



ICS Board of Trustees Meeting and Conticom-ICS Ltd Directors Meeting Minutes

Monday 5 October 2015, 08:00 – 17:30

St. Jacques Room, 3rd Floor, Le Westin Hotel, Montreal

Trustees present: Adrian Wagg (Chair, AW), David Castro Diaz (DCD), Mauro Cervigni (MC), Myung-Soo Choo (MSC), Carlos D'Ancona (CD), Katherine Moore (KM), Sherif Mourad (SM), Chris Payne (CP), Alex Wang (AWa)

ICS Office staff present: Avicia Burchill (AB), Daniel Snowdon (DS), Dominic Turner (DT)

Invited: George Levvy (GL), Avital Rosen (AR), Tamara Wasserman (TW)

Minutes: Avicia Burchill

1. Apologies for absence

No formal apology received from MC. Expected to arrive mid-afternoon.

2. Kenes update on ICS 2015 and ICS 2016 Avital Rosen, Tamara Wasserman present

TW presented the annual update from Kenes. TW explained the influence of the decline in companies bringing delegates to meetings. TW explained that regulations are making it impossible for companies to bring doctors directly to the events. Group attendance is down by 74%. TW explained that Kenes are piloting a scheme to allow companies to get around the regulations by paying into the "travel fund" and the results of that will be known soon.

TW outlined the trend that members continue to come to the ICS but there is a sharp decline in the non-members. Host countries are always more successful in the number of attendees. The ages of the attendees has changed and the ICS meeting is becoming younger, although this data is received through voluntary input of dates of birth at registration so does not factor in 100% of delegates. This is also related to the number of groups as companies are more likely to bring the established doctors.

AW - the ICS has to make the annual meeting of sufficient value to make the who are no longer being paid for doctors attend. TW explained that in addition there are a lot of competing events and they need to decide which of the events to attend. TW outlined the trends: groups in decline but a stable membership, higher attendance in EU destinations and younger audience. Influences are strong competition and the niche programme topics of the ICS may be an issue.

ICS will conduct focus groups and onsite survey during the meeting week, with Kenes' assistance. ICS would then distribute a post-meeting survey to those who did not attend (members and non-members).

Kenes may suggest reconsidering the destination rotation and the possibility of removing lunches. Kenes recommend strengthening the annual meeting brand as a sub-brand to the ICS and to make it catchier and look to strengthen the content of the meeting website.

AW explained that we have a lot of work to do in North America and for older members – we have a faithful core so we need to hit the core non-member group.

KM asked about the scientific content. TW said that the education programme is popular. AR says that the networking is more important than the science. The delegates ask themselves, why should I go and who am I going to meet. Destination is now not the top choice. CP explained that the content of a meeting is largely by reputation and if we want to improve the content it will take a few years



for that to filter out. AR questioned then are people are coming for the brand rather than the content? TW - we see that people go because their friends go to the conference. TW showed a slide on the power of the influence and explained the main power of influence is family and friends followed by professional contacts. AB felt that a major factor linked with the influence is an engaged LOC. If the LOC can influence people to attend then we normally have a more successful meeting.

MSC explained that the 2016 meeting is the same time as mid-autumn festival in China and Korea. AR explained that the Chinese attend if someone of influence attends from their work. There is also a lot of local group sponsorship available for them.

ACTION POINT 253: Locate the holiday dates in China and Korea related to ICS 2016

AW asked the board how does ICS compete with the other meetings for the future? DC felt that if we had a very good scientific programme that makes the difference and to undertake more activities.

CD asked about a flight partner. TW noted it is possible to arrange something with Star Alliance or similar. Additionally, hotels in Tokyo are very expensive. This will be further investigated and consideration given if this is linked to the mid-autumn festival.

KM asked the board for comments/suggestions for the scientific committee to consider. CP felt that a series of debate for 4 hours in the afternoon would be popular. Also 3 person panels are very popular, delegates want to see experts disagreeing. DS explained that if we drop the groups down by half for the 2016 budget the budget will show a loss.

TW continued with showing details of number of companies involved. Astellas is still the ICS's biggest sponsor but still slight decline each year. Pfizer increased this year. Allergan not attending at all and have recently been bought by Actavis. In 2015 several companies have amalgamated which has an impact on potential sources of funding. Kenes recommend continuing creating long term agreements with the companies where possible and request that the Board continues their involvement with industry.

