



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

Friday 10 February, 2017 08:15 – 18:00

Saturday 11 February, 2017 08:00 – 12:00

Meeting space: Sheraton Skyline hotel, Tokyo room

Trustees present: Sherif Mourad (Chair/General Secretary), Jerzy Gajewski (Treasurer), David Castro Diaz, Mauro Cervigni, Carlos D'Ancona, Alex Digesu (until 11:30), Cristina Naranjo-Ortiz, Chris Payne

Apologies: Myung-Soo Choo

ICS office staff: Daniel Snowdon (Administrative Director/Company Secretary), Dominic Turner (I.T. Director), Avicia Burchill (Projects and Events Manager)

In attendance: George Levvy (Strategic Consultant), Dudley Robinson (Gynaecological Consultant)

	FRIDAY 10 FEBRUARY 2017
1	Take Board photo
2	Apologies for absence Myung-Soo Choo
3	Approval of Agenda <i>CP proposed</i> <i>AD seconded</i> <i>All in favour</i> Motion approved
4	Matters arising from Board Minutes, 11-12 September 2016 Action points outstanding/to be raised and not on agenda: 314: completed 315: categories confirmed. Education committee to review ICS TV content 324: It was noted that SM should be included in developing world committee and that the call for official committee members was now underway 326: PayPal was investigated by Kenes but it was noted to be too costly for annual meeting registration but DT confirmed that the office will investigate for ICS membership. 327: It was noted that SIFUD are still to be approached 328: CP to take forward
5	Approval of Board Minutes, 11-12 September 2016 <i>CP proposed</i> <i>AD seconded</i> <i>All in favour</i> Motion approved
6	Approval of Board Minutes, 14 September 2016

	<p><i>CO proposed</i> <i>AD seconded</i> <i>All in favour</i> Motion approved</p>
7	<p>Approval of Board Minutes, 16 September 2016</p> <p><i>AD proposed</i> <i>CD seconded</i> <i>All in favour</i> Motion approved</p>
8	<p>Approval of Board Minutes, 15 November 2016</p> <p><i>CP proposed</i> <i>CO seconded</i> <i>All in favour</i> Motion approved</p>
9	<p>Summary of progress to date on Board actions</p> <p>317 – in progress 318 – It was confirmed that JG is on investment group. 321 – it was explained that after a review the 2017 design the original concept was kept. 321 – The mutual lectures with IUGA was discussed and the present agreement was to offer Chris Maher up to £1000 for his travel to IUGA. 322 – The scientific committee review meeting was discuss and Enrico will to look for his own hotels and use of university which will not cost significant amounts. 325 – CNO explained that there is a marketing campaign going on with the nurses. SM suggested recruiting the midwives. AD suggested offering the free membership to midwives. CP questioned whether can we reach the midwives in Italy. MC explained that in Italy there are very few people doing physio pelvic floor. There is an enormous need but the issue is the language.</p> <p>ACTION POINT 343: CNO and AB to discuss outreach programme to midwives for ICS 2017 and also generally recruiting midwives to ICS membership and meetings.</p> <p>331 – DS confirmed that the cadaver course was all set and ready to go. SM expressed that he was very happy about this initiative. AD concerned about cadaver sponsored courses and AB explained that any sponsorship will be received through Conticom as per the correct practice.</p> <p>ACTION POINT 344: AD to send Chris Chapple article on sponsored courses to office review</p> <p>332 – DS updated and is in place 333 – DS explained that the Kenes contract was signed. SM expressed concerns with what Kenes are offering and that there has been some problems coming from the site selection. SM also explained that he is not happy with the educational symposium progress. It was agreed that there needs to be a meeting to discuss concerns with Kenes.</p> <p>ACTION POINT 345: Discuss concerns with Kenes with regards to site selection, educational symposium and general performance and communication.</p> <p>335 – DS confirmed that the nominations forms are updated. 343 – DS confirmed that all committees are informed and there has been no issues.</p>

