



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

Sunday 10 September 2017, 13:00 – 17:00

Meeting space: Hotel Baglioni, Giotto Room

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

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

SUNDAY 10 SEPTEMBER	
1	Apologies for absence None were noted
2	Approval of Agenda <u>Motion to approve agenda</u> CN Proposed CD Seconded All in favour Motion approved
3	Matters arising from Board Minutes, 10-11 February 2017 The action points outstanding or to be raised were discussed. 315 - DT explained that the education committee had decided on online content categories on ICS TV and that ICS TV had been re-categorised to include which videos should be held for members only and that the re-vamp of ICS TV will be Q3 2018. 317 - DT explained that the new abstract review system was discussed at the Rome scientific review meeting and Prof Hunskaar conducted a full critique of the system. A new online video would get the key points across to the reviewers and they will have to view that before conducting any scoring. The new system will flag up simple issues like including the institution by mistake. The functional specification will be discussed in Florence by the Scientific Committee meeting. SM asked if there will be a minimum/max words and DT confirmed that this will be controlled in the new system. 327 – DT explained that the affiliation process has been in use and is a major target for 2018 to progress this more. DS felt that a personal touch was needed with re-approaching SIFUD. SM suggested Jacques Corcos. DC suggested Emmanuel Chartier-Kastler. A discussion was held about bringing more gynaecologists to ICS. SM asked what the gynaecology taskforce had done. MC explained there is a demand from the younger generation to approach functional pelvic floor dysfunction. MC suggests having a central referral place for people to come. MC felt that it’s a crucial time to recruit. ACTION POINT 373: MC to seek the right person to make contact to approach SIFUD for re-affiliation with ICS. 329 – SM suggested that ISOFS apply. DS confirmed that MIPS now affiliated. Marketing affiliation has occurred and follow up will be made with a view to increase overall affiliations

through 2018. CP felt that more services could be offered to ISOFS. CD suggested that ALAPP is now growing and now ready to approach. DC suggested that all societies have to be affiliated with ICS in order to have a society session at the annual meeting. A discussion was held and it was agreed that only affiliated societies are allowed within the programme and that no society business meetings are to be held during in session time. It was also confirmed that society sessions are inserted in the programme after the ICS scientific programme is confirmed so that cross overs do not occur.

ACTION POINT 374: Office to update the society session guidelines to confirm that only affiliated societies are allowed within the programme and that no society business meetings are to be held during in session time and the ICS scientific programme needs to be confirmed before any society sessions are scheduled.

334 – DT explained that due to outstanding quality of video abstracts submitted this year there were enough videos to make two video sessions in Florence which will make a segment of our delegates very happy.

351 – Robotic surgery society – MC will approach the right person. DT suggested a SOA lecture at ICS 2018. SM to discuss this with scientific chairs.

ACTION POINT 375: MC to make contact with the Robotic surgery society within 10 days of ICS meeting. Office to prepare letter to state that MC appointed by Board to approach society.

359 – ICI algorithms ready to disseminate. SM suggested to put it as a supplement in NUU. AB suggested that it is sent to all educational courses. DC asked how much it would be translate. CD feels that it should be open to all.

ACTION POINT 376: Sherif, Dan and Dom to discuss with ICI editors how to disseminate ICI algorithms.

AD entered the meeting.

DS confirmed the scientific report of the ICI will also be sent to the journal shortly.

360 - SM asked people to think about what would we want in 2020 with regards to ICI before tomorrow's meeting.

361 – DT explained that we are planning to restrict some content to just ICS members. DT explained the education committee task review of ICS TV and they also identified which is premium content. CP suggested that most new videos should be premium content.

362 – DT explained that it was too late to remove the SUFU discount rate as discussed mid-membership year but still planned to remove for 2018.

