



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

Friday 31 January 2020 15:00 – 18:00

Meeting location: Novotel London Paddington hotel, Room - Westbourne

Trustees present: David Castro Diaz (Chair/General Secretary), John Heesakkers (Treasurer), Lori Birder, Mauro Cervigni, Carlos D’Ancona, Marcus Drake, Alex Lin, Cristina Naranjo-Ortiz, Philip Van Kerrebroeck

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

In attendance: Mor Kristal (Kenes Senior Account Manager)

1.	<p><u>Apologies for absence</u></p> <p>None</p>
2.	<p><u>ICS/Kenes strategy meeting update</u></p> <p>MK provided an update from the December strategy meeting.</p> <p>Some areas in need of attention were identified as ICS not having a continuous path for early career professionals, having a niche meeting (limitations) and the current destination selection process which can result in less attractive destinations being chosen.</p> <p>MK questioned how to engage the audience more. The X and Y generation are going to be demanding customised “edutainment” - they are looking for an experience: high energy / less time i.e. TED talks. They want content that they can easily put on social media posts and to consider what’s in it for me. They want hands-on, networking and tools they can use tomorrow. They also want voting and ask the speaker in-app abilities. Other concepts include speed dating discussions and networking opportunities - content outside the session hall. MK explained that all these ideas obviously require budget and perhaps not possible to do in 2020 but maybe some can be implemented already. LB proposed a session to allow presentation of new concepts with a prize on offer.</p> <p>ACTION POINT: Board, Office and Kenes to work on further proposals arising out of the Amsterdam strategy session meeting.</p> <p>Industry strategy</p> <p>The pipeline is drying, particularly with pharma. Actions from the strategy meeting were to create an industry committee (or task group) and get ICS key opinion leaders involved. The terms of reference and role of the industry committee are to be defined.</p> <p>Continue with the start-up package. Try and take forward LB’s idea to have a new concepts session. JH suggested that that all trustees provide their personal industry contacts.</p> <p>ACTION POINT: Board, Office and Kenes to work on a draft terms of reference and composition for the Industry Committee / Task force.</p>

	<p>ACTION POINT: All trustees and committee members to provide details of where they have strong personal contacts with industry partners.</p>
3.	<p><u>ICS 2024 bids and future meeting bids process</u></p> <p>MK proposed that the Board consider a change in annual meeting rotation to Europe and rest of world (including North America) every other year. Kenes propose to make it a solely a board decision. DS explained that steps had already been made to take more control with the current rotation and explained that this would require a change in the bylaws and articles of association. A discussion was held on whether it was possible to enact the changes before the AGM. DS explained that it was possible for the final voting section but not for the general call for bids, which was already in process for ICS 2024 (Europe). It was also suggested to make an active approach to associations and cities to submit interest or bids. PVK also suggested that there was no need to select an annual meeting chair as standard. Some destinations require this while others do not. DS proposed to create a 5 year plan and proposed to hold both 2024 and 2025 in Europe to mitigate having held 4 out of the past 6 annual meetings outside of Europe.</p> <p>A discussion was held about North America and going to the US. It was discussed about going back to the same destination as there are some advantages to securing repeat contracts with the venues.</p> <p>DS showed a summary to consider the alternative proposals and what benefits would result. The changes would increase strategic and decision making power and would be vital to financial stability. The Board is best placed to extensively review bids and destinations alongside Kenes and ICS office management.</p> <p>DS presented the proposals:</p> <ul style="list-style-type: none"> • To go to Europe in both 2024 and 2025 – noting the IUGA agreement to not be in the same continent • To change the bylaws and articles to allow the board to prepare and decide on bids • Allow the board to vote following a full analysis of all bids • To not be committed to a rotation package and not to publish this externally • Consideration for 2026 bids onwards • Consider the role and importance of the annual meeting chairman <p>A full discussion was held.</p> <p><i>Proposal to remove section 15 of the articles and 2.1, 2.2 and section 7 of the bylaws</i></p> <p>DC proposed</p> <p>PVK seconded</p> <p>All in favour</p> <p><i>Motion passed</i></p>