10	Decisions made on Board discussion forum <i>AD proposed</i> <i>CP seconded</i> <i>All in favour</i> Motion approved
11	ICS Institute and ICS Educational provision <p>SM presented the concept of the ICS Institute and explained that it is still all open for discussion and that nothing is yet confirmed. SM explained that he wanted to open the ICS to more people but also to bring the famous and active members to make them feel that they have an important part to play. All subgroups are under the umbrella of ICS institute and are working as a unit that will mainly serve the elearning and creating ICS schools. AD asked how this fits with the education committee. SM explained that the education committee will have ICS TV and that it is all linked to the institute. A discussion was held about the suggested Schools within the institute and all agreed that there is no point having duplicate schools where there is an existing committee. DC said that it could be a way to attract sponsorship. SM said we can get grants from industry as money will be available for educational grants. It was agreed to change the term from chair to director. DT showed the institute branding.</p> <p>SM proposed that the ICS institute be set up with different schools and call for nominations of directors. Ones without committees need terms of reference. Propose to have a Board of the Institute to be made up of the Education chair or designated representative, a board representative, the General Secretary and the Allied Health representative from the board. SM also proposed that MC and CD as confirmed directors.</p> <p>Motion to approve general concept and plan of ICS institute <i>SM proposed</i> <i>AD seconded</i> <i>All in favour noting that JG not present.</i> Motion approved</p> <p>ACTION POINT 346: SM to discuss with DT and DT a plan for setting up the Institute and its Chairs and Board.</p>
12	Education Committee strategy <p>DS summarised the education report. There were no comments.</p>
13	Report on Standardisation Steering Committee <p>A discussion was held about the detrusor underactivity paper. AD advised that the board need to be sure that we take the right political decision. AD explained that when Marcus Drake was chair he gave the task to Chris Chapple to create and develop a terminology report on detrusor underactivity which was taken forward and written. However the new chair of the standardisation committee is not happy with the document. The chair does not want to proceed with the document and feels it needs to be revised before being published. Chris Chapple responded stating he was not happy with the criticisms and would proceed with publishing. AD feels that the board should take a position. AD added his personal opinion is that the board should vote and publish the document with a change of title. All agreed that ICS should be in the title. CP thought that they had reached a compromise in that it could be published as a sounding</p>

	<p>board document. This was discussed as according to emails the paper had already been submitted in this format and then revised. After a discussion it was agreed that the footnote referencing urodynamics needs to be included.</p> <p>ACTION POINT 347: SM to communicate to Chris Chapple to propose to change title to “A proposed terminology report of a working group of the ICS” instead of standardisation steering committee. It was also noted that this needed to be communicated with Bernie first and all to be informed by 15th February.</p>
14	<p>Review of ICS 2019, Gothenburg IN CAMERA</p>
15	<p>Collaboration with IUGA SM explained that a meeting was held with IUGA in early January and that both societies are happy that we continue to have the joint standardisation reports. There was discussion about having presentations at each meeting and that suggested names will be discussed after the IUGA Board meeting in February. SM explained that they talked about the regional symposiums but both societies agreed not to have joint meetings. MC felt that there should be no joint regional courses. SM and DS will keep in contact with IUGA.</p>
16	<p>Term for General Secretary: extend to three years? AD proposed to increase the General Secretary term as the current format is not long enough to create and develop into the role. AD explained that the GS-elect is not a full position and the individual is just learning.</p> <p>Motion: Proposed to increase term to 3 years as General Secretary, and retain 1 year as GS-Elect. Change the bylaws by vote of membership. That a second vote be put to the membership to request the extension of Sherif’s term.</p> <p>AD proposed CD seconded 7 in favour 1 against Motion approved</p> <p>ACTION POINT 349: Change bylaws to extend General Secretary from 2 to 3 years. Second vote be put to membership to extend Sherif’s term.</p> <p><i>AD left the meeting</i></p>
17	<p>Report from Gynaecology group <i>Dudley Robinson joined the meeting</i></p> <p>SM welcomed DR back to the group. Up until now the ICS has been seen as the worldwide society on the functionality/problems of LUT and partially about the pelvic floor. The image has been that the ICS is a basic science and urology focused event and society. MC explained that his university hospital does 3000 Oncology cases per year and the new fellows are approaching it with laparoscopy as the technology to use and the advancement of the procedure and the worldwide concern about the mesh in the vagina approach. MC felt that we need to apply some of this trend/information to the meetings and to the society. MC suggested that there should be a hands on workshop with Olympus in Florence. It was agreed this would be an excellent idea</p>

