



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

Sunday 11 September 2016, 12:30 – 17:00

Monday 12 September 2016, 08:00 – 15:30

Imperial Hotel, Tokyo, Japan

Meeting space: Tokyo International Forum, Floor -1, Seminar Room 1

Trustees present: Adrian Wagg (Chair), David Castro Diaz, Mauro Cervigni, Myung-Soo Choo, Carlos D’Ancona, Sherif Mourad (Treasurer), Cristina Naranjo-Ortiz, Chris Payne, Dudley Robinson

ICS Office staff present: Avicia Burchill (Projects & Events Manager), Daniel Snowdon (Administration Director), Dominic Turner (I.T. Director)

In attendance: Avital Rosen, Tamara Wasserman

SUNDAY 11 SEPTEMBER 2016

1. Approval of agenda

MC not present

Approved

2. Matters arising

Matters arising from Board Minutes, 6-7 February 2016 - None

Matters arising from Board Teleconference, 21 March 2016 - None

Matters arising from Board Teleconference, 20 April 2016 - None

Matters arising from Board Teleconference, 2 June 2016 – None

3. Approval of Board Minutes, 21 March 2016

Proposed SM

Seconded CP

All in favour

Motion carried

4. Approval of Board Minutes, 20 April 2016

Proposed CP

Seconded DR

All in favour

Motion carried

5. Approval of Board Minutes, 2 June 2016

Proposed CP

Seconded CD

All in favour

Motion carried

Some outstanding action points were discussed which were not on the agenda.



Action 298: Committee performance criteria: AW explained that he had started working on the criteria but not finished and if the board agrees he is happy to continue with this project after his tenure finishes. SM questioned these criteria and AW explained that these are minimum performance criteria for committee or board members.

6. Summary of progress to date on Board actions

DS ran through the actions and provided a summary of progress to date.

296 - education/ics office to evaluate impact of education courses on membership. AB and DS explained difficulty in evaluation the add-on courses and guest lectures as a small component of courses. This will be considered again as the new Education Committee chair takes office.

300 – The applications for grants require review. It was agreed that SM take this forward with Board.

302 – A discussion was held and it was agreed to give the ethics committee one more year to put the ethics award in place. DT questioned why the committee members did not submit and AB explained that perhaps they were uncomfortable to do this as they were reviewing/scoring the abstracts for the award. AB to discuss with the committee.

MC joined the meeting.

307 – A discussion was held as to how to increase the number of urogynaecologists in the ICS and attending the meetings. MC explained that the urogynaecologists are more involved in surgery and ICS is historically a basic science and LUTS society. MC thinks there is space to recruit more urogynaecologists as there is a need to share information i.e. the FDA concerns about the use of mesh and enhanced mesh. The reconstructive surgery aspect is still important and so the ICS should create sessions, workshops and live surgeries to attract more urogynaecologists. DT explained the survey plan from the 2017 scientific committee to poll people about their wants and requirements and to engage as many people as possible before the meeting. DS also confirmed that live surgery is planned.

ACTION POINT 312: A small working group with MC, and DR and Alex Digesu to find out what is important to the urogynaecologists and return to the Board with suggestions to increase membership and attendance at the ICS meeting.

7. Decisions made on Board discussion forum

The Board decisions from the forum were presented by DS and reviewed and approved by the Board.

AW confirmed that the standard operating procedure (SOP) documents are now defining procedures to follow for Board approval etc i.e. the ethics white paper. CP raised concerns about the white paper from the ethics committee and about the approval process of the content. AW explained that the board asked the ethics committee to produce a paper so this is what they supplied. CN expressed concerns about the focus of the ethics committee and felt that the board should be giving them more direction and strategy. AW noted that the board approved the committees' terms of reference.

ACTION POINT 313: Office and Ethics committee to prepare a SOP for white papers.



8. General Secretary report

AW explained that the main focus has been the preparations for ICI and pre-marketing of the ICI book. The Oxford University Press deal was not advantageous and after a full investigation it was agreed that the ICS produce the book in-house. Hopefully the chapter template will reduce work for office and the pre-ordering will help with knowing numbers for the first print run.