The financials for ICS 2015 were shown and it was explained that the budget does not meet the minimum for the LOC payment. DC asked about the cost of marketing. AR stated that \$50-80 per person is normally spent on marketing so this is about correct for the original expected attendance.

3. Matters arising from Board Minutes, 23 January 2015

Action points outstanding/to be raised:

173; CME accreditation now removed from strategy.

216; DS explained that the communication plan needed to be pulled together although much of the actual content was already live.

218; Scientific TOR on agenda. Requirement for the elected chairman to be discussed.

227; Set up a satellite office in USA – AW explained that as we are unable to apply for certain support as we do not have a US office. DT will take forward.

ACTION POINT 254: Dom and Chris to take forward setting up satellite office in the US.

230; done – KM and DT going to be doing video piece.

246; AW still needs to amalgamate style with ICI style



4. Approval of Board Minutes, 23 January 2015

Motion to approve board minutes 23 January 2015

CP proposed

KM seconded

Result: all in favour

Motion carried

5. Approval of Board Minutes, 6 March 2015

Motion to approve board minutes 6 March 2015

KM proposed

CP seconded

Result: all in favour

Motion carried

6. Approval of Board Minutes, 2 June 2015

Motion to approve board minutes 2 June 2015

SM proposed

CD seconded

Result: all in favour

Motion carried

7. Approval of Board Minutes, 12 August 2015

Motion to approve board minutes 12 August 2015

SM proposed

KM seconded

Result: all in favour

Motion carried

8. Approval of Board Minutes, 15 September 2015

Motion to approve board minutes 15 September 2015

CP proposed

MSC seconded

Result: all in favour

Motion carried

9. Approval of Board Minutes, 30 September 2015

Motion to approve board minutes 30 September 2015

SM proposed

CD seconded

Result: all in favour

Motion carried

10. Summary of progress to date on Board actions

241 – AW explained that there have been various discussions with regards to the ICI book. AW has a form to fill in with Oxford University Press in order to get final quote and they are keen to be involved. We have an independent publisher quoting around £13K for 1000 copies.

248 - Kenes contract all signed

11. Decisions made on Board discussion forum

Motion to approve decisions made on the Board discussion forum



CP proposed
MSC seconded
Result: all in favour
Motion carried

12. General Secretary report

AW explained that over this year we have renegotiated the Kenes and Wiley contracts with a net gain of £100k to the ICS. We have worked towards the ICI and the office have provided support for the ICI chair and committee invites. ICI are happy with progress so far. We have done some transformative things with reference to committees i.e. with the PCC now good organisational fit and working well. We have work to do with certain committees and this will be an ongoing task. We are in reasonable shape internally, we continue to have concerns about external reputation Perhaps this year's meeting is reaping the rewards of the IUGA divorce and there is work to do here. We have membership and annual meeting challenges which need attention. We need to consider that perhaps the future for the ICS is a smaller organisation with niche appeal and that may mean cutting our cloth accordingly in the future. However, that is not our current position and we have plans for expansion and consolidation before considering any downsizing or organisational activity.

In conclusion this has been mostly a custodial year and I hope that next year the board will be ready to take the strategy forward. Thanks to all of those that have helped, there has been a lot of work, emails and discussions and I am grateful for the support.

CP - how would we recognise that we need to downsize. SM asked how to do we downsize? CP felt the first question would be how we recognise and then how to do it. AW felt that the trends we have an initial feeling about will not become apparent for a 1-3 more years. We need a reliable response and we additionally need to have an equal base in both continents. CP felt that 2017 and 2018 should define the position and where we are going.

DT - we must remember other things like the 2011 LOC who made it a success. SM - maybe we have to think about why we have failure in some countries.

AW we need to have a developmental and expansionist strategy to survive whilst our income stream is so reliant on AM income.

13. Finance Report of Treasurer

a) Final accounts for ICS 2014, Rio de Janeiro

SM showed the final accounts for the 2014 meeting. Overall a reasonable meeting, we increased the registration fees but suffered loss of exhibition mainly as Allergan did not attend. Social events were more modest than previous years. SM wanted to point out the high travel costs to Rio and the shuttle buses for the hotel meant higher costs than expected.

b) ICS and Conticom annual accounts to 31 December 2014

SM went through the annual accounts for both companies for 2014. AW questioned the low investment income in 2014 – SM explained that was the end of the bond and awaiting the investment advice from Crystal Wealth. A discussion was held about the header entitled “publication of research” and that it was confusing. It was discussed that this header should be changed in the accounts to “Publication and Membership”.