	<p>ACTION POINT: DS to prepare the changes to the Articles and Bylaws for approval by the 2020 AGM.</p> <p>AL further questioned if there is no chair then who will propose the bids. JH responded that the board or a local member can propose. MK agreed that it is important to have a local contact especially in places like Japan. The role of the chair would be for local information and generating local support for delegates and industry. A discussion was held to ensure to include locals but it was agreed to leave it open and to make a decision based on the destination. MK added that many societies have a standard scientific chair and then the local chair has input into the programme. DS said the annual meeting guidelines can be amended to reflect this.</p> <p><i>Proposal to leave annual meeting rotation process open and go to Europe 2024 and 2025</i></p> <p>JH proposed</p> <p>CN seconded</p> <p>All in favour</p> <p><i>Motion passed</i></p> <p>ACTION POINT: DS to amend the bidding and annual meeting guidelines in line with new rotation and annual meeting chair and scientific chair roles.</p> <p>ACTION POINT: DS and MK to reconsider the division of duties document regarding the altered role of annual meeting chairs. Updates to be considered for confirmed 2022/2023 chairs and new chairs to come from 2024 onwards.</p>
4.	<p><u>Role of Scientific Committee and Local Scientific Chair and LOC in deciding SOAs and Round Tables</u></p> <p>DS presented an overview of the current process and the ongoing challenges with the LOC and scientific chair in the creation of the SOA and Round Table programme. This is a continuous challenge each year as the LOC struggle to understand the ICS rules – i.e. speaker funding. The result is delays and drifts and this has an effect on marketing and resources. Proposal discussed was that the elected Scientific Committee prepare the SOA and RT programme. PVK asked who will be the local rep on the scientific committee. It was discussed that it would depend on the location and requirement for the local chair. DC questioned the role of the board in the decision making process and it was discussed that the board should provide strategic guidance but should not get involved with the finer details of the decision making process.</p> <p><i>Proposal to have elected scientific committee prepare the SOA and RT programme and update their TOR accordingly.</i></p> <p>MD proposed</p> <p>LB seconded</p> <p>All in favour</p> <p><i>Motion passed</i></p>

	<p>ACTION POINT: DS and DT to update the Scientific Committee terms of reference to confirm that they create the SOA and Round Table programme. Communicate this to the Chair and committee.</p> <p>It was also agreed for DS to manage discussions with the ICS 2021 team as they are quite far ahead with their choices. The Board agreed to a transitional approach given this change had arisen during their considerations. This is to be discussed and agreed with the Scientific Committee Chair (Laurence Stewart). DC suggested Peter Gylling as a SOA on the topic of modern approach for the therapy of male luts.</p> <p>ACTION POINT: DS to inform the ICS 2021 team of the changes to the SOA/RT process. In line with Board and Scientific Chair agreement, to propose a transitional measure for ICS 2021.</p>
5.	<p><u>Review of ICS 2019</u></p> <p>MK presented the final surplus of the meeting as €309.063, which was €25,000 higher than forecast. Catering was higher as people were in the venue all the time so we had to increase provision onsite. Overall, the meeting was very successful based on delegate and industry feedback. Delegates attended the sessions well and many were there to the very end. The evaluation comments asked for more SOAs, more hands-on sessions and also more interactive voting sessions. MK explained that the Swedish authority may audit in next 3 years and may request a proportion of the tax back (although unlikely). MK showed the overview of the delegates country attendance and noted that it was still mostly the same countries and the number of groups decreased again.</p>
6.	<p><u>ICS 2020</u></p> <p>MK reported that Rio convention hotel had been selected as it has a separate entrance to the conference centre which avoided the casino floor. Medtech found the venue non-compliant but Medtronic and others are still supporting us. The main restriction of those supporting Medtech is that cannot bring healthcare professionals from Europe.</p> <p>The annual dinner will include the 50th celebrations but we are struggling with the budget and the ticket cost will be high. Las Vegas, and America in general, is very expensive. MK confirmed that the convention centre was straightforward.</p>
	<p><u>ICS 2021</u></p> <p>MK presented the 2021 meeting estimations. Estimated number of 1,500 participants due to FIGO in Sydney (October) and IUGA in Singapore (June). On a positive note the LOC is very engaged and a large local meeting is integrated. A generous subvention from city and conference is secured. A site visit is secured for February. PVK suggested to be in contact with an air carrier for discount flights.</p> <p>ACTION POINT: Kenes to engage with an air carrier for discount codes for ICS 2021.</p> <p>A discussion was held about engaging with the local societies which is already under way.</p>