	<p>and even have the possibility of have a certificate of training. It was discussed how to run this workshop as the annual meeting guidelines state that you cannot have sponsored workshops. It was agreed that a workshop in the exhibition area or close by would be good as this would be separate to the education programme and could be repeated several times.</p> <p>ACTION POINT 350: MC to discuss with education committee to have 2/3 hour workshop with laparoscopy.</p> <p>ACTION POINT 351: AB to MC send educational symposium and workshop models for potential companies.</p> <p>DR mentioned that EUGA are meeting later this year in Barcelona and DR agreed to contact Montse Espuna to see if ICS could have lecture. DR to liaise with the Education Committee on this issue.</p> <p>MC explained that the surgical arguments are attractive for them and ICS doesn't really cover this. MC also explained that the robotic surgery society runs some courses and ICS should have a role here.</p> <p>ACTION POINT 352: MC and Board to discuss a potential course or partnership with the Robotic Surgery Society - http://www.srobotics.org/</p>
18	<p>General Secretary report</p> <p>SM explained that we are planning for an excellent 2017 meeting and we are creating and promoting the ICS institute. We are preparing ICI book production and printing. Also working to enhance the ICS membership and this afternoon will be spent resuming our strategic planning. We are also preparing for the first cadaver course and developing our relationships with other societies. A discussion with INUS was held and it was expressed that the relationship should be developed and strengthened.</p>
19	<p>Administration Director summary report</p> <p>DS presented his slides. He explained that since the Tokyo Board meeting the 31 board and 164 committee actions have been actioned, or started. The new education and standardisation chairs have increased workload but it's been very positive and focused work. We had a very successful meeting in Tokyo and this was evaluated fully by the team, Kenes and delegates. DS explained that the final budget report for Tokyo indicates a \$120K surplus. Preparation for Florence well under way and high hopes for delegate attendance. Workshop submission was high so this is a good indication. Currently 21 booths have been sold with numbers set to rise. The Scientific programme development is well underway. Using a conservative budget the expected surplus is €500K. DS explained that we are already promoting 2018 and a site visit will be held next week. ICS 2020 was won by Vegas and the 2021 bids are due in April with Oman, Dubai, Seoul and Australia very keen. The 2 Australian teams decided on Melbourne as the destination. It has been noted that FIGO is in Sydney 2 weeks before but discounts from government and convention centre are excellent so it is worth looking at the bid. DS explained that the office move has been looked into and most rents are 3 times more than currently paying. The current ICS landlord is able to offer more space and this is the most cost effective option. The office also appointed new administrator, Leah Collis. The Sacro Neuromodulation consensus meeting was held successfully in Chicago and the publication will follow along with a timeslot in Florence to present findings. The ICI book promotion is on the way and more to come. DS explained that the free membership offer has generated 250 new members. CP stated that it was important to track those people and report back. DS agreed this would happen. The office has also been</p>

	working on strategy for membership growth which is for discussion tomorrow.
20	<p>I.T. Director summary report</p> <p>DT reminded everyone who is in the IT team. Projects for 2017 are the new website branding and mobile friendly interface. A system is now in place to analyse the website hits. The 2017 website has been developed and new scientific programme publishing system has been established. The new ICS institute has been developed and the ICS shop which supports affiliates promotion code is now in place. The progress on the ICI 6 book is going well with 75% chapters received and the algorithms are all complete. ICS TV analytics show KPI growth and we are seeing more impact on the work we doing. DT reminded the Board that this time last year it was agreed in principle to have an additional staff member but with the financial forecast it was put on hold and hopefully this will be signed off tomorrow. CNO noted that there are still problems with Mac and Safari. DT explained that the solution is the new websites we are building and this will be replaced across the core sites. Committees and the core membership pages are next. SM noted that deadlines need to be set and kept to and referenced the delayed affiliate code system.</p> <p>ACTION POINT 353: It was noted that the photo of lady being used for in the fistula advertising need to be made more anonymous.</p>
21	<p>Finance Report of Treasurer</p> <p>a) Update as of year-end 2016</p> <p>Summary of 2016 Results</p> <p>Results show a much better position than projected. The combined shortfall for ICS and Conticom in 2016 is £68,579 which improves on the projected shortfall by £234k. The ICS results for the year are £111k better than projected. The Conticom results for the year are £123k better than projected. Membership fee income is down by approx.</p> <p>ICS 2016 Actual Income v Projections</p> <p>£9k as membership figures were expected to increase modestly but have remained static. ICI Book income includes a £15,000 grant from Astellas which was budgeted. ICI Book sales in ICS are approx. £10k to members. NUU journal royalties received are as budgeted. Include a one-off signing on fee of \$12,500. Donations received - other are donations received from members. Donations received – Restricted funds are from Pfizer towards awards made. Other income relates to training and a workshop. The Investment made in September 2015 has been valued at £718k as at 31 December 2016, which is an increase of £70k (10.9% for the year). NUU Journal costs are from Wiley based on the contract with them.</p> <p>ICS 2016 Actual Expenditure v Projections</p> <p>ICI meeting costs of £57k have been incurred to date and further costs for remaining stipends are due in. £17,668 was spent on the Global Philanthropic Committee in 2016, which was not budgeted. Membership costs include annual membership of EU ACME. Educational course costs are lower than projected as some course costs came in under budget. Committee costs were less than budgeted due to SSC folders not printed in Tokyo. Fellowship, Award and Grants are slightly less than budgeted. £22k spent this year came from the restricted funds balance held. Staff costs are in line with budget and split 50/50 with Conticom. Office running costs include costs for telephone, stationery and postage. Trustee and General secretary costs are over budget due to an increased number of visits both by General secretaries in 2016 and Treasurer visit to office in 2016. Legal & professional fees include the annual accounts fees and half of the book keeping</p>

costs. A general provision for legal fees was not used in 2016. Due to the substantial fluctuations in exchange rates in 2016 of the dollar(\$) and the euro(€) to the pound (£), ICS has made gains of £39k. This is where we hold bank accounts in \$s and €s and also where we invoice in these currencies and when actually paid receive more money than invoiced due to an exchange rate change. Depreciation is the depreciation of the domain name for ICS.