SM and AW met in July and discussed several matters. Work was done on the education eLearning strategy, which is to be discussed tomorrow. Evaluation metrics for ICS TV and the website were also discussed and a plan put in place to produce these. DT will provide more information on this. It was agreed how to ensure that correct disclaimers on articles and ICS TV content are to be used by the office. A proposed cadaver course for Bristol next year will also be presented tomorrow. There was a brief meeting with AW and IUGA in Cape Town and IUGA suggested that a joint meeting was not yet suitable but perhaps a joint symposium. IUGA want to continue with alternate meetings in the USA/Europe. The International Consortium for Health Outcomes Measurement (ICHOM) project was also discussed with a tentative proposal to produce a standard outcome set for prolapse. Harmonising terminology was also discussed so perhaps Bernie Haylen can take this forward. AW also mentioned that AUGS want to start a standardisation committee.

9. Administration Director summary report

DS gave a high-level report about what has happened in 2016. DS noted that some items have their own agenda points at the meeting. There have been over 30 board actions and almost 200 committee actions, which have been largely completed by the admin team. The bylaws and articles have been reviewed with no drastic changes but some loopholes and grey areas are now cleared up. AW suggested that the articles should be reviewed again in 2018. The 2020 bids have been reviewed with Las Vegas, Ottawa and Toronto going forward for consideration. CP questioned Chicago bid and why it was not shortlisted. A discussion was held about continuing to be proactive on bids and it was agreed to continue commissioning destinations if the submitted bids are not financially viable. The accounts for 2015 were processed and confirmed. DS explained that there has been a focus on membership with the new fee structure. New initiatives and a robust marketing communications plan were put in place but the numbers were not any higher than previous years. There is thought that without the new initiatives there would have been a drop in membership this year so some success in stability. There was the ongoing ICS 2016 work, including the education and scientific programme, CME, disclosures, social media, exhibition/sponsorship and the VIP support and processing. The office also facilitated the ICI chairs and reviewed publication options. Plans for remainder of 2016 are the evaluation of 2016 and the final reporting. Plans for 2017 are centred around marketing and sponsorship. Work has started for 2018 promotion as well i.e. with US journals and site visit. Into 2017 the major event will be the ICI book launch. The promotion starts this week with pre-order forms with a view to have books available latest May/June. DS explained that there is still a requirement to push for more ICI sponsorship. CD questioned could the publication be earlier. DS explained that the content will not be ready until January/February. There is also the long term aim to consolidate the partnership with ICI. The 2016 accounts will be prepared and further relationships with industry will be discussed. All action points from the many ICS 2016 meetings will keep office busy plus the eLearning strategy to create and promote educational content. There is also the proposal for the cadaver course and the education conference. An office move is likely in 2017.



10. I.T. Director summary report

DT outlined the recent projects on top of the 2016 education and scientific programme

- Mailchimp Live Export
- ICS TV New eLearning Platform
- View count gives total views (*now accurate*)
- Google and YouTube Analytics (*given over time*)
- Urodynamics Core ELearning Modules (*in the pipeline*)
- Growth of other committee core modules
- ICS 2016 Delegate App
- Scientific Committee programme review tool chain
- ICS TV & CPA mobile friendly launch

DT explained Roger's recent projects of ICS corporate branding and annual meeting branding plus video editing. Ashley's abstract review system, CPA website and mail system. DT explained that the Board should consider a public broadcasting remit i.e. produce not always the most popular content. It might be a very small audience but very important to them. CP questioned that it is important to see whether people watch the whole video. DT explained that AB looked at the different types of eLearning and how it is built into the ICS TV system. All systems in place to help better inform us in the future. The urodynamics educational modules should be re-recorded to make them look like the fistula videos and we believe this is the gold standard to make videos more watchable. DT explained that other committees are coming on board with creating content and SOP's are being put in place. We will have to measure the investment and pay back and may have to consider the feedback from individuals.

ACTION POINT 314: Office to come up with balanced scorecard for next board meeting to review ICS TV

DR questioned whether you have to be ICS member to watch ICS TV. DT noted that up until now it was open to all and now this needs to be developed for ICS members only, in dedicated content areas. AW said that we should have the division soon. DR explained that the IUGA academy is for members only but patient information is available for all.

