

Meeting notes 2011-01-12

Held society rooms Wednesday 12th January 2011

Present

Mike Stower (MJS)	Richard Grummitt	Michael Harran
Delyth Harran	Chinta	Vanree Cove
Greg Richardson	Susan Watson	Kathryn Griffith
Charles Lacey	Andrew Grace (AG)	Sarah Anderson
Trevor Julian		
Apologies	Liz Mattock	David Pring

The meeting was called to discuss the impending resignation of Adam Simeon, who is due to leave 28/01/11. MJS had already circulated a paper for discussion. (See attachment)

There was a general discussion as to possible reasons why he might be leaving, but as nobody had spoken to him since he tendered his resignation due to annual leave no definite opinion was formed. Several people commented that they had not picked up that he was unhappy in his post.

Action MJS to hold a formal exit meeting with Adam Simeon.

Action Chinta will discuss with the accountants how to handle the annual accounts as Adam will have left before the year end.

There was discussion about handling the immediate problem of no administrator. MJS said that he knew a person who was keen to take on the role, initially as a temporary contract. MJS was instructed to offer him the post on the same terms as Adam Simeon initially for four months.

Action MJS to offer post and proceed with appointment.

Action AG said that he had discussed the problem of letting and maintaining the flats with a local surveyor (T J Mudd) and it was agreed that AG should explore this further.

The future role of the administrator was discussed and there was agreement that the role may be too diverse for one person. One particular problem is 24 hour cover for 23 Stonegate in the role of landlord. This will be discussed in the future after AG has spoken to the surveyor.

The long term future of the society was discussed; one suggestion was to link up with the Medical school. No plans about this have been formulated.

Next meeting Wednesday 16th February 2011 23 Stonegate

YMS meeting 12th January 2011

I have outlined below what I hope can form the basis for discussion following Adam's resignation. I would really like to concentrate on the short term initially.

History

Adam has been in post for exactly a year, and you should have received copies of the relevant e-mails, if not they are attached at the end. I have made contact with Adam once a week and I last saw him on Wednesday 8/12/2010 when we had a wide ranging discussion about the society and various admin matters, but I got no hint that he was planning to resign. To be frank he has never really expressed to me that he was finding the job too much. He had suggested that perhaps we consider splitting the job, but this was in very general terms and with no personal reference. He has claimed an extra 8 hrs each week above his contracted hours which I have always signed off. I know that on one occasion he suggested to Liz that the job should be split.

Adam has then been on leave 13/12/2010 – 4/1/2011 and then I was away last week, and Adam is away 10/1/11 – 12/1/11 (abroad) so unfortunately I have not been able to speak to him. Adam took all this leave as he had not taken his allocation during the year and I suggested he took this time as the society is relatively quiet. Also I asked him to ensure that next year he spaced his leave out throughout the year to improve his work / life balance. In particular I told him to block out certain weeks of the year and say that the rooms were closed and we could not accept bookings so that he could get away.

I was planning with Michael Harran to undertake Adam's annual appraisal this month, but a date had not yet been fixed due to leave etc. I will state that I was not looking forwards to this as we were going to have to tackle the problem that he has dealing with people. There have been a few instances where he has upset people that have come to my notice. I had formulated in my own mind that we ask Adam to produce a plan to split the job, to take him away from interpersonal contact. I felt that his management of the structure of the buildings seemed excellent.

Current situation.

We now have a perfect storm due to a combination of bank holidays, annual leave, and illness...

Adam leaves 28/1/2011. I have not heard from Helen Duffey as to whether or not we can hold Adam to three months notice or not. I am not convinced that we should make somebody work against their will as this may cause more problems than it solves.

Little chance of finding a replacement in two weeks.

Currently I have no idea how many bookings there are for the rooms and hence the cover needed for this.

Help organising lectures .

Web site management.

Management of the building/ tenants. How to deal with an emergency, I don't even know where the stop cock for the building is! Does anybody else?

Short term solution.

We muddle through with the admin. I am prepared to undertake this, and will see Adam before he leaves and learn the ropes.

We swallow our pride and ask Adam to stay on for at least another three months as a buildings consultant. We could pay £15/ hour with no benefits, or keep him on with his current contract, £10 /hour with benefits.

Medium term

It is apparent that the two roles of looking after the buildings and running the admin/ hiring of the rooms do not sit comfortably together and thus they are separated. The details of the two job descriptions will have to be worked out.