Conticom 2016 Actual Income v Projections

Scientific Services contract rate of 130k euros. Shown at the exchange rate when received, which was very favourable compared to the exchange rate when the projected were produced. ICI book income is the sale of books to Astellas. AM profit share for Tokyo is estimated as \$119k (£96k) from Kenes. AM profit share for Montreal has been reduced by £5k due to exchange rate fluctuations. AM interim reimbursements are reimbursed costs from Kenes where ICS has paid AM expenses. These balance out with costs incurred.

Conticom 2016 Actual Expenditure v Projections

AM meeting expenses net off reimbursements on the previous income slide. Most costs mainly in line with budget. Staff costs are slightly higher due to an unbudgeted recruitment fee for a change in staff. Office running costs are higher than budgeted due to an extra £2k spent on IT costs. Legal & professional fees include the annual accounts fees and half of the book keeping costs which have both come in under budget. As with ICS, gains on exchange rates have been made this year. Depreciation costs are for computer equipment purchased and office furniture.

Annual Meeting Income

Graph showing the income from the Annual General Meeting from 2010 to 2016. This includes the surplus from the meeting and the scientific services fee. 2010 was a joint meeting with IUGA. In 2012 the deficit was absorbed by Kenes so the income is the scientific services fee only. Coloured charts show meetings when the ICS was outside Europe/North America

SM noted that he was pleasantly surprised by the Tokyo surplus.

b) ICS and Conticom budget for 2017

2017 Projections

A combined excess is projected for 2017 of £90,453. The ICS projections for the year result in a £127,162 shortfall. Income includes ICI Book income of £35k and SNS meeting income of £65k. ICS expenditure includes £16k for ICI meeting costs, £56k for SNS meeting and £20k for Global Philanthropic committee. The Conticom projections for the year result in a £217,615 excess. The Florence annual meeting is expected to have a £350k surplus.

ICS 2017 Income Projections

Membership fee income based on a modest increase in 2016 income. 2,700 ICS members have been assumed for the 2017 membership year. This is an increase of 250 members on the 2016 membership year. ICI Book income of £35,000 is predicted. NUU Journal Royalties based on the Wiley contract. Pfizer grant of \$25,000 (£20k) confirmed to be received for scholarships. Investment income based on the investment made in 2015. Prudent estimate made as high gains unlikely to continue.

Conticom 2017 Income Projections

Scientific Services 130k euros. AM profit share is estimated at £350k. AM interim

reimbursements are reimbursed costs from Kenes where ICS has paid AM expenses.

ICS 2017 Expenditure Projections

NUU journal subscription costs based on the contract. ICI Meeting costs expected of £16k, income projected is £35,000. Global Philanthropic committee (GPC) costs of £20k estimated. SNS meeting costs of £56k estimated in 2017. Staff costs based on staffing for 2016 with a 1% inflation increase, including estimated TOIL payments. 50% of staffing costs shown in ICS. 50% of costs for rent, electricity and cleaning costs shown in ICS. Within Legal & Professional is £15k for book keeping and accountancy. Bank charges and interest include bank charges for international payments and also credit card commission.

Conticom 2017 Expenditure Projections

Annual meeting expenses reimbursed by Kenes. Staff costs based on staffing for 2016 with a 1% inflation increase, including estimated TOIL payments. 50% of staffing costs shown in Conticom. 50% of costs for rent, electricity and cleaning costs shown in Conticom. Office running costs comprises 3.5k IT software and hardware purchases, 2.5k telephone costs, 5k website and internet costs and a provision for general office costs such as stationery. Legal & Professional - £12k for book keeping and accountancy, the remaining is legal & professional. Costs for depreciation for office and computer equipment.

c) Five year projections: 2017 – 2021

Projections 2017 to 2021

Slide shows the summary results projected for 2017 to 2021. All years are expected to produce an excess which will increase funds held. Funds in the company cover the current Reserves policy of 2 years running costs plus £100k for all years. Annual running costs are estimated at £517,752p.a. meaning reserves of £1,135,504 are required. This is commendable given we have visited 3 high risk non-European destinations in just five years. Also considering the economic climate. Testament to work of Staff, Board and Kenes on cost-saving measures, income generation and marketing.