ACTION POINT 315: DT and education committee to decide on online content categories on ICS TV. To be included in new ICS membership package.

DT continued with the plans for the future including the ICI book being produced in-house in Q1 of 2017. There is also the new membership e-commerce platform including an affiliate voucher code system to get the group discount. This will also include offering other payment options i.e. paypal. A discussion was held about the membership package and other options for consideration such as multi-year purchase.

ACTION POINT 316: Office to prepare membership packages options for the Board with a view to increase returning members and bring in new.

DT explained that the scientific committee has requested a new submission system for abstracts where you can cut and paste the abstract content rather than uploading a word document. DT suggests that ICS consider postponing this project to 2018 due to the other high priority projects. It was discussed and agreed to go back to the scientific committee to ask them what they want and



what features are required to produce a full functional specification with a view to this being brought in for 2018.

ACTION POINT 317: DT to confirm with scientific committee exact requirements for new abstract submission system and return with full functional specification for Board to consider project.

DT explained that the Florence website will be in the new mobile friendly format and showed a preview of the scientific programme schedule at a glance.

11. Finance Report of Treasurer

a) Final accounts for ICS 2015, Montreal

Chairman's and Welcome Reception came in on or under budget. Lower travel costs to Montreal and no shuttle buses assisted with lower expenses. This also includes scientific review meeting, insurances, abstract prizes, special workshop expenses, Kenes site visit, currency fluctuation of \$10k, \$27k in bank and credit card charges. Conticom income includes higher €130,000 scientific fee per new Kenes contract. Also includes ICS booth, shipping, and flights/hotel for ICS staff. SM provided the summarised annual meeting income, exp and surplus. 2015 - Montreal produced a good surplus and the Scientific fee increased from €100k to €130k to reflect the additional work the office done on educational programme and marketing. 2014 - Rio de Janeiro produced a lower surplus than some of the previous meetings. The deficit in 2012 was absorbed by Kenes and the surplus paid to Conticom was the scientific fee only.

b) ICS and Conticom annual accounts and review to 31 December 2015

SM confirmed the 2015 accounts were signed off. The surplus of Montreal gave a consolidated surplus of £160,302. Montreal was a good destination and produced a substantial surplus covering the expenditure of the Charity for the year. The Fund balances as at 31 December 2015 of £1,439,939 cover the calculated operating costs for 2016 and 2017 and therefore meet the ICS Reserves policy.

SM summarised the income for ICS and Conticom for 2015. Total income has increased compared to 2014 which is mainly due to a higher surplus from the Annual Meeting in Montreal 2015 and an increase in royalty income. Donations received in 2015 were £5,000 from Pfizer for Urodynamics books and a £44,000 AMS Grant for the AUS Conference. Annual meeting income in 2015 includes £92,131 from Scientific Programme services, reimbursed Annual Meeting costs of £45,210 and £30,000 for software consultancy as well as the meeting surplus. Investment income in 2015 is interest from Nat West bank accounts. £640,000 was invested this year and a gain of £7,792 was made in 2015. Subscription income is from ICS membership fees in 2015. Royalty income is from Wiley who provide the NUU Journal sent out to Members. A new contract was signed giving higher income than previous years.

SM summarised the expenditure for ICS and Conticom for 2015. Total expenditure has slightly increased from 2014. The Annual Meeting expenditure is lower this year as flights were particularly expensive last year, however more has been spent on Educational activities. Annual meeting expenditure includes all costs incurred by Conticom-ICS Ltd including annual meeting expenses.

Educational activities includes £55k staff costs, £31k awards, grants and fellowships and £55k Educational activity costs (£19k in 2014). Publication and membership includes £50k NUU journal costs and £122k staff costs



c) Half year finance report for 2016

ICS income - ICS membership income is below projected income as at 30/6/16 as membership numbers have not reached the forecasted target of 2,700 members. With only a few weeks left until membership closes it is unlikely we will reach the £175,000 income projected. No ICI income has been received at this time. Other donations received are from members. Donations of £22,000 have been received from Pfizer towards grants. Investment income does not currently show the increase in the investment of £640,000. This will be adjusted at the year-end but an increase of over £40,000 has been made to date this year.