AD proposed that Weiser create an “office” for ICS in North America to take care of CME and other services. CP second. A discussion was held in which DS reminded the Board this was investigated at length before and did not proceed due to legal complications with the ICS accepting money or services within the ICS. The costs and administration burden was far in

	<p>excess of any benefits. Weiser might offer an intermediate option either as part of the annual meeting service or as a separate service. CP felt that they would charge for this but if they took on our meetings we could incorporate that into the deal. CP felt that we would have to outline was services we want. i.e. phone number/ mailing address etc.</p> <p>ACTION POINT 377: Discuss with SUFU about advertising a shared reduced rate for mutual members.</p>
4	<p>Approval of Board Minutes, 10-11 February 2017</p> <p><u>Motion to approve board minutes</u> CP Proposed JG Seconded All in favour Motion approved</p>
5	<p>Summary of progress to date on Board actions 345 – DS explained that performance of Kenes has improved. 346 – Institute now live 347 – all resolved. 348 – 2019 review was undertaken and decision to remain with Gothenburg 349 – Voting live and to be finalised at AGM 350 –AD suggested a laparoscopic workshop day before ICS 2018.</p> <p>ACTION POINT 378: AD to approach 2018 scientific committee with regards to running a laparoscopic workshop at ICS 2018.</p> <p>351 – AB explained the workshops and Laborie workshop/symposium. CP felt that would be an additional benefit to delegates coming in 2018. 353 – resolved issue of photo 354 – updated 355 – updated 356 – investment to be discussed 357 – to be discussed 358 – to be discussed 363 - to be discussed 364 – to be discussed 365 – actioned 366 – actioned 367 – Rob Lewis successfully appointed and hope you have seen improved 368 – DS explained that Magdy’s paper for the neurourology promotion committee on SNS did not proceed so not applicable. JG questioned this. DS explained that Howard Goldman took the project forward as he secured the funding with Medtronic.</p> <p>ACTION POINT 379: DS to check action point 368 was resolved and that M Hassouna’s paper did not proceed.</p> <p>369 – SM explained that this was a long process now resolved eventual agreement is that Bary Berghmans will produce an adapted version of the paper and to be first author alongside the Physiotherapy committee. 370 – Scientific TOR updated and running</p>

	<p>371 – Linda Cardozo was the lifetime achievement winner</p> <p>372 – CP to be regional course director and is currently being promoted.</p>
6	<p>Decisions made on Board discussion forum</p> <p><u>Motion to approve decisions made on Board discussion forum</u></p> <p>JG proposed</p> <p>SM seconded</p> <p>All in favour</p> <p><i>Motion approved</i></p>
7	<p>General Secretary report</p> <p>SM presented his report. He stated that it had been a great year for the ICS with the support of the committees, Board and the office. The strategic review in February delivered a new 5 year goal. The 2017 meeting has innovative live surgery and hopefully we can have more in the future. The income and numbers reflect the success of the meeting. SM expressed his thanks to Giulio Del Popolo and the LOC for their hard work. SM also expressed his thanks to the committees and to recognise this all are invited to the chairman's dinner this year. SM reported significant membership increase of over 3000. The office has been extremely busy with the production and distribution of the ICI book. We approved the regional course and thanks to Chris Payne for his assistance for this. SM reported that the Institute is now live and that we have to consider new schools for gender reassignment and 3D anatomy. Creating training centres is the next step which will be a very important feature of the institute. SM reported he was very proud about the first standalone ICS cadaver course and thanks to Hashim Hashim and AB for their efforts to create the course. NUU impact factor is still rising and shows the success of our new editor and the output of the ICS. SM reported that discussions with AUGS/SUFU and IUGA are ongoing and there are some important discussions in coming days. SM thanked DT for his activity through this year and to DS who is an important part of every project and discussion. AB and each member of the ICS staff are very loyal and SM encouraged the Board to visit the office as they are doing so much work. Overall SM was pleased to report that the ICS is robust, growing and increasing its scientific output.</p>
8	<p>Executive Director summary report</p> <p>DS reported that the office has completed close to 200 committee/board actions in the last year. The Education committee has been particularly active with the new chair. There were 37 accepted out of 74 high quality workshops. In addition they have re-vamped the network with expert session and are continuing the popular early career session. Each of the committee workshops are free and branded as core curriculum. The new standardisation chair has also kept us all busy with meaningful work. 3 documents have been submitted to NUU and 2 more by end of year. 4 new groups will be created by 2018/19 and 6 new working groups. DS reported that the 2016 annual meeting in the end was very successful with a great evaluation combined with the ICI which was a great success. The final surplus of £206K is regarded as a good result for Tokyo. 2017 workshops and abstracts numbers were highest ever and 51 booths sold. DS reported an outstanding scientific programme and regular review calls with LOC were particularly useful. DS was pleased to report that the numbers for ICS 2017 were currently at 2630 delegates which is outstanding!! The estimated surplus of €700K maybe another record. DS had a successful 2018 site visit and reported that marketing was already underway and there is a meeting with team to kick start 2018 in Florence. DS confirmed that we are committed to go to Gothenburg and we are positive about this to make it a success. 2020 meeting has been moved to Tropicana which is on the main strip in Las Vegas. The 2021 bids are currently standing as Incheon/Melbourne/Dubai. The office also organised the SNS meeting and Howard was very happy and he will be presenting the report here in</p>

