

ICS Board of Trustee Directors Meeting and Conticom-ICS Ltd Directors Meeting
Summary of Minutes
27 August 2011, 12:00 – 17:00. 28 August 2011, 08:00 – 12:00
Room - Castle 1, Crowne Plaza Hotel, Glasgow

Present: Jacques Corcos (Chair), Ted Arnold, Chantale Dumoulin, Mandy Fader, Mary Pat Fitzgerald, Limin Liao, Helmut Madersbacher, Jane Meijlink, Sherif Mourad, Christopher Payne, Werner Schaefer, Ajay Singla, Vasan Srin, Adrian Wagg, Katherine Moore, Jennifer Skelly

In attendance: Dan Snowdon, Dominic Turner, Nicola Walsh

Minutes: Ruth Simpson

1. Apologies for absence

Heinz and Piotr send apologies. Chantale, Werner and Helmut arrive later on the Saturday.

2. Approval of agenda

The Ethics committee report and response to election questions at the AGM will be added to the agenda for Sunday. *The agenda is proposed for approval by Adrian, seconded by Sherif.*

3. Approval of 14 & 15th January 2011 minutes

The minutes are proposed for approval by Adrian, seconded by Chris.

4. Matters arising from Trustee Minutes 14-15 January 2011

A summary of the minute actions was created by Dan, which show that most actions from the previous meeting have already been completed.

AP73 Web tool budget, sponsorship: £10,000 funding gained for the web tool budget. Mandy to continue work on this project.

AP76 Entitlement guidelines: Proposals made on the forum with regards to reducing the entitlement of scientific committee members at the AGM. Very little feedback received.

AP83 ICI-RS collaboration: Jacques unable to attend meeting this year and has not yet been able to discuss this matter with Heinz. It is suggested that more collaboration should come from this meeting, not just papers.

AP67/68/80/81 are incorporated into the agenda.

5. Report of the General Secretary

The GS reported that many things have been achieved over the last three years, and that without the support of the office would not have been possible. All members of the Board of Trustees are asked to write down their suggestions to pass on to the new Board, particularly Task Force Chairs. How to respond to the members at the AGM in terms of the election is also discussed. A suggestion is made to co-opt either Katherine or Chantale onto the new Board for one year to address the issue of representation. Chantale is chosen and a recommendation for this will be made to the new Board. All task forces will be dissolved following the AGM.

A motion is proposed to dissolve all task forces following the AGM. 12 agree, 2 abstain.

Motion passed

A motion is proposed for a recommendation to be made to the new Board that Katherine or Chantale be co-opted for one year. 14 agree. Motion passed

6. Report of Treasurer

Thanks are given to Dan and Nicola for their hard work in supporting the Treasurer. The Toronto meeting was successful, with the ICS receiving 47.8% of the profit. It is decided that

the reserve policy will be amended to include the running costs for the next two years and add on £100,000 instead of £50,000 for unforeseen liabilities, and to have this reserve in cash. It is decided that a lifetime achievement award will be given to Jo Laycock.

A motion is proposed to amend the reserve policy as outlined above. 11 agree, 1 against, 3 abstentions. Motion passed.

7. Beijing Update

It is reported that differences in the business culture in China need to be taken into account. It is difficult to get a contract signed one year in advance and costs are still very much being negotiated. It is possible that the ICS will not make much surplus from this meeting. Limin presents a promotional video for the China meeting that he has created, which will be put on the ICS website. A discussion is held regarding the co-chair of the scientific committee, after which it is decided that Werner will take this role on and delegate some of his responsibilities on the education committee.

8. Director/CEO

The post is planned to be advertised in various journals and newspapers and responses to this will be processed in the next few weeks.

9. Update on Education Quality Advisory Committee

A questionnaire has been developed to find out what people want from the ICS in terms of scientific content. There is a lot of work for this committee still to do. It is decided that this will be transferred to the new Board.

