



**ICS Board of Trustees Meeting and Conticom-ICS Ltd Directors Meeting Minutes
THURSDAY 5 SEPTEMBER 2019
Gothenburg, Sweden**

Trustees present: David Castro Diaz (Chair/General Secretary), Lori Birder, Mauro Cervigni, Marcus Drake, Alex Lin, Philip Van Kerrebroeck

Apologies: Carlos D’Ancona, John Heesakkers, Cristina Naranjo Ortiz

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

Thursday 5 th September	
1	<p><u>Welcome to new trustees</u></p> <p>Dcd welcomed all trustees, including LB and PvK as new members to the Board.</p>
2	<p><u>Summary of meetings held during ICS 2019</u></p> <p>Dcd provided a select summary of the many business meetings held with industry partners during ICS 2019. IN CAMERA ITEM</p>
3	<p><u>ICS 2020 – upcoming actions</u></p> <p>DcD reported on a positive meeting with the ICS 2020 local organising committee. A Spanish track in the meeting of 3-4 hours is important. This will encourage SINUG and ALAPP members to attend.</p> <p>ACTION POINT 484: DcD to work on the 3-4 hour Spanish track programme for ICS 2020.</p>
4	<p><u>ICI-7 at ICS 2020 – next actions</u></p> <p>Two productive business meetings were held during ICS 2019. All is progressing to time and to plan.</p>
5	<p><u>February 2020 Board meeting agenda</u></p> <p>To be discussed before the end of 2019.</p>
6	<p><u>Strategic planning: ICS Annual Meeting; Industry; Major objectives</u></p> <p>DS displayed the proposed strategic plan update timeline.</p> <p>1st meeting at ICS Office with George Levy and staff (Dan, Dom, Avicia)</p> <p>PLAN: to scope the review, plan the review process, agree the information that needs to be gathered and put in place the actions for its collection.</p>

	<p>2nd meeting at ICS Office (same group)</p> <p>PLAN : to consider the information collected and to develop a structured situation analysis to inform subsequent thinking.</p> <p>3rd meeting, same group plus 2-3 Trustees</p> <p>PLAN : to consider the situation analysis and develop a high-level summary draft strategy for consideration by the trustees.</p> <p>4th meeting at Board meeting on Friday 31st January 2020</p> <p>PLAN : consideration of the draft strategy by the trustees in January 2020 in order to finalise the strategy and agree the steps to be followed in its implementation.</p> <p>Some trustees questioned why step 3 did not include the whole board and whether this should move to 31st January. All trustees should have a say in the draft strategy rather than commenting on a working draft. DS agreed to discuss this further with the consultant as it was not feasible to have another full Board meeting before January.</p> <p>ACTION POINT 485: DS to discuss the strategic plan outline with the consultant. Consider how best to include all trustees in the formulation of the draft strategy and to encourage ideas.</p> <p><u>Registration fee</u></p> <p>A discussion ensued regarding the ICS membership fee. LB felt it would be hard to highly increase the registration fee and we should focus more on why members should come to the annual meeting. DcD pondered whether ICS membership income could cover the costs of the office if the price were increased and membership grew.</p> <p><i>Motion to increase the ICS membership fee to £100 and draft a letter to the members explaining why the increase was necessary.</i></p> <p>DcD proposed</p> <p>MC seconded</p> <p>All in favour</p> <p><i>Motion carried</i></p> <p>ACTION POINT 486: ICS membership fee increased to £100 for 2020. Board to agree draft letter to members explaining why the increase was necessary.</p> <p>ACTION POINT 487: Office to propose other levels of membership fee increase for concessions and affiliates.</p>
7	<p><u>Co-opted Board member for 2019/2020</u></p> <p>LB was confirmed at the previous Board meeting. A comment was made to consider adding a retired industry professional to the Board.</p>