	<p>Florence. JG expressed that the report has to be published in NUU and all agreed. 700 ICI books have been processed and distributed and we are still getting weekly sales. We have also actioned the regional course and the awards fellowships and conference travel awards. DS reported that membership growth has grown in all departments and is now at 3260, the highest ever!! CP felt that now is the time we should really reach out to IUGA members. DT agreed that we can really capitalise on our communications strategy. AD questioned that as we are becoming bigger and stronger that maybe the board needs to be bigger and have to consider how to keep advisors on the board. AB suggested that the board can create a taskforce in the event that advice is needed. DT agreed and stated that you have to create the opportunities to keep people involved.</p>
9	<p>I.T. Director summary report</p> <p>DT reconfirmed the IT staff and explained that Rob has been employed since April. DT went through projects completed for the year so far and explained that in Q4 ICS TV monetisation and ICS committee microsites were going to be the main focus. DT reported that the website penetration has been increasing and we are now receiving 986k views per year. The ICI project was a huge task for the team to typeset and resulted in a high quality book that the editors were extremely satisfied with. The Institute website is now launched and there is a whole section at ICS booth to launch it. The Education committee has back catalogued all content and now everything is allocated to a school. DT reported the KPIs on ICS TV have rocketed since Rob was employed. ICS shop has now been updated and the new merchandise is now available. DT explained that the final project was to get rid of the existing telecoms provider and now the office uses Microsoft 365 which was received at a reduced rate due to the fact that ICS is an educational institute. Now we can work anywhere and pick up the phone/check voicemails, which has future proofed the office. DT further explained that the office used to use BT meet me services and WebEx and now uses skype for business. This can reduce everyone's call costs to zero and overall saves ICS money. DT confirmed the 2018 projects which are in Q1 the new abstract submission, Q2 preparing the 2018 programme, Q3/4 ICS TV revamps and ICS members phone apps to increase the ICS membership package.</p>
10	<p>Finance Report of Treasurer</p> <p>a) Final accounts for ICS 2016, Tokyo</p> <p>JG explained that the total revenues for ICS 2016 annual meeting were \$1,834,707 and the total expenses \$1,692,165, giving a surplus of \$142,541. The increase of 400 delegates and reduction in costs turned the expected deficit meeting into surplus. Total Tokyo revenues \$1,834,707 which was down nearly \$300k due to Ferring delayed support and general reduction in sponsorship due to location. JG reported the total Tokyo expenses of \$1,692,165. Technical arrangements: AV at \$191k, e-posters - \$40k, Wi-fi, computers and internet - \$57k, Exhibition and registration area construction - \$84k Social events, Food and Beverage: Less on F&B vs 2015 as no lunch. All three social events included within this figure. This year lower limit set and event sold out quicker than anticipated! Was the right decision as annual dinners 2012 – 2015 all made sizeable losses. Still \$11,000 in pre-agreed annual dinner support. Chairman's and Welcome Reception came in on or under budget. Misc and Invited: includes scientific review meeting, liability insurance, translation, special workshop expenses, Kenes site visit, \$36k in bank and credit card charges. Conticom direct includes higher €130,000 scientific fee per new Kenes contract. Also includes ICS booth, shipping, and flights/hotel for ICS staff. JG showed a slide for the summary of income and expenditure for the Annual Meetings and noted that Tokyo produced a lower surplus largely due to approx. \$300k less in sponsorship and exhibition.</p> <p>b) ICS and Conticom annual accounts and review to 31 December 2016</p>

