



**Activity report for the Philippines: Received from Karyn Welsh, CEO, CILT  
Australia, 4<sup>th</sup> May 2020**

We have employed a very part-time employee Paula Gallian as the Administrative Support. Paula commenced work on the 4th March 2020.

Paula is jointly managing the website and our social media posts on the Philippines LinkedIn page and facebook page.

Paula has completed her training on CILT membership, renewals and new member processing.

Paula has been trained on CILT Australia's website, CILT Australia's training videos and is learning the Wordpress website built by Ian Kano and his team.

Our strategy is to develop the social media presence and post regular updates on the website so as to demonstrate to the Philippines that we add value to the Transport and Logistics Industry. All online webinars being organised by Australia or CILT International are being put on these platforms. Both Brian, Ian and the team are circulating these amongst their network professional networks as well. The Philippines Team is on Australia's distribution list and is receiving the regular bulletins put out by CILT International and they also receive CILT Australia's industry update newsletter that come out weekly.

Given the CILT International grant payments have been deferred and now to be paid across two financial years, we have not extended the hours of the administrative support person. This is to ensure that the current funds carry us through this period.

Australia will pay their annual fee to CILT International by the end of June assuming our renewal flow in as it has in past years. We were to pay this fee into the Philippines account as agreed with Keith in February (\$5566.21 AUD). This has since changed given the COVID19 impacts across the board.

**Opening Balance:**

\$6047.81AUD - Grant Funds Deposited by CILT International

**Expenses Paid:**

\$112.28AUD - Administrative Support Wages

**Account Balance:**

\$5935.61AUD

There are further expenses that will require reimbursement. These expenses have been paid by both Ian Kano and myself in the establishment of the website and its applications. I am prepared to wait until memberships roll in. Ian was prepared to do the same that is before COVID19 was thrust upon us all. He is seeking reimbursement of those funds now as a result.

**Accruals**

Ian Expenses -

Web Hosting - \$85.28AUD

Office 365 Subscription - \$97.20AUD

Google Suite Subscription - \$170.10AUD

Web Development - \$486.00AUD

**Total: \$838.58AUD**

Karyn's Expenses -

Plugin Multipurpose Theme for Wordpress - \$75.80AUD

License Key for Plugin Application for Database PmPro - \$459.45AUD

**Total: \$535.25AUD**

Given we have reduced the hours for the Administrative Support role for the moment, we can work through the budget and determine a payment plan for Ian in the coming week unless the IMC has an objection to doing this.