

ICB Greater Manchester Branch

January 15

2013

The first meeting of the year to establish the branch, create a structure, and set out a plan for 2013.

Branch
Meeting 1

ICB Greater Manchester Branch

Meeting 15th January 2013

Venue: Houldsworth Mill Business & Arts Centre (TBC)
Houldsworth Street Reddish, Stockport, Cheshire SK5 6DA Tel: 0161 975 6000

Time: Arrival 09:30 | Start 10:00 | Finish 12:30

Topic: To establish the branch for 2013

Speaker: Christopher Wales FMAAT MICB CB.Dip PM.Dip

Fee: £5.00

Agenda

Welcome message

Introduction

A brief introduction by Christopher about himself and his work and experience. Then proceed around the room for members to introduce themselves and their business / work.

Branch Calendar

To discuss the proposed calendar of branch meetings for 2013.

The basis of the branch meetings would be based on previous meetings held and to provide consistency so that members would be able to plan and know in advance of the dates.

It is proposed that the meetings are to be held on the 2nd Tuesday of each month, (with the exception of January so that it is a little later after the Christmas Break). This is generally the 2nd week of the month hopefully avoiding busy periods such as month end and payroll duties and deadlines.

ICB Greater Manchester Branch

Branch Meeting Calendar 2013 - Provisional dates

2013	Day	Date	Week	Full Date	Speaker	Topic
Jan	Tue	15th	3rd	15/01/2013	Christopher Wales	Branch Set-up for 2013
Feb	Tue	12th	2nd	12/02/2013	TBC	
Mar	Tue	12th	2nd	12/03/2013	TBC	
Apr	Tue	9th	2nd	09/04/2013	TBC	
May	Tue	14th	2nd	14/05/2013	TBC	
Jun	Tue	11th	2nd	11/06/2013	TBC	
Jul	Tue	9th	2nd	09/07/2013	TBC	
Aug	Tue	13th	2nd	13/08/2013	TBC	
Sep	Tue	10th	2nd	10/09/2013	TBC	
Oct	Tue	8th	2nd	08/10/2013	TBC	
Nov	Tue	12th	2nd	12/11/2013	TBC	
Dec	Tue	10th	2nd	10/12/2013	TBC	

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Branch meetings times

Proposal:

Arrival: 09:30 – 10:00 – refreshments and networking.

Start: 10:00 – Prompt Start.

Finish: 12:00 – 12:30

To elect a committee

To put in Place:

Chair Christopher Wales to stand for this position

Deputy / Vice Chair

Treasurer

Secretary

To discuss future branch meetings

Items to discuss:

Venues / Subjects / Topics / Speakers

LinkedIn / ICB Forum / Communication methods

Possible Topics

Budget 2013 Update

Real Time Information (RTI)

Sage Surgery

Excel Surgery

QuickBooks Surgery

Software reviews

Bookkeeping

Management Accounts

Payroll

Pensions

MLR

Running a Practice

Following feedback from a previous meeting from a student member, some meetings could be specified as student meetings for learning topics such as for 'just starting out as a bookkeeper' although all members would be welcome.

General networking discussion as a group or micro groups

A chance for the floor to be opened for all other matters.

ICB Updates

ICB News or updates to be announced as released from ICB HQ

Meeting to be brought to a close

ICB Greater Manchester Branch

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Notes