The year-end accounts have been reviewed and signed off. JG reported that the following slides summarise the results. JG reported a deficit in 2016, of £65,166 (compared to surplus of £160,302 in 2015). JG summarised the income and expenditure for the last 3 years. Tokyo Annual Meeting produced a surplus higher than expected and with registrations 400 higher than forecasted. A managed deficit of £65,166 was incurred which kept ICS within the reserves policy. The Fund balances as at 31 December 2016 of £1,374,773 cover the calculated operating costs for 2017 and 2018 and therefore meets the ICS Reserves policy. JG showed the income for ICS and Conticom for 2016. Total income has decreased compared to 2015 which is due to a much higher surplus from the Annual Meeting in Montreal in 2015. Donations received in 2016 were £22k from Pfizer for Education courses and member donations. Annual meeting income in 2016 includes £115,747 from Scientific Programme services, reimbursed Annual Meeting costs of £46,172 as well as the meeting surplus. Subscription income is from ICS membership fees in 2016. Royalty income is from Wiley who provide the NUU Journal sent out to Members. £640k was invested last year and in 2016 a gain of £70,604 has been made on this investment. Investment income of £389 is interest from Nat West bank accounts. JG then slide summarised the expenditure for ICS and Conticom for 2016. Total expenditure has slightly decreased from 2015. Annual meeting expenditure includes all costs incurred by Conticom-ICS Ltd including annual meeting expenses and all office running costs and staff salaries. Educational activities includes £75k staff costs, £33k awards, grants and fellowships, £35k Educational activity costs, £22k Governance costs, £18k Committee costs, £9k Office costs, £7k Trustee board costs, £6k finance costs, £2k advertising costs. Money held in foreign currency increased by £19k (this saved on expenditure). Publication and membership includes £49k NUU journal costs, ICI meeting costs £57k, £91k staff costs, £22k Governance costs, £8k Office costs, £7k Trustee board costs, £6k Finance costs. Money held in foreign currency increased by £19k (this saved on expenditure).

c) Half year finance report for 2017

JG gave the position as of 30 June 2017 and asked the Board to look at the actual income 30/06/17 and the projected income 30/06/17. ICS income - ICS membership income is below projected income as at 30/6/17 but as membership numbers have now increased to 3,100 we would expect to exceed the projected year end income of £174,750. £22k in ICI income has been received as at 30/6/17. Other donations received are from members. Donations of £19k have been received from Pfizer towards grants. Interest on investments is bank interest received. Other income includes £62,847 for SNS meeting income and £3,996 for the Cadaver Course 2017. Conticom Income –As at 30/6/17 the projected surplus for Florence was £369k. Interim reimbursements relate to expenses paid for the annual meeting and then reimbursed by Kenes. The negative book income relates to an adjustment for last year.

JG then showed the actual expenditure 30/06/17 and the projected expenditure 30/06/17. ICS expenditure – Direct expenditure costs include NUU journal costs of £24k, ICI meeting costs of £10k, Committee costs of £7k and SNS meeting costs of £19k (Budget £56k). Costs budgeted for the Global Philanthropic committee of £20k have not yet been incurred. Education courses costs are as per the monthly summary reported to the Education Committee. 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. Foreign exchange rate differences have cost £16k and these are unbudgeted. 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 other than foreign exchange differences which are not budgeted.

