



IMC

Minutes

Wednesday 3 September 2014, 11:00BST

Room C, Corby, UK & Teleconference

Present:	Name	Initials	Position
	Paul Brooks	PB	President Elect
	Dorothy Chan	DC	President
	Graham Harrison (part)	GH	Honorary Treasurer
	Radzak Malek	RM	IVP
	Jan Steenberg	JS	Trustee & IVP
	David Collenette	DCo	IVP
	Stephen Chan	SC	YP Convenor
	Aisha Ali Ibrahim (part)	AAI	WiLAT Convenor
	Amal Kumarage (part)	AK	IVP
In attendance:	Keith Newton	KN	Secretary General
	Steve Agg	SA	CEO (UK)
	Duncan Snook	DS	Director of Finance
	Ceri Williams	CW	Secretariat
	Jon Harris (part)	JH	Secretariat
	Andrew Stewart	ASt	CILT Australia
Apologies:	Stephen Rinsler, Kevin Byrne, Harriet Leung, Rupert Nichols		
CC	Chair of Africa Forum		

	Item	Action
1.0	Welcome PB welcomed members and thanked everyone for joining the meeting	
2.0	Minutes of Meeting on Wednesday 4 June 2014 Minutes were passed as an accurate representation of the meeting	
2.1	PB/KN to authorise minutes for posting on website	PB/KN
3.0	Matters Arising from the Meeting on Wednesday 4 June 2014 None not covered by today's agenda	

4.0	Review of 2 Year Plan Progress	
4.1	KN reported on progress against plan following last week's PEM SA queried whether internationalisation of diploma work was complete – JH to respond and update plan accordingly	JH
5.0	5 Year Strategy Framework	
	PB welcomed comments on the strategy output from convention document – none received PB confirmed that the Appendix 1 Analysis document was circulated to pre-empt a competitor analysis discussion in November PB reported an intention to fine tune strategic output in terms of growth, capability and governance over the next quarter. Work will take place with IVPs in November at a workshop style IMC meeting as the basis for future growth and development of the Institute. The aim is to create a 1-2 page document (including measures of success) consolidating plans for a decentralised organisation, to be delivered within 1-2 years	IMC
5.01	A full discussion document will be circulated by Monday 3 November latest	PB/KN
5.02	Meeting agreed that a financial sustainability comparative be included within the competitor analysis.	PB/KN
5.1	Fee proposal	
	KN reported on the process of revising the pricing structure for annual fee invoicing, requesting agreement from IMC by November to allow for January invoicing The current complex structure was set up 2010 and there have been no inflationary increases since. The current capping system has resulted in a fall in international revenue despite increases in membership. Further shortfall arises due to Inflationary rises in International costs over the past few years, especially in education. The proposal is to increase membership rates, over a 2 year period from £1.50 to £1.70 There are 2 options on capping with the 50% capping option preferred PB opened the proposal for questions	
5.1.1	SA queried the process of fee revision and requested longer lead times for the consideration & discussion of proposals. PB suggested that aiming for a November decision would allow time for debate and dialogue, although an agreement in principle has been sought from IMC today.	
5.1.2	DCo queried the use of UK inflation rates which are higher than in other CILT countries. PB commented that the majority of International costs are based in UK therefore the UK rate should be appropriate. KN confirmed that inflation in UK between 2010 – 2013 was 13.9% which is the figure used in the proposal	
5.1.3	SA suggested the need for a simple and transparent process due to the complexity of the current mechanic. DC reported that the current mechanic was designed to achieve certain set objectives. One of these was to achieve a sustainable financial arrangement to support the central organisation. Review is therefore necessary as this objective is not being met.	
5.1.4	KN/PB to hold process and mechanic discussions with SA/DS	KN/PB/
5.1.5	GKH observed that total revenue from membership should stay at a similar level	SA/DS

