



**ICS Board of Trustee Directors Meeting and Conticom-ICS Ltd Directors Meeting Agenda**  
**Saturday 11 January 2014, 08:00 – 17:00**  
**Ontario Room, Marriott Courtyard Hotel, Chicago, U.S.A.**

\* for discussion      \*\* for decision      # report attached

<b>SATURDAY 11 JANUARY 2014</b>		<b>Lead</b>		
	<i>A continental breakfast will be available outside the meeting room</i>		07.30	08.00
1	Take Board photo		08.00	08.10
2	Apologies for absence	SH	08.10	
3	Approval of Agenda**	SH	08.10	08.15
4	<p>Matters arising from Board meeting Minutes, 25 August 2013</p> <p>Action Points Outstanding/to be raised: 170, 171, 172, 173, 180, 181, 182, 186, 189, 191            Action Points incorporated in agenda: 175, 176, 177, 178, 185,            All other action points resolved</p> <p>-----</p> <p>Matters arising from Board teleconference Minutes, 27 September 2013            All action points resolved</p> <p>-----</p> <p>Matters arising from Board teleconference Minutes, 9 October 2013            All action points resolved</p> <p>-----</p> <p>Matters arising from Board teleconference Minutes, 3 December 2013</p> <p>Action Points Outstanding/to be raised: 193            Action Points incorporated in agenda: 192            All other action points resolved</p>		08.15	08.40
5	Approval of Board Minutes, 25 August 2013 ***	ALL	08.40	08.45
6	Approval of Board Minutes, 27 September 2013 ***	ALL	08.45	08.50
7	Approval of Board Minutes, 9 October 2013 ***	ALL	08.50	08.53
8	Approval of Board Minutes, 3 December 2013 ***	ALL	08:53	08:55
9	Summary of progress to date on Board actions #*	ALL	08.55	09.20
10	Approval of decisions made on Board discussion forum ***	ALL	09.20	09.30
11	General Secretary report*	SH	09.30	09.45
12	<p>Finance Report of Honorary Treasurer</p> <p>a) Update as of year end 2013 position (<i>see note below</i>) #*            b) Projections for 2014 (including future view) # **            c) Committee budget requests # **            d) Awards and Fellowships budget (video award) ***            e) Investment #*            f) Budget approval procedure*</p>	SM	09.45	10.30



	<i>Final figures will only be available after 31<sup>st</sup> December 2013, so this report will be presented at the meeting.</i>			
	<b>BREAK</b>		10.30	10.45
13	Financial items, continued		10.45	11.15
14	Strategy of approval of mid-term face to face meetings for committees and strategy for Education and Scientific committee annual meeting programme review meetings*	SM	11.15	11.30
15	Revision of the travel policy due to higher price of flights*	SM	11.30	11.35
16	Strategic Plan. operational plans, general update * <ul style="list-style-type: none"> <li>• Governance and structure proposals (AW, SH, KM)</li> </ul>	SH	11.35	12.30
	<b>LUNCH</b>		12.30	13.00
17	Strategic Plan. operational plans, general update (continued)	SH	13.00	13.45
18	Decision on disciplinary committee recommendation#**	SH	13.45	14.00
19	ICS 2013. Evaluation and discussion#*	DS	14.00	14.20
20	Cost of living increase for ICS staff #**	SM	14.20	14.35
21	Annual meeting location policy; update from IUGA discussions*	SH	14.35	14.40
22	Composition of Meetings Committee**	SM	14.40	14.50
23	Options for the ICS office to handle more of the ASM organisation #*	SM	14.50	15.05
24	Wiley contract*	SH	15.05	15.20
	<b>BREAK</b>		15.20	15.35
25	Grievance procedure. review and update #* <ul style="list-style-type: none"> <li>• Ethics action point request about representative from Ethics Committee participating in all grievance/disciplinary matters</li> </ul>	A.Wagg	15.35	15.55
26	Email etiquette policy#*	A.Wagg	15.55	16.05
27	Scientific/Ethics Committee dispute on disclosure slides for presenters at the annual meeting – Board to rule on “No Disclosure Slide, No Presentation” policy **	DT	16.05	16:15
28	Any Other Business*	ALL	16.15	16.30
29	<b>Date of next meeting. TBC – Sunday 19 October 2014, Rio de Janeiro, Brazil</b>			