

ICS Board of Trustees and Conticom-ICS Ltd Directors Teleconference Meeting Minutes Monday 3 December 2012, 13:00 – 14:00

Attending: Sender Herschorn (Chair), Jacques Corcos, Katherine Moore, Sherif Mourad, Adrian Wagg, Alex Wang

Apologies: Werner Schaefer, Ajay Singla, Masayuki Takeda

In attendance: Daniel Snowdon, Dominic Turner

DT confirmed that an agreement has been made for the ICS to buy the website address ics.org Payment is being arranged now. The new website address will improve web searches for the ICS and will allow more succinct and user friendly links.

Strategic Planning Day

This will take place on Friday 11th January 2013, in Chicago. A draft agenda was sent by George Levvy, and George will also be in attendance in Chicago to facilitate the day. SH confirmed that the Board and DT, and DS would form the core strategic planning group.

After a week, the strategy survey to members has 150 responses to date. The Board agreed to share the analysis of the responses with the office. The office will distribute responses by question to the designated trustees. The allocation of questions should be assigned before the end of the survey.

Action Point 144: Board to be assigned to strategic planning survey question responses. Trustees to then analyse the responses by a given deadline. ***Post Script note: Deadline to be 3rd January with no allowances for extension.***

JC asked if we should extend the survey beyond another week. DS advised that this might bring more responses but would allow the Board and office less time for analyse, particularly with the holiday season fast approaching. After some further discussion the Board agreed to remain with the original deadline of Monday 10th December. The office would send out further reminders for the members to complete the survey.

KM proposed that the Board began early discussion board of the agenda points. SH felt that it was sufficient for the Board to begin personal thinking on the questions and to bring ideas and thoughts to the day in Chicago. George Levvy will be there to facilitate the day and by that time we will also have the survey responses.

Board meeting agenda, 12th January 2013

A comment was made that the agenda was perhaps too full given the time available. DS pointed out that the meeting is currently scheduled to end at 3pm and could be extended to 4pm if necessary. The Board agreed not to leave before 4pm in case more time is needed. Trustees were asked not to leave the meeting early in order to catch flights home.

Update on Board actions from Beijing Board meeting

***ACTION POINT 130:** DS to update signatories at relevant banks*

Trustees to send DS copies of passports as a matter of priority, a copy of a utility bill or recent bank statement is also needed. Without copies from *every trustee* it is not possible for a Bond to be taken. The rate is on a downward spiral so trustees need to send in the documents as soon as possible.

ACTION POINT 134: *Werner Schaefer to review the articles and bylaws to identify specific problems, including the composition.*

AW discussed this with Werner recently although there was not a clear plan given by Werner as to deliverables. DS stressed that any review should be done at this time if changes are to be implemented as of the 2013 AGM. SH will prompt Werner to complete this task in early 2013. KM/AW will help Werner to complete this task.

ACTION POINT 137: *Sender to become more involved in the organisation of the ICS/ICCS meeting*

Progress is being made on commercial sponsorship. A more detailed update will be given at the Board meeting in January.

ACTION POINT 140: *Allowances chart on the annual meeting guidelines to be updated taking into consideration new allowances that SOAs should be renamed main plenary lecturers and that main plenary lecturers who are members get their registration paid. Main plenary lecturers should not get Annual Dinner tickets*

This will be discussed again in Chicago during the Board meeting.

(Sherif joined the meeting – 13:34)

ACTION POINT 141: *Terms of reference to be updated and website changed to reflect changes in Scientific Committee.*

The updated TOR is now confirmed. An agreement is yet to be reached on the length of term for the Scientific Chair, either 4 or 5 years. KM will give a further update in January.

DT referred to a recent teleconference call held by the Scientific Committee. Montse Espuna proposed a state of the art round table session with IUGA links. Werner was not in favour of this and made his objections known during the call. The Board supported Montse's suggestion and agreed it would be a useful collaboration. The Board will encourage David Castro and Montse Espuna to continue their good work on the ICS 2013 scientific programme. DT will send an email to SH, to which SH will address a response to David and Montse.

Action Point 145: SH to send a note to David Castro and Montse Espuna encouraging them to continue their work on the scientific programme for ICS 2013. SH will also reiterate the Board's support.

DT stressed the importance of having state of the art lectures confirmed early; for organisational and promotional purposes.

IN CAMERA: Any other business, Complaint received