ACTION POINT 255: Ask accountants to change header of Publication of Research to “Publication and Membership” in annual accounts

c) Half year finance report for 2015

Income is higher than expected due to the income from AMS for the artificial urinary sphincter consensus meeting. Investment income lower as investment process was delayed. There were no concerns or comments on this.

d) Financial projections for 2015 – 2019 and notes

SM explained the expected loss for the 2016 meeting. SM explained that now is the time to think about cutting expenses for 2016 meeting. SM suggested to remove lunch from the delegate package and questioned the printing of the ICI book. A discussion was held about the value of a hard copy. KM asked when we need to make a decision about the book. AW explained that Oxford University Press will give timeline once form completed.

e) Investment update

SM confirmed that after a lengthy review and consideration process, including visiting with an investment company in London, the investment group has deposited the agreed level of investment funds into a managed portfolio. £640,000 is invested across a wide ranging portfolio containing nearly 200 separate accounts.

AW explained the split on the high and medium risk profile and that we will be receiving quarterly reports.

f) Scientific Review meeting, 2016

It was explained that we need to consider the budget for the 2016 scientific committee review meeting. There are options to cover entire cost or a smaller fixed budget to allow this to go ahead. Meeting length has already been reduced and the findings of the destination options were reviewed. It was suggested that USD\$30K would be sufficient and the Scientific Chair could use this as they saw fit. This is approximately in line with the previous two review meetings. There were questions with the quality and timeliness of the Kenes spreadsheet which needs to be taken forward with them.

ACTION POINT 256: Scientific committee review meeting to be discussed at the Montreal scientific committee planning meeting with a view to offer fixed budget

14. ICS hosting ICI: current and future position

AW explained that the office has been busy sending out invites and there are a few committees pending. The house style document will be completed by Adrian. SM questioned the expenses of the chairs and rather than saying we are giving \$5000/3000 to chairs it is better, and more accurate, to say that we will cover their travel expenses up to \$5000/\$3000. CP suggested that it is put that they are getting a set stipend to cover expenses incurred. It should be made clear that this is also only paid once the chapter has been completed. In addition they get up to 4 nights' accommodation. AW will answer any questions referring to the copyright and explained that the intellectual property lies with ICUD and the copyright of ICI 6 is the property of ICS. Publication of the short papers is their property.

IN CAMERA item – ICS member disciplinary issue

15. ICS resolution to change Articles of Conticom



DS explained that this was a follow up to the major changes made to the Articles. This is related to removing board members – if someone is removed as a trustee of ICS you remain a Conticom Director. The new articles make the appointment of Director of conticom contingent upon being a Trustee of ICS plus another couple of minor changes from the solicitor.

Motion to accept new amendments to Conticom-ICS Ltd Articles

CP proposed

KM seconded

Result: all in favour

Motion carried

16. Preparation for ICS 2015 meetings: AGM, Town Hall, Industry

AW went through the agenda for the AGM and explained that the agenda for the town hall had been slightly revised. The Industry Board meeting was also discussed and AW asked everyone to come.

17. ICS position statements

One statement was produced and a post statement survey was carried out. 75% were in favour. AW suggested not to continue because of the limited income potential, and time and cost involved pursuing each statement. An email should be sent to the membership explaining this. KM agreed with the statement and would not be adverse to the thought of advertising on ICS website. It was agreed to explore this further.

ACTION POINT 257: Confirm to the membership that the ICS will not be continuing with position statements.

ACTION POINT 258: Explore the concept of website banner advertisements

18. Terms of reference: process for development and approval, experience of chairs

KM explained the background to the terms of reference committee and why the election of committee chairs was being reviewed. The Board invited volunteers from the ICS Committee Chairs to participate in an *ad hoc* committee. Several Chairs volunteered and 4 were randomly chosen to review TOR and then present recommendations to the Board. The recommendations from the review were that the chair of a committee should have recent committee experience, 3-5 years of experience, that the Chair should be nominated by one national and one international ICS member in good standing, that committee members should vote for the chair (rather than the membership), that experience with another pelvic floor group was recommended, and that all the TOR need to be consistent. The *ad hoc* committee also wished to review the General Secretary nomination criteria.

