p>	
13	<p><i>Budget:</i></p>	
13.01	<p><i>2013/14 Budget - 2013/14 Committee expenditure</i> The Vocational Committee finished under budget. The committee does not have a lot of expenditure; its main costs are the funding of the MYR, conference stands and printing.</p>	
13.02	<p><i>2014/15 Budget</i> The budget was noted.</p>	
13.03	<p><i>2014/15 RIBI Promotional Budget</i> Item not discussed.</p>	
14	<p><i>Any Other Business</i> <i>Len Smith Award</i> The deadline for the Len Smith award is one month before the conference. Eric Sambell is to check the Len Smith award is still mentioned on the website and ask LGs to promote this within Districts. Caroline Millman is to liaise with Jacqui Simpson about interviewing Len Smith and producing a Rotary Today article.</p> <p><i>Audio Call</i> Eric Sambell is to inform Andy Smith of any change of date to the next audio meeting.</p> <p><i>RIBI Website</i> The Committee recognised the barrier when members are asked to logon to the website after clicking through from service news. The term “Just two clicks away from being on the new website” was coined. Brigitte Faubert is to discuss with James Lovatt.</p>	<p>Eric Sambell Caroline Millman Eric Sambell Brigitte Faubert</p>
15	<p><i>Date of Next Meeting</i> The second meeting of the RIBI Vocational Service Committee will be held on Thursday 30th October 2014 4pm – 5pm via audio conference.</p>	