5 year Projections 2017 - 2021: Income

Membership fee income kept static each year – prudent estimate. ICI Meeting income shown in 2017. NUU Royalties estimate based on Wiley contract. Prudent expectation for investment income. Scientific services fee of €130,000 expected each year. Annual meeting income of £350k estimated for all years.

5 year Projections 2017 – 2021: Expenditure

Direct expenditure in 2017 includes ICI Meeting costs of £16k, SNS costs of £56k and GPC costs of £20k. Other Direct expenditure costs include membership costs, governance and committee costs and NUU Journal costs. Annual meeting expenses in 2017 are offset by reimbursed income for Conticom. Overhead costs include staff costs, office running costs, legal & professional, accountancy, bank charges and depreciation. Overhead costs have been increased slightly each year for inflation.

A graph was shown how funds held have been affected by the annual meeting results. Overall funds are expected to increase over time. A further graph was shown with the 2014-2018 projections on the previous slide show a much improved position as costs have been cut and Annual Meeting surpluses revised. This is not an exact comparison but serves as an indication of

how much figures have changed.

The figures were discussed and the future annual meeting income. SM reassured the board that we are now much more control within the board and we are much more confident about our financial status.

d) Committee budget requests

Each committee budget request was discussed and agreed unanimously as follows:

Developing world – it was suggested that they apply for the GPC. It was noted that we already have a fellowship system and the reduced membership fee declined as this cost would not be part of their budget and they need to make more of a proposal.

Education – funding approved but to remove the name from the proposed videos.

ACTION POINT 354: Update the SOP's for online content creation to state that only budget travel to office is applicable.

Ethics – funding approved

Nursing - funding approved

Physio – funding approved

PCC – funding declined

Standardisation – funding approved

e) Awards and Fellowships budget. Function of awards

The budget proposal was accepted. CP explained that the scoring system caused some issues last year as the scorers had different priorities. i.e. it could be that the scientific content of their paper or developing membership is another priority and also a third concept is developing world priority. CP requested feedback from the Board as to what is the most important priority. A discussion was held and it was agreed that all were a priority and to leave it to CP and CO to take forward.

e) Review of travel policy

A discussion around the travel policy was held and whether there should be a maximum for economy of £1200. It was also discussed whether to allow up to £1500 in any class if the flight is longer than 5 hours.

Motion: To place a maximum on economy flights

None in favour

Motion denied

Motion: Proposal for more than 5 hours airtime you can book flight for max £1500.

JG proposed

CP seconded

All in favour

Motion carried

ACTION POINT 355: Update ICS travel policy with new tier for over 5 hours' airtime.

	<p><u>Investment update</u></p> <p>Starting investment at September 2015: £640,000. Investment total at 31 December 2016: £718,396 Increase in 2016: 10.9%. Total increase: 12.2%</p> <p>The actual cash held in the company at the end of each year. All previous slides show figures based on when activities take place not when cash is paid out or received. As the money for an Annual Meeting will generally not be received until a few months after the year in which it took place this money is deducted from the year in which the Meeting took place and then added back in for the year in which the money was actually received, to give an accurate indication of cash held. Of the cash held £640,000 has been invested. The December 2016 investment report showed an increase of 10.9% in total funds invested. Potentially another £200,000 could be invested. It was agreed to look into putting more into investment and to discuss with advisors as to where to take the cash from i.e. which account.</p> <p>ACTION POINT 356: Investment group to discuss with DS, accountant and investment manager whether to invest more in the current fund</p>
	<p style="text-align: center;">LUNCH</p>
<p>22</p>	<p>Strategic Plan update (George Levvy to facilitate)</p> <p>DS provided update from the board strategy from 2013 to date. GL said that the ICS was a real success story. SM asked whether there was chance for progression. JG yes there is still lack of enthusiasm amongst members but they don't work hard and then complain that there are the same people. CP thinks that the tide has turned, but not yet on the crest of the wave. We avoided the worst of the issues but there is still competition and other responsibilities. Still want people to say that ICS is my go to society. GL asked the Board to the primary aim. Are we the pre-eminent society? DC/CP yes in incontinence. SM in incontinence yes, but pelvic floor and LUTS no. CP suggests we change the aim to include "best clinical". GL asked if we were the pre-eminent society now? Yes we all agree but still work to be done. GL - the fact we are debating means you have achieved but you achieved the stretch target so if you are not there but maybe needs to be a new primary aim. What should you aim to achieve by 2022 – 5 years – what should your ambition be?</p> <p>Global home for clinical education and science for LUTS, pelvic floor disorders and incontinence.</p> <p>ACTION POINT 357: DS to turn today's work into a summary paper and then allow Board time to reflect. Then for all to work out specific actions and operational plans.</p> <p><i>Note summary of strategic meeting at Appendix A</i></p>