This I believe will require a change in how we run the society's accounts. The two areas will have to be separated so that it is possible to see whether or not one section is making a profit or a loss. Currently I do not think we have a clue if we are making a loss or a profit from the lettings of the flats or whether the investment in the hiring of the rooms has been a wise decision. Thus we need to tighten up our accounting procedures whilst also producing better business plans.

Long Term

Can the society continue in its current format? It was established in the 19th century and basically I doubt if the constitution has fundamentally changed since.

As I have said before the annual change of president is too disruptive and things get forgotten and lost. Hence the e-mail from Michael Harran about Adam fell between myself and Trevor. There is no defined role for the president or in fact anybody else, treasurer or secretary. Nobody is absolutely where their role starts and where it finishes. There is no clear reporting system, and hence nobody is absolutely certain who has done what.

The council structure is unwieldy. We have a meeting every three months or so and unfortunately due to one thing or another a different group of people turn up to each meeting making any continuity almost impossible.

The council should look at setting up a small management committee which meets much more frequently, ensuring that tighter control of events is possible and with much greater continuity, but most importantly decisions will get made quickly rather than waiting until the next council meeting.

It is probably impossible to continue with a group of amateurs running the letting side (flats), and a long term and consistent way of dealing with this has to be found. We are looking after a building that is worth probably around £2,000,000. I know it is unpopular as it is expensive, but I really feel that we should consider giving this job to a professional company. It will be expensive, but I cannot see any other way of maintaining 24 hr cover.

We as a society would continue to run the admin side of the society including hiring the rooms.

I have spent hours over the holiday period compiling a list of GPs and also putting the current membership into an electronic storable format which I had proposed to use as the basis for a recruitment campaign, which obviously cannot take place currently. This has shown some interesting facts.

Current membership

Working Doctors	203		
Consultants	101	49.7%	
GPs	84	41.3%	
Others	18	8.9%	
Retired	77		

Working from the PCT's GP websites I have found 255 (approx as even I can see errors in the lists) GPs who work within one hour's drive of York of which 57 (approx) are members.

That is only 22%.

The penetration amongst consultants is better at around 42%.

What is obvious is the age of the members; the society is very dependent on the older sections of the medical fraternity.

Very long term.

Once again this brings us the question does the society have a future? Probably for the next few years, but it is currently very dependent on a few members (and their partners).

Should the society sell the building with a clause that allows us to use the rooms for our meetings for nothing or a nominal charge? This would leave the society with the relatively simple task of simply organising meetings.

E-mails

Received 28/12/2010

Hi Mike,

Apologise for contacting you during the festive period, however, it is very important and information you need to act on urgently in the new year.

I have taken a great deal of time considering my future at the Society over the last couple of weeks and decided at this time to informally offer my 1 months termination notice. I will be leaving the Society on Friday 28th January and will provide you with a formal notice of termination by the end of this week both by email and in writing.

Both my wife and myself have decided to move back to Leeds early in the new year, and coupled with the increase in workload at the Society, both would not marry to well as i would not be in close proximity to the rooms if required urgently.

The 2 separate roles have become increasingly difficult to manage and i found myself more and more working on a Friday to keep up with the demand for admin and building works. The admin increase can only be seen as a good thing for the Society as it proves that the rooms are being used more frequently as well as still organising the improved admin that has taken place over the past year, this alone is enough for one person itself and would quite easily be a full time post by itself.

The building fabric, room improvements and Society residents surveys, hiring and ensuring the correct contractors are in place for quality work will be a job on it's own, although at a lesser timescale than the admin role this could quite easily be a role that is done on the basis of as and when required.

I will assist in any way i can during my termination period.

Yours sincerely
Adam Simeon

Received 29/12/2010

Hi Mike,

I will most certainly try and help the Society out if i can. I would also be glad to assist with the writing of a job description targeting the roles and responsibilities for each position.

I would most certainly like stay involved with the society in some capacity if that is possible, and if you see fit to entertaining the post, as i have suggested for a maintenance surveyor, i would seriously consider this role based on a casual employment basis as the Society's consultant.

Yours sincerely
Adam Simeon

Plus his formal resignation

Mr A Simeon
22 Postern Close
York
YO23 1JF

28th December, 2010

Dear Mike,

Please accept this as formal notice of my resignation from the position of Manager and Administrator, with effect from 28/12/2010.

In accordance with my contract of employment I am happy to continue to work until the last working week of January week ending 28/01/2011.

While I believe that I am moving for good reasons, I am sorry to leave, and I thank you for your support during my time with the Society, which I have found enjoyable and fulfilling.

Yours sincerely.

Adam Simeon