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**MINUTES OF EVENT INDUSTRY FORUM DIRECTORS MEETING HELD ONLINE ON WEDNESDAY, 22ndMARCH 2023**

**Present:**

Steve Heap

Carl Hagemann

Alison Drummond

Mark Laurie

Eric Stuart

Jim Winship

**Welcome and Minutes of Last Meeting**

The meeting agreed that the Minutes of the last meeting were accurate.

Carl Hagemann apologised that he had been unable to find the time to draft aims and objectives for EIF, as promised at the last meeting. He undertook to have them drafted for the May meeting.

**Financial Report**

The Directors agreed the financial report which was circulated to them in advance of the meeting.

**New Director and FD**

The Directors formally agreed to the appointment of Tupo Mwaijumba from Major Events International as Financial Director.

**Primary Authority**

The Directors agreed that the Secretary should pursue an agreement with Leicester City Council as a replacement for Liverpool.

**Grant Applications**

The following was agreed by the Directors in relation to applications received in March:

Rotherham Event Volunteering Network – rejected as too localised and, therefore, did not meeting grant criteria.

RESAG Advice & Guideance – rejected as this is already adequately covered by SAG guidance in the Purple Guide and published by the Emergency Planning College.

Manvers Lake Staging – This should be funded commercially and is not appropriate for grant support.

Special Dietry Needs Application – This area is already well covered by food industry guidance and it was felt that the approach could lead to greater risk to public health.

Apprenticeship Applications from Wise Productions – it was felt that these two applications would benefit from being combined but that a number of questions needed answering before they could be properly considered. It was agreed that the applicants should be invited to the next Board meeting on 19th May to provide the Directors with more information.

Southend City – this was felt to be too parochial and, therefore, did not meet the grant criteria.

**EIF Newsletter**

The meeting agreed that rather than producing a newsletter, the Forum would produce a monthly bulletin which would be circulated to members and subscribers to keep them up-to-date. It was agreed that member organisations would be invited to submit material for inclusion. Jim Winship to draft the first.

**Purple Guide Promotion**

Steve Heap reported that the Forum is continuing to promote the Purple Guide. He and the secretary are undertaking a number of presentation to local authority and event groups. In addition, the Forum is exhibiting at an Institute of Licencing conference in May and at the LGA Conference/Exhibition in early July.

**Purple Guide Subscriptions**

A suggestion that those contributing to Working Groups should receive a free subscription to the Purple Guide was discussed but the Directors decided against this on the basis that it could lead to administrative complications.

**Project Funding**

The Directors were invited to think about projects, other than those covered by grant applications, that EIF might consider funding that would be beneficial to the outdoor events industry.

**Next Meeting**

The next meeting will be held at 10am online on 19th May, 2023.