5.1.6	to current levels. Although the formula needs to be updated due to changes since 2010 when the formula was created, we should be looking to increase revenue in other areas – primarily education DS suggested that the proposal should include a comparison between 2014 fees at current and proposed levels	
5.1.7	KN to summarise proposals to TO/IBs to initiate a period of discussion.	KN
5.1.8	A formal document will be tabled for approval at IMC in November	KN/PB
5.2	IAC Update GKH reported good progress following the losses of last year. Expenditure is now back in line with budget. Income to budget for the year was achieved at the end of August.	
5.2.1	GKH and JH will be visiting Dublin in October 2014 to review old debts and ensure new systems are working as intended	
5.2.2	The collection of old education debts is continuing thanks to the efforts of KN/JH	
6.0	Branch in a box Concept & Plans KN reported on the concept and progress since convention. JS/KN met last week to discuss delivery. The aim is to develop a practical and easy to access solution to setting up a branch, incorporating all elements on how to run, function, manage and market a branch, which could be used in a start-up or a growth setting. The concept incorporates sharing of best practice and an integrated and efficient approach to development. There is an urgency to move this proposal forwards	
6.1	KN identified that expenditure may be necessary to support the development of materials	
6.2	ASt advised that Australia have a complete IT branch system suitable for affordable replication which they are happy to share. ASt to fwd proposal to KN/JS for consideration	ASt/KN /JS
7.0	IESC Update JH reported on education headlines: - JH will report on 11 Nov with a final statement and recommendation on debt - Key target next year is the registration of students to achieve targeted income (IVP assistance is requested to promote the quality of qualifications) - Aspire grants will now only be made where charges have been verified by the EPs. A new process is in place for the declaration of fees at time of the MOU - IESC will discuss recommendations for fee structure changes and bring figures to IAC/IMC for approval in November	IVPs
7.1	Discrepancy in accreditation fee charges between INT and UK to be discussed	JH
7.2	GKH suggested that forecast of income for 2015/16 be included with fee structure change recommendations	JH
7.3	JS queried whether any research on competitor pricing is being compiled. JH outlined issues of data collection internationally – JS/JH to discuss further	JH/JS
7.4	JH explained that the Professional Development Plan set up 3 years ago is now expiring which presents an opportunity to review and refresh the content in the context of our 5 year plan. JH welcomes input from any members IMC wishing to participate in discussions – JS wants to be included	IMC JH/JS

7.5	JH queried whether an e-survey of EPs around development and growth would cause any IMC conflict. JH to provide further details and share with SW in UK	JH
8.0	IMSC Update KN reported that the next meeting will be held later in Sept	PB
8.1	YP Update SC reported YP headlines <ul style="list-style-type: none"> - Emma Ross, Alaa Al Tef and Nishantha Fernanado have joined the YP committee (new structure attached) - A meeting has been arranged to discuss website content later this month - The team are developing a YP Best Practice Guide for local councils PB thanked SC for his leadership in progressing the YP initiative	
8.2	WiLAT KN reported a new WiLAT in Singapore and website development work in progress	
8.2.1	PB confirmed that he is in discussions regarding WiLAT in UK	
9.0	Regional Updates ASt reported Australia's upcoming AGM and Awards ceremony RM reported Malaysia's Convocation on 1 November which DC and KN will be attending DCo reported that N America is now financially secure due to corporate sponsorship, increased membership, a successful outlook conference in Montreal, and a successful retreat. There is a Vancouver event upcoming. DC is to visit N America in October 2014. Work is underway to include YPs at board level JS will be in Corby on Wed 10 Sept and will discuss systems with SA SA reported the End of Financial Year in UK and a Logistics Research Event this week AK reported Sri Lanka's Annual Conference in Nov which DC& KN will be attending. YPs are acting to try and reverse the falling younger membership in Sri Lanka and to improve YP links with the council KN announced that Dr Goel has stepped down to Vice Chairman in India. KN is to visit in November to attempt to re-establish the growth initiative SA commented questioned a CIPS tie up as an option for S Africa recovery. KN confirmed that any proposal would be agreed by COT and welcomed input from all	JS IMC
10.0	Convention 2015 & 2016 KN reported that the UAE bid for 2015 has been accepted in principle. Discussions on programme and dates continue	DS/KN
10.1	China want to repeat their conference in April with International support	
10.2	If the date for Convention moves we will need to review the date of the AGM	
10.3	A proposal has been received from India for 2016. KN has requested a renewed proposal and is also exploring other options. A decision should be reached by November 2014	
10.3.1	DCo suggested convention should return to UK in 2016	
10.3.2	PB stated the need to agree the management model for the delivery of convention 2016 (KN confirmed that this is in the convention output strategy	

	document)	
11.0	Any Other Business None stated PB thanked members for attending	
12.0	Date of Next Meeting: Monday 10 November 2014 in London	