



IMC

Minutes

Tuesday 3 February, 11:00 GMT

Room D, Corby, UK & Teleconference

Present:	Name	Initials	Position
Members:	Paul Brooks	PB	President
	Stephen Rinsler	SR	Honorary Secretary
	David Pugh	DP	Honorary Treasurer
Members by 'phone:	Jan Steenberg	JS	Trustee & IVP
	Becky Loo	BL	IVP
	David Collenette	DC	IVP
	Aisha Ali Ibrahim	AAI	WiLAT Convenor
	Elliot Price	EP	IYPC
	Amal Kumarage	AK	IVP
In attendance:	Keith Newton	KN	Secretary General
	Steve Agg	SA	CEO (UK)
	Ceri Williams	CW	IC&AC
	Duncan Snook	DS	Director of Finance
In attendance by 'phone	Jon Harris (part)	JH	IPDC
	Andrew Stewart	AS	CILT Australia
Apologies:	Kevin Byrne, Harriet Leung, Radzak Malek, Rupert Nichols, Robin Dunlop, Ibrahim Jibril		
CC	Chair of Africa Forum		

	Item	Action
1.0	Welcome PB welcomed members and thanked everyone for joining the meeting PB welcomed Elliot Price to his first IMC as the new IYPC	
2.0	Minutes of Meeting on Monday 10 November 2014 Minutes were passed as an accurate representation of the meeting	
2.1	Matters Arising	
2.1.1	Meeting noted that under item 5 the IMC reserve the right to reconsider the	

2.1.2	student fee structure again in Autumn 2015 Meeting also noted under item 5 the need to monitor progress in achieving the uplifted target of 1900 registered students	IMC KN
2.1.3	Under item 7.1 RM to provide short highlighted version of Malaysian convention DVD	RM
2.2	Approval was given to post the minutes on the website	CW
3.0	5 Year Strategy	
3.1	KN presented the 5 Year strategy document, updated post November's IMC. Prioritised actions:	
3.1.1	Turning the branch in a box concept into a product will be covered in item 7. PB identified that branch in a box is critical with a target date of June 2015	
3.1.2	Publishing and marketing the global education offering is an ongoing process which needs to move with pace and will be covered in item 8	
3.1.3	Finding ways to finance the growth model will be carried forward, with education / corporate membership identified as main areas for income generation. SR identified the need to focus on objectives and ensure appropriate use of resource	
3.1.4	Marketing group to reconsider brand values SA reported that UK had recently reviewed brand values and whilst the values were largely still appropriate, some of the specific wording may need addressing	
3.1.5	Members provided feedback on the strategy document and agreed with the regional structure and approach.	
3.2	2 year Plan Update KN presented the tracking document, as discussed in the President's Executive Meeting, for monitoring progress of key project areas	
3.2.1	PB welcomed feedback from members on identified projects, target dates, next actions, responsibilities and outcomes	ALL
3.2.2	SR identified that background documentation is increasingly important as we move towards regional responsibility	PB/KN/ KB
3.2.3	The tracking document is to be updated and circulated as projects develop	
4.0	IVP Role & Regional Co-ordinators	
	KN explained the rationale for maintaining a lean secretariat resource alongside the development of a regional structure to help drive growth	
4.1	The first step is the appointment of RCs from within / outside the IVP community as representatives to facilitate resource of growth in regions and to represent regions on IMC	
4.2	The meeting agreed to move forward with proposition of having a key co-ordinator in each region – for co-ordination of activity, sharing of best practice, consultation & advice	
4.3	The proposed regional structure requires a key action of appointing regional convenors in 9 areas. We aim to pilot this in one region and to have 2 other regions ready by 2015 (Africa plus East Asia?) ready by mid 2015	
4.4	Ultimately issues of regional fund generation and administration will be addressed	
4.5	DC identified that the regional proposal reflects the existing structure in N. America with a reporting structure to the IVP	
4.6	Meeting discussed relationships between IVP, RC and IMC	