Consideration needs to be given as to whether the bylaws need to be changed to reflect these recommendations.

The Board agreed the chair should have recent experience (within five years) on the committee before applying for the position of chair on that committee. If there is no interest then an open call will be made to the membership.

AW disagreed with the requirement for a chair should be nominated by one national and one international ICS member in good standing and that this should be removed. It was agreed that this should be removed.



KM explained the recommendation that the person to stand as chair should be someone from within committee – otherwise an open election should be held. All agreed.

KM described the ad hoc committee recommendation that the committee members vote for the incoming Chair or whether the status quo be continued with the membership voting for all Chairs. KM questioned whether it should be changed so that the committee members only vote for the committee chair? It was agreed to keep it that the general membership vote for chairs.

CP objected to the fact that someone needs a minimum 3 years' experience with another Pelvic floor related society/organisation. It was agreed to remove this.

It was agreed not to modify GS selection and that anyone can apply for GS. CP suggested that the person has to be an ICS member for "x" amount of time. It was discussed that is the purpose of the GS elect role as the candidate has one year of experience within the Board before taking on the GS role.

Summary agreements:

1. Candidates for Chairs will be sought from existing or recent (within the past 5 years) committee members.
2. Should no one be willing to stand then an open call to the ICS membership may be made. Note: committee member deadline of 1 March to allow one month for open call should this be required.
3. The ICS membership vote to elect the Chair

ACTION POINT 259: Inform TOR group. Then incorporate changes into nomination process and all committee TORs. Consider necessary changes to ICS Bylaws as a result.

19. Governance: Committee structure and Trustee reports on committees

AW reported on the CPC & PCC. AW explained that the CPC continued to be a source of concern. It was largely inactive and it was not aligned with the ICS strategy. There were no candidates for the chair position this year. AW explained that his recommendation is to dissolve the CPC. CP questioned whether the CPC could merge with the fistula committee which is another challenged committee and perhaps form a global promotion committee. AW had talked about amalgamating the PCC and CPC but this may not be appropriate. KM added that it was concerning that there is no one standing as chair and explained that the current chair would probably agree with the decision to dissolve.

Motion to disband the Continence Promotion Committee

AW proposed

DC seconded

Result: 7 in favour, 1 abstain

Motion carried

ACTION POINT 260: The CPC is disestablished with effect from the 2015 AGM.



ACTION POINT 261: Communicate to the continence promotion societies linked with ICS that we can no longer offer support to World Continence Week each year but that we will continue to work with them on matters of joint interest.

KM reported on the nursing committee and explained that not much has happened but there were plenty of plans and that productivity should improve. The committee's knowledge of the strategic plan was limited and therefore the board liaisons need to be more forthcoming with this information for them. KM felt that all chairs should be asked what the chairs thought of the liaison position and how it can be improved.

MSC report on the physiotherapy committee. He explained that they have subcommittees and have a new physio committee member who is being appointed to board of trustees. They have a strong round table and educational guidelines being reviewed at ICS 2015. There is no recognised PT role in Japan so there is a discussion to be had around the 2016 round table.

DC explained that the urodynamic committee have been very productive. They have a strong committee and ability to disseminate the information and put more empathise on their work. DC then reported on the Ethics Committee. DC questioned the need for the ethics committee. They do not want a member of trustee board on their committee and actually they think they are supervising the board of trustees. They have the debate and the workshop in 2015 but no other work has come from the committee.

AW explained that the committee was asked to define their role to which they responded that they do everything but they have not completed any other actions except a workshop and debate. KM suggested that perhaps they are not clear on their strategy – are they consultants, monitoring ethical conduct or disciplinary committee. CP the board should ask them to provide a scholarly paper. It was agreed that they should review the ethical conduct of research concerning our topic area, review ethical criteria for membership re disclosures and provide a paper to this effect.

ACTION POINT 262: Ethics Committee to review the ethical conduct of research concerning ICS topic area, review ethical criteria for membership re disclosures and provide a paper to this effect. Committee and Board to continue to debate role and function of the Ethics Committee.

CD reported on the Neurourology promotion committee. AW wondered where this committee is going and whether this could be down to the previous committee chair. *MC entered the meeting*

KM questioned whether AW needed to have a frank conversation with the current chair. It was agreed to meet with CD and chair to find out the current position.