Conticom Income – No income was expected from the Tokyo 2016 meeting but may be higher now we have extra delegates. A small adjustment relating to Montreal 2015 has been made this year. Interim reimbursements relate to expenses paid for the annual meeting and then reimbursed by Kenes.

ICS expenditure – Direct expenditure costs include NaU journal costs, ICI meeting costs, membership costs, governance and committee costs. ICI meeting costs of £3,500 have been incurred to 30/6/16 compared to budgeted costs of £36,000. A donation of £18,000 was made to the Global Philanthropic Committee which was not budgeted. Education courses costs are as per the monthly summary reported to the Education Committee. Within Fellowships, Awards and grants is a lifetime achievement award for 2016. Overheads are roughly to budget and include staff wages, office running costs, professional costs, Trustee meeting costs and bank charges and are split with Conticom. Exchange rate gains to 30/6/16 have reduced costs.

Conticom expenditure – Annual meeting expenses are higher than budgeted but all costs incurred are reimbursed by Kenes and the income was shown on the previous slide. Overhead expenses are roughly to budget. Exchange rate gains to 30/6/16 have reduced costs.

d) Financial projections for 2016 – 2020 and notes

SM explained the summary of projections. These were prepared before the registrations so there should be a projected surplus. With the exception of 2016 all years are expected to produce an excess which will increase funds held. 2016 projected loss is £286,427 which would give funds at the end of the year of £1,153,512. Funds in the company cover the Reserves policy of 2 years running costs plus £100,000.

ICS income – Membership income has been projected at £165,000 in future years. ICI Meeting income is expected to be £33,450 over 2 years. NaU Journal royalties are expected to rise from 2016 based on the new contract agreed. The donations received are for a Pfizer grant. Investment income is estimated based on the investment recently made.

Conticom income - Annual meeting income is shown for the year in which the Annual Meeting took place, regardless of when the money was actually received. No income is expected for 2016. Annual meeting expenses are not shown in years 2016-2019 as all income is offset by costs incurred.

ICS expenditure - Direct expenditure includes NaU journal costs, ICI meeting costs, membership costs and committee costs. In 2016 direct expenditure is higher due to £73,000 budgeted for the ICI Meeting costs. £12,000 is budgeted for ICI costs in 2017. Overhead costs include staff wages, office running costs, professional costs, Trustee meeting costs and bank charges and are split with Conticom. Costs are generally based on a 1% increase each year.



Conticom expenditure - Annual meeting costs not shown for 2017-2020 as these are offset by income. Overhead costs are split with ICS.

SM provided a summary of bank balances held as at 5th August 2016. £600,000 has been placed into low/medium risk investments and £75,000 into higher risk investments. This full investment was initiated in September 2015 with a shift of £35,000 in cash funds held to the higher risk pot following the Board meeting in February 2016. The higher risk pot has gained over 10% in the last year. Latest figures just received show the investment worth £699,489 (31/8/16). That is 9.2% growth in one year. Chris Hughes said the Brexit vote had not adversely affected most markets apart from property. The fast changeover in UK political leadership has further stabilised the markets. So no major dip is expected but we will continue to closely monitor.

e) Investment update

Total value of £699,403 as of 8 Sept which represents 9.2% gain on starting point of £640,000 in Sept 2015. This is excellent growth to date and well above our initial aim of 4-5%. Forecast for coming months is 'lacklustre' due to Brexit uncertainty and ongoing global challenges.

ACTION POINT 318: Appoint a new investment board member for the group to replace Adrian.

12. Kenes update and discussions on ICS 2016 and ICS 2017. Review of bids process for 2020/2021.

Avital Rosen, Tamara Wasserman entered the room.

TW provided some overview points of re ICS 2016 meeting. TW explained that the groups were low last year but this year there were over 400 paid delegates. Astellas have brought over 250. Japan has the highest number of delegates with almost 500 registered followed by UK and USA, Taiwan, then Poland. Over 1,000 from the East Asia area. CP asked if we can see out of the physicians who are non-MDs. TW explained that she did not have that data to hand but will arrange it.

ACTION POINT 319: Kenes to provide details of occupations of delegates.