10. Scientific task force “research directions” – advisory group term of references

More work has been done on the terms of reference for this task force. Two grants have been awarded, a brainstorming meeting has been organised, three papers are being prepared for submission and 500 people responded to the online survey on adherence to exercise. In terms of the CME e-learning unit, Dr. Luconi is requesting payment for the work she has already completed, which comes to 1500 USD. This will be paid.

11. Nicola Walsh, request for permanent contract

IN CAMERA

12. Membership fee: to increase or not

Membership fees currently cost the ICS £71 per member, while the ICS charges just £50. After discussion it is decided that the membership fees will remain the same.

13. Research committee: does the ICS need a separate research committee?

A suggestion is made to put research under the Standardisation committee in order to ensure that research proposals move forwards. It is decided that this matter has already been covered by the scientific task force “research directions” and discussion ends there.

14. Recruitment campaign for new members

There is discussion on what is currently being done to recruit new members. It is stated that visiting lectureships, as well as more formal education courses are a good way of promoting the ICS.

15. Voting: increasing reply rate

A decision is taken to look at the communication around election time in terms of reminders and target those who have not yet voted in order to increase voting reply rates.

16. Congress newsletter

The congress newsletter will not happen this year due to costs but there is discussion on the advantage of having an electronic version in order to send to those who cannot attend the meeting.

17. Task Force Reports

a. Internal Structure Governance Task force

Heinz has resigned as chair and Ted has taken over. The Trustee Handbook is the main outstanding issue. A vote of thanks is made to Heinz for all his hard work.

b. Meetings

Some changes were made to the annual scientific guidelines with regards to entitlement for the scientific committee at the annual meeting; these changes were posted on the forum where three comments were made. Suggestions are made that the timing of presentations be made automatic and also that the chairs write a short summary of what is discussed. It is decided that the meetings task force should come up with some recommendations for the scientific committee with regards to these suggestions.

c. Scientific Task Force

This was covered during the session on Saturday.

d. Awards Task Force

It is reported that the conference travel awards have been by far the most successful. It is decided that a poster board be created listing the awards and winners and displayed by the registration desk. In terms of the lifetime achievement award, it is decided that those who have been important ICS members in the past should also be recognised.

e. Foreign Affairs Task Force

A lot of work has been done, mainly in Asia, to widen affiliation to the ICS. So far there are six societies affiliated to the ICS. An 'ICS meets continence societies' meeting has been organised and will take place on the Thursday of the annual meeting.

f. Industry Task Force

Firstly a letter was sent to industry by the General Secretary. There have been a number of changes around ethics and the current economic climate has also affected matters. Industry themselves are confused as to how relations should be. A second letter was sent in November 2010 and positive responses were received from Pfizer, Ferring, Astellas and Laborie in terms of tackling ethical industry relations, which resulted in a one-day meeting being organised for fundraising purposes. The GS and Heinz have also had further contact with industry.

18. Abstract selection process for annual meeting

Some comments have been made by members as only one painful bladder syndrome abstract has been accepted. The process for choosing abstracts is done in an objective way. A decision is taken to analyse all abstracts submitted over the previous three years for content and to see what has been chosen.

19. AOB

- The travel policy is discussed. Classes above economy are only allowed on flights longer than 8 hours "airtime. Regardless of class, a maximum amount of £2000 can

be reimbursed. Exceptions can be cleared by the Treasurer if submitted *in advance*.

- It is decided that in accordance with Charity Commission recommendations, the Board of Trustees will sit on the stage at the AGM.
- A voting analysis is presented by region and by profession.
- The history book will cost slightly more than anticipated and there will be 45 complimentary copies given to certain individuals.
- A budget of 4000 Canadian dollars is discussed for Chantale's group to go ahead with the preliminary work and the needs assessment. Chantale to report back with final budget for approval.
- The meetings task force will revisit the issue of entitlement for scientific committee members at the annual meeting due to their workload during this week. This will be revisited as the anticipation was that work would be completed prior to the meeting, but this is not the case in reality.
- A recommendation will be made to the new Board to co-opt Chantale for one year to address the lack of multidisciplinary representation.
- A checklist should be created for any office staff attending courses so that responsibilities are clear.