MC reported on the children's committee. He explained that there is a book in progress to be published by Springer and a programme for children in Asian countries. AW questioned whether the committee is well aligned with the strategy. MC agreed they were and that his presence on the committee was well received.

CP reported on the education committee and explained that he felt he has not been well received as trustee liaison. CP explained that overall they are doing a good job and are working well their goals are aligned. They don't have expertise re eLearning and social media but now have new people joining the committee but they do not have a strategy yet but they will be receptive to the board strategy. AW commissioned CP to consider how the speaker choice can be reconsidered given



concerns about the distribution of speaker engagements within the committee. Need to consider different types of education and look to create different types of education for the ICS

ACTION POINT 263: Review education committee projects and strategy mid-term

ACTION POINT 264: CP to consider the process of speaker choice within the education committee and report back to Board.

IN CAMERA – confidential discussion on role of ICS committee

AW reported on the standardisation committee. AW explained that there were a few concerns about timescales and production and the committee have been working with IUGA and trying to work out the complicated relationships. AW however reported that there is no need to do change anything. AB asked about chairs replacement and AW agreed to discuss this with the current Chairman

20. ICS membership analysis

DT explained the membership data and slides and showed the new members during the year and that it was very similar to 2014. DT explained that with regards to the retention of the existing membership it is possible to see a core drop when there has been a political issue. The ICS lost the SIFUD affiliation related to the IUGA divorce; that explained the drop in membership. DS explained that there was a perception that the ICS has lost a lot of gynaecologists but it has not nosedived but there has definitely been a gradual decline. MC explained that the affiliate members of IUGA do not participate as part of their core membership and that we should work harder to attract with urogynaecologists and the ICS could be more appealing.

ACTION POINT 266: AW to discuss with MC how to attract more urogynaecologists back to ICS meetings and membership.

21. Early Career Professional membership fee

AW explained that this has been a repeated request and long on the agenda. A full discussion was held. CP felt that non MDs should be included in the lower membership band including basic science. It was agreed to refer to trainees as early career professionals.

ACTION POINT 267: ICS Office to come up with Revenue neutral options for lower rate for early career professionals, nurses and physios within the next few weeks.

22. Co-opting trustee for one year: 2015 – 2016

The co-option of a new trustee was discussed to cover the vacant position. It was agreed to call for expressions of interest and CV but with no call for a specific discipline.

ACTION POINT 268: Call for expressions of interest to co-opt trustee for one year at 2015 AGM

23. Increasing ICS travel grant offer

KM explained that currently have £10,000 allocated to travel grants and there was a 100% increase in applications in 2015. Likely to increase in 2016 as a long haul destination meeting. KM requested to the board to increase the budget to £20,000. A discussion was held and it was agreed to increase to £25,000. It was felt that this might get around the group issue if we can get more companies sponsoring travel grants. It was agreed to approach Pfizer to see if they would swap their scholarship to travel grant funds.



ACTION POINT 269: Increase conference travel award amount to £25,000. Approach any companies to be involved in travel grant offer.

24. Any other business

AW wholeheartedly thanked Alex Wang and Katherine Moore for their service on the Board of Trustees.

Date of next Board meeting:

TBC, Late January/February 2016, Europe

ACTION POINT 253: Locate the holiday dates in China and Korea related to ICS 2016

ACTION POINT 254: Dom and Chris to take forward setting up satellite office in the US.

ACTION POINT 255: Ask accountants to change header of Publication of Research to "Publication and Membership" in annual accounts

ACTION POINT 256: Scientific committee review meeting to be discussed at the Montreal scientific committee planning meeting with a view to offer fixed budget

ACTION POINT 257: Confirm to the membership that the ICS will not be continuing with position statements.

ACTION POINT 258: Explore the concept of website banner advertisements

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ACTION POINT 261: Communicate to the continence promotion societies linked with ICS that we can no longer offer support to World Continence Week each year but that we will continue to work with them on matters of joint interest.

ACTION POINT 262: Ethics Committee to review the ethical conduct of research concerning ICS topic area, review ethical criteria for membership re disclosures and provide a paper to this effect. Committee and Board to continue to debate role and function of the Ethics Committee.

ACTION POINT 263: Review education committee projects and strategy mid-term

ACTION POINT 264: CP to consider the process of speaker choice within the education committee and report back to Board.

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