TW explained the marketing activities that were implemented during the 2016 campaign including new items like the ambassadors campaign which brought over 103 participants. Translated mailshots were highly welcomed and Kenes recommend continue to do this even when out of region. TW reiterated that the engagement from key opinion leaders is key and how important the word of mouth is. The registration trigger email was also highly successful. Exhibition and sponsorship income was not as bad as expected. AW asked the Board to contact companies for 2017 as well.

TW presented ICS 2017 – it was discussed that the Vitruvian man could be taken as too “male”. DT stated that the choice of the Vitruvian Man had come from the LOC not just as a historical artwork but as it embodied the ideals of the renaissance period development of scientific principles and Florence’s historical position in that narrative. The other choice of a landscape or structure was dismissed for being too passive. The female perspective is included within the photos included in the main meeting design.

ACTION POINT 320: LOC and office to review 2017 design to see if a “female” design can be added.



Target for Florence is at least 2,000 registrations, which is estimated as a low starting point to be cautious. CP felt that 2,500 should be the aim. MC explained translation could be an issue and this should be considered.

TW raised the site selection process. AW explained that the Board discussed this and it was agreed that ICS would seek locations and then find local committees.

13. Educational Conference

AW explained that the working group has been looking at size and content and the extent to which we might cannibalise the annual meeting. AW explained that the conference would be further discussed with the working group and Kenes later in the week.

MONDAY 12 SEPTEMBER 2016

Trustees present: Adrian Wagg (Chair, General Secretary), David Castro Diaz, Mauro Cervigni, Myung-Soo Choo, Carlos D'Ancona, Sherif Mourad (Treasurer), Cristina Naranjo-Ortiz, Chris Payne, Dudley Robinson

ICS Office staff present: Avicia Burchill (Projects & Events Manager), Daniel Snowdon (Administration Director), Dominic Turner (I.T. Director)

14. Approval of agenda

Approved

15. Strategic plan review and actions

DS explained the primary aim of the ICS strategy which was to re-establish ICS as the pre-eminent scientific society in incontinence, pelvic floor disorder and lower urinary tract dysfunction. DS reminded the Board of the three key aims for ICS over the next five years (13'-18'): To develop scholarly activity to the highest standards. To restore the reputation of the ICS with key stakeholders and to ensure financial health for the foreseeable future. The strategic plan has four critical success factors: 1) Ensure the highest quality scholarly activity 2) Optimising Organisational Effectiveness 3) Build Stakeholder Engagement 4) Establish Financial Health. Each of these factors was discussed by the Board. AW said that ICS scholarly output has tripled over last 3 years. DS agreed and added that making sure the information is disseminated is key to the success. The Board felt that the reputation had been restored and also evidence from industry and members further confirms this feeling. AW suggests that in the next year that another strategy review should take place. A discussion was held about the engagement with industry and all confirmed the feeling that our engagement with them has improved and it is now a 2-way process and a massive improvement from previous communication. DS further explained there have been many financial improvements made to stabilise the ICS. There was a discussion about the scientific programme. DT felt that the new programme format is what the delegates want. A discussion was held about live surgery which is always very costly and there is tension between having an exciting programme and finance matters.

AW noted that the board must remember that the committee members are volunteers and the board as a whole should consider how to engage and motivate the committees to continue to do things under the ICS umbrella. AW and DS reiterated that the board and other VIPs must talk to the industry to engage them and encourage their support. This has proven effective.



AB raised that the committees would prefer to have a summary of strategy each year to help them focus. DS agreed this should be done on an annual basis.

A discussion was held about the 2017 potential surplus and that globally companies are reducing but locally companies are very active. CP felt the Board should focus back to the membership, rely less on industry and we need to retain the people who come to the meeting as long term members.

DS concluded that the Board should be proud of efforts made in effecting the ICS strategy and we are a case study for success.

16. ICI – update and business plans for the future

A discussion was held and it was agreed that it is best to start modest and then increase to non-members later. DR suggested that the ICS should be present at IUGA next June in Vancouver and it was discussed that the ICS lecture at IUGA should be about the ICI book. DR the book is well respected.

ACTION POINT 321: Office, Education Committee and SM to jointly contact IUGA and ask about presenting ICI summary content in Vancouver.

A discussion was held about marketing the book and DT stated that we could say that the cost of the book is worth joining ICS and then buying the book. AW suggested a summary in different languages could prove useful.