	<p>d) Financial projections for 2017 – 2021 and review</p> <p>JG showed the summary of the projections for 2017 to 2021. With the exception of 2021 all years are expected to produce an excess which will increase funds held. 2017 projected surplus is £110,308 which would give funds at the end of the year of £1,485,081. Funds in the company cover the reserves policy of 2 years running costs plus £100k which equates to £1,167,705. JG went through the projected ICS and Conticom income – ICS Membership income has been projected at £170k in future years. ICI income is expected to be £35k in 2017. NUU Journal royalties are prudently estimated going forward. The donations received are for a Pfizer grant. Other income is £62,844 for SNS meeting income. Investment income is estimated based on the investment made in 2015. 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. Annual meeting expenses are not shown in years 2018-2021 as all income is offset by costs incurred. JG then went through the ICS and Conticom projected expenditure. ICS expenditure - Direct expenditure includes NUU journal costs, ICI meeting costs, membership costs and committee costs. In 2017 direct expenditure is higher due to £56k budgeted for the SNS Meeting costs and higher costs budgeted for NUU costs and Committee costs. 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 2018-2021 as these are offset by income. Overhead costs are split with ICS. JG finished with a summary of bank balances held as at 5th September 2017. £640,000 was placed into investments in September 2015. Latest figures just received show the investment worth £763,760 (1/9/17).</p> <p>e) Report on Global Philanthropic Committee</p> <p>JG explained that these commitments were agreed upon by the GPC at the EAU in London but have not yet been paid because there are still some outstanding questions regarding procedures. There aren't many applications this year but it's likely that more on the way. In 2018 will pay £25k but will save this year. SM explained that Sakineh is trying to apply through this fund.</p> <p>f) Investment update</p> <p>JG reported that the total value of £763,760 as of 1 Sept, 6.5% gain in 2017. This represents 19.3% 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 'static' due to Brexit uncertainty and concerns over North Korea. SM agreed that the whole portfolio has been excellently managed by Crystal Wealth Management. CP explained that as the pound has dropped there was some loss but still excellent return. DS explained that currently assuming Florence 2017 produces a surplus of £488k and if Philadelphia meets or exceeds the current budget of £325k then another £300-400k could be invested. SM asked whether can we consider at the end of the year. DS when the time is right we can add more to the investment.</p>
11	<p>Kenes update and discussions on ICS 2017 - ICS 2021</p> <p>Avital Rosen, Tamara Wasserman from Kenes introduced themselves. TW reported the meeting stats as of 6th Sept 2,630 and showed historical figures reporting that these figures were the highest results for a non-joint meeting since 2011. We have had increase in individuals and in groups to about 600 people. Astellas have brought 355 alone. Top countries are UK, USA and then Netherlands and Italy. Only 173 Italians which is why we expect more registrations onsite. TW explained that Western Europe always has a high percentage but</p>

when ICS is in Europe over 55% are Western Europeans. TW reported that most of the delegates are in urology and 30% urogynae. 70% are physicians and 11% exhibitors. ICS members in attendance has increased from 750 to 1300. Last year was the first time to combine registration and ICS membership and this year we have seen this double. There has been a steady increase of loyal returning members, 591 coming back from last year. TW the fact the membership has increased has bucked the trend. Marketing activities have been very closely collaborated with the ICS office and the focus of these marketing efforts are showing results. Segmented mailshots have been translated and sent by time zone and geographical location and by specialities so everyone gets what's of interest to them. The ambassador campaign has been very successful with 79 people registered via an ambassador. We have been using 360 marketing campaign, a word of mouth outreach to heads of departments. Online advertising has been created by ICS office. Combining the great branding and great high level scientific content and innovation has shown in the results. Sponsorship/exhibition income is \$1,090,161 with over 50 companies and one of the biggest exhibitions for the ICS and 4 symposiums. TW encouraged the trustees to go and thank the companies so that they get value for their investment. Total revenues of €2,154,062 with an estimation of 2700 delegates. Expenses €1,544,530. We have added more things into the budget, more food, programme books etc. Estimated surplus €569,532 before the scientific fee. TW explained that the annual dinner will be held at the convention centre and we had an increase in demand and now we have 450 people. The evening will be beautiful, opera and then dancing. Due to compliance we could not until sell the tickets for more than €60.

TW gave an overview of ICS 2018. A discussion was held and it was agreed that the budget would be set at a target of 1800 delegates but the marketing target should be 2500. A discussion was held around the marketing. The US regulations and the compliance issues were discussed. The US companies are mainly interested in US attendees so the 2015 numbers have been used. TW explained that our industry manager has already attended SUFU and to AUA to discuss with sponsors. TW asked if a Kenes representative should go to AUGS. AD stated that all the companies who go to AUGS go to ICS and therefore it was agreed not to send a representative to AUGS. TW suggested one expansion options is enticing more neurostimulation/device companies. These are smaller companies who don't have big budget but are going into this field. When we go to a competing event we see them and Kenes feel it's worth trying to get their attention. JG explained that there is a neurostimulation course in February and he would provide contacts.

ACTION POINT 380: JG to provide industry contacts for neurostimulation course for potential ICS promotion ahead of ICS 2018.

