Minutes

Council of Trustees Meeting

Thursday 12th October 2017

GS1, London

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| Present |  | | |
| **Present:** | **Name** | **Position** | **Initials** |
|  | Kevin Byrne | President | KB |
|  | Stephen Rinsler | Hon Secretary | SR |
|  | David Pugh | Hon Treasurer | DP |
|  | Bernard Auton | IVP (UK) | BA |
|  | Keith Newton | Secretary General | KN |
|  | Jon Harris (in part – Item 4) | IPDC | JH |
| **Apologies:**  R Nichols  J Steenberg |  | | |

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| **No.** | **Item** | **Action** |
| **1.0** | **Welcome**  KB welcomed members to the meeting. |  |
| **2.0**  2.1  2.2 | **Matters Arising from the Minutes of the meeting on 11th May 2017**  The minutes were reviewed & accepted as a true record of the meeting.  There were no matters arising. |  |
| **3.0**  3.1  3.2 | **Governance & Administration**  Declarations of Interest  SR stated that he was now Managing Director of ELUPEG BV.  There were no other stated changes.  **President Nominations**  The meeting reviewed the 2 submissions from the 2 nominated candidates for the President position in 2020-2021 with the President Elect & Chair of the IMC starting from January 1st, 2018.  KN read the two written views from JS and RN.  Both candidates were to be congratulated on the seriousness of their intent and the quality of the submissions.  The task for the President over the next 4 years was discussed in the light of the strategy work that has started.  The meeting voted 5 to 1 in favour of Radzak Malek with JS and SR counted as favourable towards Radzak.  It was agreed that KB & KN would speak to Radzak early in week commencing 16th October to help him understand the challenges of the Strategy work and give him a few days to reflect on his willingness to take up the post.  KB & KN would then speak to Neville Binning. KB would follow up with Neville & Radzak on his visits to Australia and Malaysia in October / November. | KB / KN |
| **4.0**  **4.1**  **4.2** | **Endowment Fund Request & Risk Management - Education**  **Endowment Fund** - JH was invited to lead this item.  JH requested financial support of £3450 from the endowment fund for the final 15 students left to complete modules after the suspension & removal as an accredited training provider of the Kampala Centre for Logistics and Transport. This proposal had been submitted to the IAC but passed to the COT for a decision.  SR believed this sum was merited but should be taken as part of the £15k 2018 International contribution to Aspire. DP said this was a cost of putting right our affairs in Uganda and supported SR’s view. JH said that £450 was moderation costs and that £3k was for the student fees to the new provider in Uganda, UMI. SR asked if the £450 could be absorbed as International costs and £3k provided from the 2018 Aspire funding.  The Trustees agreed to the sum of £3k being allocated to the Ugandan students costs. The Trustees also agreed that £15k would be available for Aspire funding in 2018 but that £3k of that would provide this funding request.  KN & JH to process with UK Finance and Aspire  **Risk Management**  JH talked through the proposal from himself and JS. DP supported the principle idea as being an excellent step and useful not only for education but for wider risk management for the Trustees guidance. DP asked what risk management tool JH & JS had in mind. JH stated that this would be a simple Excel risk analysis tool and that he and JS had examples to draw from their business knowledge. SR stated that there was a section on risk in the accounts and AGM report & that this proposal would assist the Trustees with that task. JH was asked to develop a draft template for review at the December meeting for the education area. This could then be reviewed for its suitability to cover the other key risk areas. | JH / KN  JH |
| **5.0**  **5.1** | **Items arising from the IMC**  **Forum Protocol**.  SR requested that the Trustees approved the submitted Forum Protocol document that had been reviewed at the IMC. The IMC approved the document with some additional comments received from IVP Nigeria, Francis Ehiguese. KB, KN & SR had reviewed these comments & advised that they would be accepted in part and gave clarity around the country /International responsibilities.  The Trustees accepted the proposed document with agreement to the minor modifications to be made by KN and the document with those changes was formally adopted. KN to complete and issue as an approved International document available to countries, Forums, officers and IVPs and Trustees. | KN |
| **6.0** | **Strategy**  KN updated the meeting on the strategy since the Trustee meeting on 18th September. KN was planning to meet with Richard Atkinson on October 20th to work now on the plan and timetable for the rest of 2018. This would start work on the key actions on organisation and communication. SR will also complete his draft organisational thoughts for review. BA stated that the UK had informed him that Peter Jones would replace him from 1st January 2018 as his 3-year tenure as IVP was complete at that point. The Trustees requested BA remained involved in the work up to that point as an important contributor. The December COT would review progress further in a more detailed session.  SR requested that KN/ Richard Atkinson consider a joint meeting of the Trustees and the UK Board at a suitable point in early 2018. | KN |
| **7.0**  7.1  7.2  7.3 | **Territorial Organisations and Branches**  **Pakistan Visit by the SG**  KN reported on his visit to CILT Pakistan explaining the enthusiasm of the Council to grow education and membership. The CILT House had been visited, is complete in part but with functioning meeting rooms and with CILT Logos and branding. Further expense was needed still for the auditorium but the site was very presentable externally. CILT Pakistan do not have a sustainable economic model and education was key in resolving that. Actions agreed had been documented and were being exchanged. SR suggested reviewing education costs with CIPs and with ICS.  KN & JH to take further  **Sri Lanka Membership**  Status and actions agreed at the Macao delegation meeting were noted by COT and the issue was now resolved. Progress on membership would be reviewed as part of the normal cycle of reporting.  **Other Countries**  KB / KN / JH visits to China, India, Australia and Malaysia in October & November were noted. BA to introduce KN to Mr Ambani as a possible Delhi contact | JH/KN  BA |
| **7.0** | **Any Other Business**  No further items were raised |  |
| **8.0** | **Date of Next Meeting**  The next meeting will be held at GS1 in London on Thursday 7th December 2017 |  |
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