Trustees present: Sherif Mourad (Chair/General Secretary), Jerzy Gajewski (Treasurer), David Castro Diaz, Mauro Cervigni, Carlos D’Ancona, Cristina Naranjo-Ortiz, Chris Payne

Apologies: Myung-Soo Choo, Alex Digesu

ICS office staff: Daniel Snowdon (Administrative Director/Company Secretary), Dominic Turner (I.T. Director)

SATURDAY 11 FEBRUARY 2017	
23	<p>Approval of agenda</p> <p>Motion to approve agenda</p> <p><i>CD proposed</i></p> <p><i>MC seconded</i></p> <p><i>All in favour</i></p> <p>Motion approved</p>
24	<p>ICI – update and business plans</p> <p>DS and DT outlined the timeline of production and marketing of the ICI book. DT added that a code would be provided with each hard copy sold to permit the buyer to view an e-copy.</p> <p>ACTION POINT 358: Board to talk to Paul Abrams regarding actions agreed during ICS 2016</p> <p>ACTION POINT 359: produce ICI algorithms as a slide set solely for ICS members for a limited time.</p> <p>IN CAMERA DISCUSSION</p>
25	<p>ICS member letter</p> <p>IN CAMERA DISCUSSION</p>
26	<p>ICS membership: review and plans for 2017/2018</p> <p>DS presented a membership review and plans for 2017/2018.</p> <p>Discussed restricting standardisation guidelines. Agreed to keep these open to all to ensure wide usage internationally.</p> <p>A discussion was held on restricting annual meeting content for 12 months to delegates and ICS members. ICS content should be a mix of free and restricted to members. Abstract and video viewing should have some restrictions. Research should be undertaken to determine what other societies permit non-members to view. Evaluate statistics and viewer figures once restrictions have been applied.</p> <p>ACTION POINT 361: Office to create a plan of restricted content and include timescales of this plan. Review what video/scientific content other societies permit non-members to view.</p>

	<p>The Board reviewed the deal with SUFU to offer discounted ICS rates when no journal was required. This special rate will not fit neatly in the new ICS membership shop and is due to be reviewed. The Board agreed to contact SUFU executives with a view to removing the SUFU rate. A discounted rate could potentially be provided by way of a code for a no journal fee. The Board agreed that this should be a mutual deal with ICS members receiving a similar deal on the SUFU website. A check would be made on any current discount provided to ICS members on the SUFU website.</p> <p>Motion to remove SUFU rates from ICS membership shop. Discuss with SUFU before removing. <i>CNO proposed</i> <i>DCD seconded</i> <i>All in favour</i> Motion approved</p> <p>ACTION POINT 362: Contact SUFU leadership to discuss a mutual discount rate and to note the intention of ICS to remove the general SUFU discount rate from the ICS membership shop.</p> <p>The Board considered offering a discount membership rate to persons from less developed countries.</p> <p>ACTION POINT 363: Review the list of less developed countries and prepare a report for the Board to consider offering a reduced rate for 2018 membership.</p> <p>The Board considered offering a discount membership rate to other professions.</p> <p>ACTION POINT 364: Board/office to review the full list of professions and consider if any should be eligible for a reduced rate for 2018 membership.</p> <p>ACTION POINT 365: Split out trainees in membership statistics and when presented at the AGM</p> <p>ACTION POINT 366: Communicate to new trainee members towards the end of 2017 (video from trainee). Review success and return rate of free trainee members in 2017.</p> <p>The Board did not agree to offering free membership to retired gold members.</p>
27	<p>Recognition or rewarding of committee members</p> <p>The Board discussed how to reward and recognise the efforts of committee members. Tickets to the Chairman's Reception was agreed as a valuable sign of recognition.</p> <p>Motion to offer Chairman's Reception tickets to all ICS committee members. <i>CNO proposed</i> <i>DCD seconded</i> <i>All in favour</i> Motion approved</p>
28	<p>Review of ICS TV</p>