A discussion was held about registration fees and they were decided upon. A discussion was also held about lunch and the Board agreed not to cancel lunch for 2018 even though Kenes expressed their concern about a or large food court within immediate vicinity. TW asked whether to charge a larger corporate rate amount for non-sponsors attending. It was agreed to add the category and try for 2018 and review.

ACTION POINT 381: Add corporate rate for non-sponsors to registration categories for 2018.

A discussion was held about the social event venues in view of LOC requests and large variances in prices. It was agreed to go to the Crystal tearoom and Ballroom at the Ben subject to talking to the LOC.



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

Monday 11 September 2017, 08:30 – 15:00

MONDAY 11 SEPTEMBER	
13	Approval of agenda <u>Motion to approve agenda</u> AD proposed CP seconded All approved
14	Strategic plan review and actions DS explained that this section was a chance to look back at work agreed in February. We have the review session, broke into groups and came up with the new strategy. Good to reassess the SWOT analysis. A discussion was held on each section of the SWOT and it was agreed that we are working on all aspects and are following all the points. DS went through the key activities include the major project of the institute, energise the membership, Produce, disseminate and translate guidelines and algorithms, focus on surgery and technology, Develop and commission e-learning programmes and assessment tools, Build robust industry relations, Enhance resources for delivery – manpower, finances and not to lose the multidisciplinary working together. SM stated the companies are keen to get involved in educational activities to help our membership relationship. All agreed that our relationship with industry has greatly improved and we are doing all we can to continue to improve. SM asked for proposals. AD suggested a focus on education courses. SM we don't have many surgical/clinical topics. JG have to be careful dealing with industry, they want to spend but it's the way we need to engage with them.
15	ICS Institute DT explained that the Education committee reviewed all ICS TV and then categorised by educational module/SOA etc. CP questioned why some videos appearing which seemed to not fit with the school. AB explained that education would have classed the videos and that the directors haven't reviewed at this stage but it was checked and the videos had been classified correctly. DT explained that it is crucial that the directors now review. MC - in my idea the school is a school not just a video. The real meaning of the institute so the school should be a place where someone physically appears to learn with an ICS teacher and get a certificate of attendance at that school. SM agreed but the hub will be eLearning first and then the physical schools will be developed. We need a vision of how to develop the schools with the directors. MChoo asked whether we can communicate with the schools. DT responded saying we can develop that once the directors are active. AD expressed that he expects that members want to get an update about specific topics from within that school and so perhaps best to create a new classification of the videos so that they can get what they need. SM - yes agree this would be the role of the director. JG felt that the directors need to provide a report before the winter meeting of progress. MC stated that all other societies have video library but we

	<p>have to be different. JG agreed that there will be much more to come and it's up to the director to start adding it. SM noted that on the terms of reference the creation of training schools is not listed.</p> <p>ACTION POINT 382: Add creation of training schools to Directors of Schools terms of reference.</p> <p>ACTION POINT 383: Directors of Schools to prepare a report prior to Board February 2018 meeting.</p> <p>DC questioned why we are not providing CME and DT explained the issues of ICS becoming an accrediting body and that the ICS brand certificate should be sufficient.</p>
16	<p>ICI – update and business plans for the future</p> <p>DS summarised the costs of the meeting and confirmed that a total of 700 books distributed so far. The total costs of hosting the meeting was £66,583. Costs of production £27,841. Income from sales grant and industry sales £61,271. Profit on sale of books £33,430 overall loss for the project £33,153 when the meeting costs involved. DS reported that there is a lot more we can do with regards to disseminating. The ICI scientific report will be shortly at NUU and then the e book will be for sale in late 2017. DS confirmed we have agreement for free to download from October 2018 in order to maximise sales and place as a membership benefit. A discussion was held about the Algorithms slide kits and whether they should be available for download. It was agreed that they should be free to all ICI authors and at a reduced charge to ICS members.</p> <p>A discussion was held around the consolidation and development the ICI/ICS and confirm hosting for 2020. CP felt that it should be important that the ICS is involved in the chapter chairs and members selection. DS agreed as the current process goes against ICS's transparency ethos. DT wanted to point out that the office prepared the book much quicker than if prepared by external publisher. JG asked if ICUD got any funds from this process and DS confirmed that no funds were provided. JG pointed out that the members got 50% off registration for 2016 and that cost is not shown. DS confirmed he would get figures in case someone asks.</p>
17	<p>Collaboration with IUGA and AUGS IN CAMERA</p>
18	<p>ICS membership: review and plans for 2018: affiliation, trainees, general membership</p> <p>DS explained that total membership up by 33% and renewals up by 5%. We brought in new members at a rate of 140% compared to 2016. A discussion was held around asking members to pay for missed years renewals but it was decided not to proceed with this. A discussion was held around the different disciplines and DT we were tasked to find more gynaecologists or retain them and it shows that there has been an arrested decline of our gynae members. DS explained that membership via registration was very successful and we had almost 500 new members. This has resulted in a big increase in those who also renewed via Kenes registration system and if it saves you time then it works. DS confirmed that affiliates have also increased by 35% to 568. In February it was considered to offer low middle income countries which would be 101 people. The cost to offer all concession rate of just £55 instead of £80 = £2525. CP it helps us achieve our charitable goals and our strategy and this would increase membership.</p> <p>Motion to apply the concession rate to low middle income countries for 2018 and monitor.</p>

