



ICS Board of Trustees Meeting and Conticom-ICS Ltd Directors Meeting Minutes
“Friday 24 October 2014, 10:00 – 11:30”
Sul America, Rio de Janeiro, Brazil
Room E

Trustees present: Adrian Wagg (Chair AW), David Castro Diaz (DCD), Myung-Soo Choo (MSC), Carlos D’Ancona (CD) Katherine Moore (KM), Sherif Mourad (SM)

Apologies: Mauro Cervigni, Chris Payne, Alex Wang

Office attendance: Dan Snowdon (DS, Administration Director)

1. Welcome and introductions

AW welcomed new trustees to the Board. DS agreed to send all new trustees the trustee handbook and all essential reading material.

AW clarified the role of a trustee and director of Conticom-ICS under UK law. More details can be found within the trustee handbook.

2. Apologies for absence

Apologies were noted.

3. Trustee/Committee link

Per the committee consultation held in 2014 it was agreed that trustees be assigned to committees. The duties were summarised as:

- Attendance at formal meetings of the committee
- Formal report of committee activities to Board
- Formal report on Board activities to the committee
- To act as source of ad hoc advice to Chairmen of committees

ACTION POINT 221: Please let AW know of your preferences – otherwise he will email trustees suggesting allocations.

4. Special extensions to committee member terms

It was agreed that Melanie Morin could continue on the Physiotherapy for one more year.

It was agreed that Patrick Woodman could continue on the Education Committee as e-learning lead for one more year. AW is keen to build on e-learning. Filming workshops is not enough. KM asked to see a clear proposal from the Education Committee on e-learning, and what they hope to achieve. KM added that the Board should give clearer direction and deliverables to the Education Committee in the coming year.

ACTION POINT 222: Action AW to write to Ervin in this regard (e-learning)

Carlos joined the meeting

5. Committee development

DCD suggested that the Education Committee Chair be a Board member as the committee was so important to the ICS mission. AW noted that this would be too high a workload. The assigned trustee could assist with committee/Board communication.

A discussion was held that some committees are still taking on too many projects and should instead focus on one or two key tasks and do an excellent job in completing these.

SM would like to see the roles of the Ethics, Education and Publications Committees clarified and strategically aligned. KM still considered that the Publications and Continence Awareness committees may need to be combined.

The Board discussed the role of the Publications and Communications Committee. It was agreed that due to realignment of work and mission that the committee should be reduced to three members plus the Chair. Focus should be on three key activities:

- Updating fact sheets
- Developing and maintaining a scientific news feed to members
- Supporting the office in preparing e-news editions for membership consumption. These would take on the role of ICS News and include more external items (eg articles, book reviews).

ACTION POINT 223: AW to write to Jacky Cahill asking her to enact these changes to the PCC

The Fistula Committee has a plan that should be allowed time before a review is undertaken. The ICS should not be creating a hospital. The Chair will look at what the unique contribution of the ICS could be. SM noted that the ICS should find its educational role.