4.7	IVP is a post appointed by COT but RC could be a post agreed by the territories. IMC needs to remain workable in size AK suggested and PB agreed that IVP could be a structured ambassadorial approach (governance)with RC responsibility for growth and capability	
4.8	PB asked for volunteer regions to test the model	ALL
4.9	AS requested time at convention for regional meetings to establish communication protocols and RC expectations	KN
5.0	Annual Statements KN reported on status of TO/IB returns and requested IVP support	
6.0	Conferences & Conventions KN reported that the global newsletter was issued yesterday with all the latest details	
6.1	International Convention 2015 KN reported that a small local / international committee was in place and meeting regularly. Convention will be condensed to 3 days. 3 recognised international speakers are to be included to help attract delegates. We hope to attract large delegations from UK and India especially.	
6.1.1	The Global theme is to be considered and confirmed	KN/PB/
6.1.2	BL queried item 4.1 from IMS minutes of 10/11/2014 whereby countries were requested to fund YP/WilAT representatives for convention 2015. PB reported that the international family has an expectation that TOs will send YP/WilAT representatives as part of their fulfilment of their territorial role. PB explained that this was an expectation not an obligation.	KB
6.2	China Conference 2015 KN reported that Invitations have been issued. PB/DChan/KN will be attending. Mark Miller is to assist with local support.	
6.2.1	Members are asked to encourage delegates	ALL
6.3	International Convention 2016 PB reported on a detailed bid received from N America. Timing tbc in relation to Sept convention in Dubai.	
6.3.1	KN/DC to discuss and progress	KN/DC
6.4	Africa Forum 2015 KN reported that arrangements are in progress. We are awaiting the issue of programme	
7.0	Website, Systems and Webinars KN reported on the progress of Branch in a box, website and systems We have commissioned independent advice – due to report back today Cost is critical	
7.1	AS reported following the test webinar held for TO/IBs recently and requested clear direction on progression of concept KN identified that interested territories/branches should liaise with Australia directly JH suggested consideration of use of webinar for CPD	TO/IBs
8.0	Committee Reports	

8.1	IAC DP reported that the IAC meeting next week will consider 2 main issues of Draft budget and update on Ireland	
8.2	IESC JS updated the meeting on the development of educational products IESC plans to develop nominated education champions in every branch to help promote the global educational offering The first task is the specification of the role IESC are to plan their strategy for next 18 months	IESC
9.0	Territorial Organisations & International Branches	
9.1	DC reported on a successful AGM in N America and an increase in women members / board members. There are plans to develop Washington DC chapter into US branch. There is enthusiasm for hosting convention 2016	
9.2	SA reported that UK are exhibiting at Munich Transport & Logistics Conference in May UK are entering a partnership deal with Ireland – accrediting a Dopsys initiative UK have had a recent visit from Thinklink in India and have been invited to accredit short courses in Bahrain UK have won a piece of business in Malta through PTRC – SA to liaise with Jon Portelli UK have also won a contract for FORS in UK with potential for Middle east	SA/JP
9.3	KN reported that Sannam S4 are assisting with intelligence for developing India strategy (in 3 stages)	
9.4	KN to visit SA ahead of Africa Forum. S Africa has a strategy to engage a local training partner. They have appointed a new chairman and there are indications of immediate engagement	
10.0	Key Developing Groups	
10.1	Young Professionals EP reported that the YPs are working on strategy and considering how to drive representation, participation and growth Looking at a regional model and inviting nominations.	
10.1.1	PB noted that part of the Institute’s growth strategy will encourage YP engagement and involvement. Capability developments will also assist with the YP agenda. PB emphasized the Importance of YPs to the future of institute and encouraged members to support YPs	
10.1.2	The Meeting congratulated EP on his new role	
10.1.3	SA to circulate UK’s apprenticeship affiliate membership paper	SA
10.1.4	PB/SA to discuss targeting of training providers and colleges as well as employers	PB/SA
10.2	Alumni KN reported that the steering group has 2 approaches: - Richard Hunt is leading the recording of history - Alan Waller is co-ordinating and encouraging global involvement	
11.0	Any Other Business None	

12.0	Dates of Next Meetings IMC will not be held at China conference. IMC will now be held on 5 May with IAC and COT moving to 12 May	
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