	DT outlined the major efforts in filming and post-production. DT recommended that the Board view ICS TV to see the growth in content. DT then showed the Board the extensive list of e-learning videos planned for production by committees and the ICS office.
29	<p>Appointment of new E-learning staff member</p> <p>DT discussed the budget and proposal as presented with the Board papers.</p> <p>Motion to approve the appointment of the new E-learning staff member</p> <p><i>CNO proposed</i></p> <p><i>CD seconded</i></p> <p><i>All in favour</i></p> <p>Motion approved</p> <p>ACTION POINT 367: Appoint new E-learning staff member and update 2017 budget accordingly.</p>
	BREAK
30	<p>Summary report on committees by trustee representatives</p> <p>Trustees provided an update on their assigned committees:</p> <p>Nursing Committee (CNO): Focus on the nursing book on faecal incontinence. Preparing for the forum in Florence. Will collaborate with the Physio Committee in Florence.</p> <p>Developing World Committee (CP): CP had received no replies from the chair, Sakineh. A meeting would be set up for EAU in London.</p> <p>Children's Committee (MC): focusing on the transitional care book and preparing for a meeting with ICCS in March.</p> <p>Scientific Committee (CD): developing programme for ICS 2017. Live surgery planned and programmed adapted due to membership survey results.</p> <p>Neurourology Promotion Committee (CD): working on neuromodulation paper and collaboration with INNUS.</p> <p>ACTION POINT 368: Ensure Magdy Hassouna's paper for the NPC references ICS in authorship.</p> <p>Ethics Committee (DCD): the committee is updating the female genital mutilation paper. Attempting the ethics abstract award for a second year.</p> <p>Physio Committee (CNO): Preparing the round table and resolving the educational module discussion.</p> <p>Urodynamics Committee (SM): further urodynamic modules are being created. Will be published under the standard operating procedure for ICS educational modules. A Urodynamic course may take place with the Turkish Continence Society.</p>

	IN CAMERA discussion
31	<p>Scientific Committee: terms, review meeting, programme</p> <p>DT expected a strong abstract submission for ICS 2017. 72 workshops were submitted which is a high total for ICS. The scientific programme will soon be ready to view on the meeting website, therefore allowing earlier promotion and encouraging submissions and registrations.</p> <p>DT noted that the Board would be added as session chairs for each annual meeting. This will be confirmed at the May meeting of the Scientific Committee.</p> <p>The draft Scientific Committee terms of reference were discussed. Following the September 2016 Board meeting the proposal to reduce the size of the committee was presented to Laurence Stewart. No comments had been received to date so the Board felt that the changes should take effect immediately and in time for the May 2017 review meeting.</p> <p>Motion to approve the Scientific Committee terms of reference as presented to the Chair. To take effect immediately.</p> <p><i>CNO proposed</i> <i>CD seconded</i> <i>All in favour</i> Motion approved</p> <p>ACTION POINT 370: Updated Scientific Committee terms of reference approved immediately and to be shared with committee Chair.</p>
32	<p>ICS 2017 update: scientific programme; social events; budget; decision on lunches</p> <p>DS presented an overview of activity and preparations for ICS 2017.</p> <p>The Board reviewed and agreed on the registration rates for Florence. The rates were not increased notably from ICS 2016 in order to encourage a high attendance.</p> <p>Motion to approve registration rates for ICS 2017</p> <p><i>SM proposed</i> <i>CP seconded</i> <i>All in favour</i> Motion approved</p> <p>The Board agreed to include a full lunch within the registration fee for ICS 2017. To be confirmed if for all four days or just for Wednesday – Friday.</p> <p>Lunch costs would be checked again for ICS 2018. The ICS should strongly promote that lunch is included within registration fees as this is increasingly rare across international meetings.</p> <p>Motion to approve the inclusion of lunch within registration rates for ICS 2017</p> <p><i>MC proposed</i> <i>SM seconded</i> <i>All in favour</i> Motion approved</p>

	<p>Workshop pricing was considered. An agreement was taken to charge the same price for 60 and 90 minute workshops and have a modest increase for 180 minute workshops. It was agreed that non-ICS members would not be charged additional fees for workshop registration.</p> <p>Motion to approve workshop rates for ICS 2017 and to not charge additional fee for non-ICS members</p> <p><i>CP proposed</i> <i>CNO seconded</i> <i>All in favour</i> Motion approved</p> <p>DS clarified that under Italian compliance ICS could not charge in excess of €60 for annual dinner tickets. This would need to be considered when the annual dinner costs were being researched in order that the ICS not subsidy the event to a large extent. Some subsidy is normal.</p>
33	<p>Report on Global Philanthropic Committee</p> <p>A meeting is scheduled to take place during EAU in London.</p>
34	<p>Collaboration with SUFU</p> <p>Mutual promotion is being discussed for ICS and SUFU meetings.</p>
35	<p>2017 lifetime achievement award</p> <p>DS will set up a vote for the three candidates. Only one winner for 2017. A comment was made that Helmut Madersbacher should be nominated in 2018.</p> <p>ACTION POINT 371: DS to set up a vote for the 2017 lifetime achievement award winner.</p>
36	<p>Any other business</p> <p><u>Educational course</u> The long-term development of a business case continues. CP will now act as course director and will review the latest programme with a view to organising a course for late 2017/early 2018.</p> <p>ACTION POINT 372: CP to act as course director for the possible ICS educational course programme. To bring a proposal to the Board for a late 2017/early 2018 inaugural course.</p> <p><u>Research grant</u> The Board confirmed there would be no £25,000 research grant on offer in 2017.</p>
	<p>Date of next Board meeting: 10-11 September 2017, Florence, Italy</p>



ACTION POINT 345: Discuss concerns with Kenes with regards to site selection, educational symposium and general performance and communication.