	<p>AD proposed CP seconded All in favour <i>Motion approved</i></p> <p>ACTION POINT 384: Add concession rate to those members who live and work in low middle income countries. Review uptake in 2018.</p> <p>Another review was undertaken for other professions who should be considered for the concession rate. A discussion was held to include patient advocates/basic scientists etc. It was discussed to give them reduced rate to registration.</p> <p>ACTION POINT 385: SM to review the current list of ICS professions to consider a further reduced list of professions.</p> <p>ACTION POINT 386: Once review of current ICS professions has taken place then review whether offering concession rates would have a major impact.</p>
19	<p>Summary report on committees by trustee representatives</p> <p>CN – No major changes with regards to nursing and the physio committee. The physios are working on two educational modules. A discussion was held about non- active members.</p> <p>DC – explained that the ethics committee produced the FGM white paper and the workshop on the same topic. They also reviewed the abstracts for the new prize this meeting.</p> <p>SM – explained the change in chair on the urodynamics committee and Enrico is new chair and is enthusiastic. Peter Rosier will be the director of the school.</p> <p>JG – PCC they are working now on streamlining the committee articles and membership contributions. They are working on research to check with the memberships expectations what can be improved to retain members and want to contact members those who didn't renew and find out why. There has been an increase in subscribers of enews. Also planning debate articles by invitation by authors and NUU publications and the new ICS news app has been developed.</p> <p>AD – Bernie very active on the standardisation committee and lots of working groups being worked on and being created. CN questioned the number of groups and AD explained that Chair is managing them well with the office.</p> <p>CD – Explained that the neurourology promotion committee have organised a couple of course and 2 workshops in Florence.</p> <p>MChoo – Explained that the childrens committee are presenting 2 workshops Florence and have arranged the sponsorship with Wellspect for the consensus statement for neurogenic bladder in children.</p> <p>MC – Explained that the education committee is very active and there are lots of proposals for new modules which is testimony and efficiency of the group. Also the atmosphere of the committee is very nice.</p> <p>CP – Expressed grave concerns about the developing world committee. Took them a long time to get members together and then since then there has been no communication. All Sakineh's projects are being done in her centre. CP to join meeting already scheduled with chair of committee.</p>
20	<p>Phoenix educational conference</p> <p>CP presented the regional course and explained that Weiser are supporting the administration by running the meeting and taking moderate risk. They are working to get industry support and coordinating with the office to keep the ICS brand visible. The ICS office</p>