8	<p><u>Trustee committee allocations – review and confirm</u></p> <p>The allocations were reviewed and confirmed as follows:</p> <p>John: Urodynamics Committee</p> <p>Cristina: Nursing Committee and Physiotherapy Committee</p> <p>Alex Lin: Developing World Committee</p> <p>Mauro: Ethics Committee</p> <p>David: Education Committee</p> <p>Philip: Standardisation Steering Committee</p> <p>Carlos: Scientific Committee and Publications and Communications Committee</p> <p>Marcus: Neurourology Promotion Committee and Children and Young Adults Committee</p> <p>ACTION POINT 488: Office to inform committees of new trustee representatives.</p> <p>The duties of trustee representatives is copied here:</p> <p>Each Trustee will take on committee portfolios and will join their committee(s) as a non-voting member. This is intended to improve communication between the Board and Committees, in both directions. The trustee representative will have the dual role of advocating the work of their committee and ensuring that committee work is governed within the strategic direction of the ICS.</p> <p>The responsibilities of the trustee will include:</p> <ul style="list-style-type: none"> • Attendance at formal meetings of the committee (face to face and teleconference) • Keeping abreast of committee activity by involvement in email discussions, projects and in reading all minutes and reports. • Report of committee activities to Board. These will not replace the formal mid-year and annual committee reports of the Chair. • Reporting on Board activities to the committee. • To act as source of ad hoc advice to Chairmen of committees. • To act as lead trustee for annual revisions to your committee’s terms of reference document. To work with the committee Chair to ensure the terms of reference fit committee and ICS strategy. <p>Appointment of trustees should be by mutual agreement but each shall be appointed at the discretion of the General Secretary.</p>
9	<p><u>Neuromodulation consensus document update</u></p> <p>PvK proposed a Neuromodulation consensus document to update that produced by Howard Goldman in 2017. This could be developed over six months using a Delphi process. PvK had ideas of numerous companies that could support this initiative. DcD noted that Medtronic would like the report by 1 February 2020. PvK thought 1 April was the earliest possible and this should be discussed with Medtronic colleagues. DS advised that the project should proceed through the ICS Standard Operating Procedure.</p>

	<p>ACTION POINT 489: PvK to lead on a proposal for a Neuromodulation consensus project update, including contact with Medtronic and other potential industry partners.</p>
10	<p><u>Spanish translation of the 2016 ICI recommendations</u></p> <p>DcD noted that he would like to take this forward. Roger Dmochowski has given his approval.</p>
11	<p><u>Any other business</u></p> <p><u>Institute Steering Committee update</u></p> <p>As Sherif and Alex have stepped down the Board need to review the ISC terms and consider who will replace them, assuming the current structure will continue. Pck would like to see an audit of Institute activity in order to assess the success of Schools and the overall project.</p> <p>ACTION POINT 490: Board to review current Institute Steering Committee terms of reference and consider updates for the best ongoing management of the Institute.</p> <p><u>History Book update</u></p> <p>PvK noted that 2020 represents the 50th year of ICS'. The History Book could be updated as this covered the first 40 years of ICS. The previous edition could be updated, with the 2010 – 2020 period added. DT said the book could be printed on demand to control copy production and manage sales. An e-book version could be easily produced.</p> <p>PvK suggested an ICS museum display for ICS 2020. He will consider this further and advise the Board and office.</p> <p>ACTION POINT 491: PvK to present proposals for an update to the ICS History Book and an ICS Museum display at ICS 2020.</p> <p>MD suggested an ICS timeline promotion covering ICS history as time ticks down to ICS 2020. One article or throwback news item per month would suffice.</p>

ACTION POINT 483: LB to share a new approach, and suggested wording, to engage with industry contacts.

ACTION POINT 484: DcD to work on the 3-4 hour Spanish track programme for ICS 2020.

ACTION POINT 485: DS to discuss the strategic plan outline with the consultant. Consider how best to include all trustees in the formulation of the draft strategy and to encourage ideas.

ACTION POINT 486: ICS membership fee increased to £100 for 2020. Board to agree draft letter to members explaining why the increase was necessary.

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