17. Scientific Committee: size and composition, 2017 review meeting

AW explained that there are some concerns that have been raised about the size of the committee and costs of the review meeting. DT explained that the locations causes the cost issue and that if we can structurally fix the issue the costs would reduce. A discussion was held about the composition of the committee.

The motion was that there should be no past chair position on the committee, that there should be only 1 clinical representative, only 2 local reps who should not be the annual meeting chair and that the future scientific chair has a 2-year term. This will be discussed with the new chair of the Scientific Committee. The Local Scientific Programme Chair would have a term of 1 year before the meeting year and 1 year as Local Scientific Programme Chair. This reduces the term from 4 years to 2 years.

Proposed SM

Seconded DR

All in favour (with the exception of MSC who was not present)

Motion carried

ACTION POINT 322: Present Board recommendations on Scientific Committee composition to Laurence Stewart for discussion and agreement.

A discussion was held about the 2017 review meeting. It was agreed to ask Laurence Stewart to review holding this was the smaller committee and consider an adjusted travel policy (e.g. economy flights), reduced numbers and different locations not necessarily Florence/Italy.



ACTION POINT 323: Laurence Stewart to review scientific review meeting and come back to Board with proposal.

18. Continence in the Developing World committee: terms of reference, final approval

AW explained that the terms of reference was a trustee generated document. SM suggested that it be approved and allow the committee to work on it further. However, there was a concern about the wording “improving reconstructive surgical training” in view of the ICS multi-disciplinary status

Motion to approve document and allow committee to develop terms of reference further.

Proposed SM

Seconded CP

All in favour (with the exception of MSC who was not present)

Motion carried

ACTION POINT 324: Call for expressions of interest to the Continence in the Developing World committee and specifically invite those who applied for chair to apply.

19. ICS e-learning strategy

AW explained that an education strategy, which will encompass e-learning had been written following discussion with SM and the office. The outcome was *“ICS education will be of the highest standard and consistent with current educational pedagogy. “Education” covers a wide variety of ICS activities, including workshops, symposia and seminars at or independent of the Annual Scientific Meeting, online resources including recordings of live lectures and teach-ins and bespoke learning modules with a specific learning objective. The audience for ICS education includes its multiprofessional membership and non-members who might comprise a paying audience”*.

CP suggested that the education should be given a very specific task, for example to create a first prototype for a first topic i.e. a core curriculum or work with a specific committee. It was agreed that the strategy be accepted and that CP present to the education committee this afternoon. All agreed (with the exception of MSChoo who was not present)

20. ICS membership: review and plans for 2017/2018; increasing number of affiliated societies; budget

DT presented the 2016 membership which finished at 2447 members which was very close to 2015 numbers. The lack of growth might have been due to the distant location of the annual meeting. DT felt that the membership has stabilised around this level and its still hand in hand to stabilise and grow numbers. DT further explained it would be nice to return to previous levels and they are linked to peak affiliate membership. CP we should be looking to aim by 2025 to have 4000 members by looking for more non-surgical members. DT showed new members, renewals and retention which runs about 80-90%. DT showed the membership numbers over the years and noted that location of the annual meeting and past ICS conflicts accounts for the major drops in membership levels. DT states that the question should be what can we offer members so that they want to renew regardless of whether they want to attend the annual meeting. AW stated that the office will come up with packages for membership and the gynae working party to talk about the non-doctor “penetration”. CNO explained that in Spain there are not local societies for physiotherapists and very few specialised people working in the field. Further, they do not want to attend the meeting unless



they have the funding and therefore no need to become a member. It was agreed to ask the nursing and physiotherapy committee to come up with ideas as to how to recruit and improve their membership. AW asked MSC how to increase membership and how to retain the members who have come to Japan. MSC explained that the committees should contact the local societies. DS explained that the membership package with the registration was successful. Affiliates were discussed and again it was discussed how to increase the number of affiliations. It was discussed to provide something for the Turkish Continence Society at ICS 2017. DR talked to UKCS and they felt it would cost them money and what were the additional benefits. It was agreed to get the packages correct before we proceed with advertising. After a brainstorming session the following actions were agreed.