	is working alongside Weiser to widely market the meeting. CP explained that we have a really strong faculty. Hoping for 80 people to be registered but numbers are low so far.
21	<p>ICS cadaver course review</p> <p>DS expressed thanks to AB for facilitating this event. Apart from the fact we would have preferred longer lead in time, everything else was a success. SM gave thanks to Hashim Hashim as well and to AB as they brought it back from almost cancelling. SM proposes to take elsewhere. MC - we have courses in Paris just teaching the urology anatomy.</p> <p>ACTION POINT 387: MC to send details about the cadaver course run in France.</p> <p>DS proposed to run course in Bristol one more time before going elsewhere. It was agreed to proceed in this direction and to decide suitable date and proceed.</p> <p>ACTION POINT 388: Run the ICS cadaver course once again in Bristol in 2018. Based on success consider taking the course beyond the UK.</p>
22	<p>Nocturia consensus project with ICI-RS and EAU</p> <p>SM explained that he was approached by Ferring as to why ICS did not have a nocturia consensus project. SM explained that it was discussed with ICI and EAU and we got acceptance for the project. There will be a meeting in Florence to discuss the finer details but names involved are, Karel Everart, Ruud Bosch, Marcus Drake, Phillip van Kerrebroek, Chris Chapple and James N'Dow. SM expressed that this is very important for industry to keep supporting us and for us to publish the science. SM will report back to the board on the progress.</p>
23	<p>Preparation for ICS 2017 meetings: AGM, Board and Committees, Town Hall, Industry</p> <p>DS ran through all the Trustee requirements for the Florence meeting.</p>
24	<p>Kenes contract: expires after ICS 2018. Call for bids 2018</p> <p>DS explained that we will be calling for bids for the PCO contract for the ICS annual meetings, It was agreed to keep the term of the contract to 3 years. DS felt that he was expecting 7 bids to submit and last time we assigned a taskforce. It was agreed that JG/AD & DC be on this taskforce. SM expressions concerns on the Kenes bid review process re future destinations and the fact they were not responsive enough with regards to the regional course. DC felt that the ideal situation would be that the office run the meeting and then the revenues would be higher. There was a discussion about this but SM expressed his concerns for this situation having understood the way the meetings are run.</p> <p>ACTION POINT 389: DS, SM, JG, AD and DC confirmed as PCO bid taskforce. Invite bids late 2017/early 2018. New contract to cover meetings in 2019 – 2021.</p>
25	<p>Board composition review</p> <p>The Board agreed to postpone the review until the Board meeting on 15 September 2017.</p>
26	<p>Any other business - None</p> <p>Certificates of appreciation were given to Chris, Myung and David who were stepping down as trustee. SM noted his thanks and gratitude for their efforts over the past three years.</p> <p>CN asked if David Castro will be on the board and SM explained this will have to be a decision of the board after the AGM.</p>
	<p>Date of next Board meeting: 2-3 February 2018, London</p>



ACTION POINT 373: MC to seek the right person to make contact to approach SIFUD for re-affiliation with ICS.

ACTION POINT 374: Office to update the society session guidelines to confirm that only affiliated societies are allowed within the programme and that no society business meetings are to be held during in session time and the ICS scientific programme needs to be confirmed before any society sessions are scheduled.

ACTION POINT 375: MC to make contact with the Robotic surgery society within 10 days of ICS meeting. Office to prepare letter to state that MC appointed by Board to approach society.

ACTION POINT 376: Sherif, Dan and Dom to discuss with ICI editors how to disseminate ICI algorithms.

ACTION POINT 377: Discuss with SUFU about advertising a shared reduced rate for mutual members.

ACTION POINT 378: AD to approach 2018 scientific committee with regards to running a laparoscopic workshop at ICS 2018.

ACTION POINT 379: DS to check action point 368 was resolved and that M Hassouna's paper did not proceed.

ACTION POINT 380: JG to provide industry contacts for neurostimulation course for potential ICS promotion ahead of ICS 2018.

ACTION POINT 381: Add corporate rate for non-sponsors to registration categories for 2018.

ACTION POINT 382: Add creation of training schools to Directors of Schools terms of reference.

ACTION POINT 383: Directors of Schools to prepare a report prior to Board February 2018 meeting.

ACTION POINT 384: Add concession rate to those members who live and work in low middle income countries. Review uptake in 2018.

ACTION POINT 385: SM to review the current list of ICS professions to consider a further reduced list of professions.

ACTION POINT 386: Once review of current ICS professions has taken place then review whether offering concession rates would have a major impact.

ACTION POINT 387: MC to send details about the cadaver course run in France.

ACTION POINT 388: Run the ICS cadaver course once again in Bristol in 2018. Based on success consider taking the course beyond the UK.

ACTION POINT 389: DS, SM, JG, AD and DC confirmed as PCO bid taskforce. Invite bids late 2017/early 2018. New contract to cover meetings in 2019 – 2021.