ACTION POINT 346: SM to discuss with DT and DT a plan for setting up the Institute and its Chairs and Board.

ACTION POINT 347: SM to communicate to Chris Chapple to propose to change title to “A proposed terminology report of a working group of the ICS” instead of standardisation steering committee. It was also noted that this needed to be communicated with Bernie first and all to be informed by 15th February.

ACTION POINT 349: Change bylaws to extend General Secretary from 2 to 3 years. Second vote be put to membership to extend Sherif’s term.

ACTION POINT 350: MC to discuss with education committee to have 2/3 hour workshop with laparoscopy.

ACTION POINT 351: AB to MC send educational symposium and workshop models for potential companies.

ACTION POINT 352: MC and Board to discuss a potential course or partnership with the Robotic Surgery Society - <http://www.srobotics.org/>

ACTION POINT 353: It was noted that the photo of lady being used for in the fistula advertising need to be made more anonymous.

ACTION POINT 354: Update the SOPs for online content creation to state that only budget travel to office is applicable.

ACTION POINT 355: Update ICS travel policy with new tier for over 5 hours’ airtime.

ACTION POINT 356: Investment group to discuss with DS, accountant and investment manager whether to invest more in the current fund

ACTION POINT 357: DS to turn today’s work into a summary paper and then allow Board time to reflect. Then for all to work out specific actions and operational plans.

ACTION POINT 358: Board to talk to Paul Abrams regarding actions agreed during ICS 2016

ACTION POINT 359: produce ICI algorithms as a slide set solely for ICS members for a limited time.

ACTION POINT 361: Office to create a plan of restricted content and include timescales of this plan. Review what video/scientific content other societies permit non-members to view.

ACTION POINT 362: Contact SUFU leadership to discuss a mutual discount rate and to note the intention of ICS to remove the general SUFU discount rate from the ICS membership shop.

ACTION POINT 363: Review the list of less developed countries and prepare a report for the Board to consider offering a reduced rate for 2018 membership.



ACTION POINT 364: Board/office to review the full list of professions and consider if any should be eligible for a reduced rate for 2018 membership.

ACTION POINT 365: Split out trainees in membership statistics and when presented at the AGM

ACTION POINT 366: Communicate to new trainee members towards the end of 2017 (video from trainee). Review success and return rate of free trainee members in 2017.

ACTION POINT 367: Appoint new E-learning staff member and update 2017 budget accordingly.

ACTION POINT 368: Ensure Magdy Hassouna's paper for the NPC references ICS in authorship.

ACTION POINT 370: Updated Scientific Committee terms of reference approved immediately and to be shared with committee Chair.

ACTION POINT 371: DS to set up a vote for the 2017 lifetime achievement award winner.

ACTION POINT 372: CP to act as course director for the possible ICS educational course programme. To bring a proposal to the Board for a late 2017/early 2018 inaugural course.



APPENDIX A – notes from strategic planning session, Friday 10th February

Primary Aim for 2013 - 2018

To re-establish ICS as the pre-eminent scientific society in incontinence, pelvic floor disorder and lower urinary tract dysfunction

New Primary Aim for 2022

To be the global home of science and clinical education for LUTS, Incontinence and Pelvic Floor Disorders

Consolidate standardisation and guidelines as number one in the field and increase membership to 4,000

SWOT analysis

Strengths

- Credibility
- Diversity – membership, opinions
- Strong central office
- International membership
- Multidisciplinary society

Weaknesses

- Limited resources – funds, staff, active members
- Not clinically oriented enough
- Not enough volunteer members active
- Diversity dilutes us
- Low membership?

Opportunities

- Collaborative, multidisciplinary work
- Advances in technology
- Absorb ICI
- Lead on e-learning
- Publishing ICS text books
- Widening scope – clinical as well as science

Threats

- Declining industry funds and difficulty to receive
- Tightening compliance rules
- Personal conflicts/egos

**Key Activities**

- Energise the membership
- Produce, disseminate and translate guidelines and algorithms
- Focus on surgery and technology
- Develop and commission e-learning programmes and assessment tools
- Establish ICS institute
- Build robust industry relations
- Enhance resources for delivery – manpower, finances
- Don't lose the multidisciplinary working together