ACTION POINT 325: CNO to contact the nursing and physiotherapy committee to come up with ideas as to how to recruit and improve the membership package.

ACTION POINT 326: Kenes to be asked to add paypal as option to pay for registration

ACTION POINT 327: The gynae taskforce to approach SIFUD again for affiliation.

ACTION POINT 328: CP to reach out to the SUFU fellows committee and perhaps offer reduced rates.

ACTION POINT 329: Board to suggest new societies for affiliation and be pro-active in recruiting. Office to devise a plan to increase affiliate membership.

21. Trial free membership for trainees

SM raised the issue of offering one year free to early career professionals when joining the ICS with the hope that they then stay with the ICS. CNO suggested a second year should be offered at a reduced rate. AW questioned whether this would be part of the membership packages that the office look into and perhaps defer this until the membership product and benefits is correct. DR suggested to include the reduced rate to those living in developing countries. After a discussion the following motion was proposed.

To offer to early career professionals, self-assessed, free membership for one year. This would be a set limited number due to NaU subscriptions. Offer available only to brand new members.

Proposed SM

Seconded CD

6 for

1 against

2 abstain

Motion carried

DT explained that there are technical requirements that need to be put in place before this can proceed.

ACTION POINT 330: Membership system to permit 1 free year of trainee membership. To be promoted to ICS membership and kept under review.



22. Preparation for ICS 2016 meetings: AGM, Board and Committees, Town Hall, Industry

DS went through the preparations for the coming days.

23. ICS 2021 – an outside Europe/North America meeting? Link with IUGA?

AW explained that under the current rules the 2021 meeting would be anywhere in the world and AW wanted the board to consider continuing with this or changing the policy. DS stated that Kenes felt that Europe should be included in the 2021 bids. A discussion was held and it was agreed to remain with the current plan, but that the bids must be financially viable. If there are no suitable bids then it will be possible to consider European countries.

24. ICS cadaver course

AB presented the concept of the cadaver course. A discussion was held and some concerns were raised. It was discussed to try and get some of the expenses covered by companies and to order a fifth cadaver to be filmed for eLearning content. DR questioned whether there would be enough interest if based in Bristol. AB explained that the previous cadaver courses run in Porto through the ICS were always over subscribed. DC had concerns re the course fee. AB explained that this had been compared to other similar 1-2 day courses. AW felt that the Board need to get the education committee to appoint a director to create the programme although Hashim Hashim had already been approached as a possible director. It was also discussed to ensure there were multi-disciplinary speakers on the programme. It was also agreed that the education committee should help with the direction of filming to ensure the content will be suitable for online content. It was agreed to proceed in principle and CP will present to the education committee.

ACTION POINT 331: Office to proceed with trial of the new ICS cadaver course

25. ICS voting system

AW explained that a member had questioned the ICS voting system which is currently a two stage voting system and first past the post. We are required to have ordinary resolution at the AGM: over 50% in favour to appoint. Potentially the winner in the first voting system could be voted down in the second vote. The proposal is to remove the second online vote. A discussion was held but it was felt that no change was required and it was more democratic to allow both online and AGM voting for the mandatory second round.

Motion to leave the second online vote in place.

Proposed AW

Seconded SM

All in favour

Motion carried

CP stated that single transferrable vote really is the fairest system for voting. A discussion was held over the merits of the single transferrable vote system.

Motion to revert to a single transferrable vote system

Proposed CP

Seconded AW



2 for

4 against

2 abstain

Motion denied

CP proposed to limit the number of candidates to no more than 3 per position. A discussion was held but there were concerns about how the nominations committee would exclude candidates and that it would be too subjective.

26. Trustees holding other elected positions in the ICS

AW explained that there have been concerns about Trustees holding additional positions within ICS. CP felt that it was inappropriate that trustees should also hold other ICS elected positions. AW and CP questioned what would happen if someone is applying for other elected posts at the same time and whether this should be allowed. It was agreed that the member would have to state on the application which position they would favour if both were voted in and that a Trustee could not hold another elected position, as of the 2017 AGM.

ACTION POINT 332: Application forms to be updated for a candidate to state a preference if they were applying for both a trustee and another ICS elected post. To take effect for 2017 positions.

27. Kenes contract: expires after ICS 2017. Extend or call for bids?

DS explained that the Kenes contract was signed for 3 years and extended in 2013 for one year to 2014. After that a full tender process was undertaken; an appointed working group reviewed the bids with final presentations being received by Aim Group and Kenes International. Kenes were reappointed but the whole process, including contract re-signing took a long time to complete. DS explained that in the end the contract was only signed June 2015 and so questioned the need to call for a full tender process in 2017. DS recommended to extend Kenes' contract by one year and then consider the tender process from 2018.

Motion to propose extension of Kenes contract to include ICS 2018

Proposed AW

Seconded CP

8 for

1 abstain

Motion carried

ACTION POINT 333: Propose extension of Kenes contract to include ICS 2018.

28. Any other business

Video abstract sessions

DC felt that there are limited video presentations at ICS 2016 and suggests to increase the video abstracts. MC agreed that the ICS is seen more of a basic science society not a surgical society. AW suggests that the comments are taken back to scientific committee to ask them to include more or investigate having more video abstracts sessions.

ACTION POINT 334: Scientific Committee to investigate the possibility of having more video abstract sessions at the annual meeting.



Conflict when holding IUGA and ICS positions

AW explained that IUGA had expressed concerns when members hold positions in both societies and the potential conflict of interest. He explained that the IUGA office is working on a policy that the ICS should replicate. It was discussed that this should be considered for other societies not just IUGA. It was agreed that this information should be disclosed on applications forms and that the nominations committee should consider this when reviewing the applications.

ACTION POINT 335: Amend nomination form for applicants to confirm whether positions held in other societies.

Date of next Board meeting:
10-11 February 2017, London

ACTION POINT 312: A small working group with MC, and DR and Alex Digesu to find out what is important to the urogynaecologists and return to the Board with suggestions to increase membership and attendance at the ICS meeting.

ACTION POINT 313: Office and Ethics committee to prepare a SOP for white papers.

ACTION POINT 314: Office to come up with balanced scorecard for next board meeting to review ICS TV

ACTION POINT 315: DT and education committee to decide on online content categories on ICS TV. To be included in new ICS membership package.

ACTION POINT 316: Office to prepare membership packages options for the Board with a view to increase returning members and bring in new.

ACTION POINT 317: DT to confirm with scientific committee exact requirements for new abstract submission system and return with full functional specification for Board to consider project.

ACTION POINT 318: Appoint a new investment board member for the group to replace Adrian.

ACTION POINT 319: Kenes to provide details of occupations of delegates.

ACTION POINT 320: LOC and office to review 2017 design to see if a “female” design can be added.

ACTION POINT 321: Office, Education Committee and SM to jointly contact IUGA and ask about presenting ICI summary content in Vancouver.

ACTION POINT 322: Present Board recommendations on Scientific Committee composition to Laurence Stewart for discussion and agreement.

ACTION POINT 323: Laurence Stewart to review scientific review meeting and come back to Board with proposal.

ACTION POINT 324: Call for expressions of interest to the Continence in the Developing World committee and specifically invite those who applied for chair to apply.



ACTION POINT 325: CNO to contact the nursing and physiotherapy committee to come up with ideas as to how to recruit and improve the membership package.

ACTION POINT 326: Kenes to be asked to add paypal as option to pay for registration

ACTION POINT 327: The gynae taskforce to approach SIFUD again for affiliation.

ACTION POINT 328: CP to reach out to the SUFU fellows committee and perhaps offer reduced rates.

ACTION POINT 329: Board to suggest new societies for affiliation and be pro-active in recruiting. Office to devise a plan to increase affiliate membership.

ACTION POINT 330: Membership system to permit 1 free year of trainee membership. To be promoted to ICS membership and kept under review.

ACTION POINT 331: Office to proceed with trial of the new ICS cadaver course

ACTION POINT 332: Application forms to be updated for a candidate to state a preference if they were applying for both a trustee and another ICS elected post. To take effect for 2017 positions.

ACTION POINT 333: Propose extension of Kenes contract to include ICS 2018.

ACTION POINT 334: Scientific Committee to investigate the possibility of having more video abstract sessions at the annual meeting.

ACTION POINT 335: Amend nomination form for applicants to confirm whether positions held in other societies.