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

Saturday 1 February 2020 08:30 – 13:30

Meeting location: Novotel London Paddington hotel, Room - Westbourne

Trustees present: David Castro Diaz (Chair/General Secretary), John Heesakkers (Treasurer), Lori Birder, Mauro Cervigni, Carlos D’Ancona, Marcus Drake, Alex Lin, Cristina Naranjo-Ortiz, Philip Van Kerrebroeck

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

In attendance: Mor Kristal (Kenes Senior Account Manager)

1.	<u>Apologies for absence</u> None
2.	<u>Approval of Agenda</u> <i>Motion: To approve agenda</i> DC proposed MC seconded All in favour <i>Motion approved</i>
3.	<u>Matters arising from Board Minutes, 1-2 September 2019</u> <i>A467: CD and MC to continue work with European Society of Coloproctology and suggest they prepare a workshop submission and investigate mutual lectures.</i> MC has been in contact. They would like an ICS session at their 2021 meeting but they will not present at ICS 2020. PVK did not agree this was an equitable arrangement as there should be lectures at each congress. This would help raise the profile of coloproctology in ICS, which was the purpose of the interaction. It was agreed to not proceed with an ICS session at the European Society of Coloproctology in 2021 without consideration of a reciprocal session at ICS. MD agreed and proposed the project led by Liliana as an opportunity to promote coloproctology and anorectal dysfunction. A discussion ensued on how to raise the profile of anorectal within ICS. A suggestion was made to ask the School of Anorectal Dysfunction to make a proposal. This was deferred until the review of the Institute was complete.

A468: CD to discuss with Bernie Haylen who could produce a short report regarding why ICS is splitting male and female definitions.

MD – we need to justify why there is a split in order to legitimise the decision. ICS should show leadership in this area and justify our stance.

ACTION POINT: MD and CD to propose a plan for how ICS can justify the splitting of male and female definitions.

A469: MD to work on an update to the Fundamentals of Standardisation for publication in 2020

MD reiterated the need for this condensed summary as for many the full standards were too big to digest. This is not realistic for registrars or trainees. The fundamentals will be updated for 2020.

The upcoming joint terminology report was discussed (involving AUGS, IUGA and SUFU). MD stressed that men should be included.

ACTION POINT: MD to contact the Chair of the Joint Terminology project to ask that men be included.

A471: It was agreed that the deadline for ICS Standards content should be end of May 2020 to allow time for the office to collate the material prior to the annual meeting.

This is on target.

A473: A trustee with senior contacts at AUA to discuss the option of ICS joining the pre-conference programme for 2021.

It was agreed to drop this action.

A481: Board to provide further areas of interest to encourage Astellas to support ICS.

ACTION POINT: Trustees are requested to utilise all Astellas contacts to encourage business for ICS 2020 and 2021.

A482: MD to contact Arturo Garcia regarding exposure for Sun Pharma at ICS 2020

Contact had been made. DS to chase up.

A483: LB to share a new approach, and suggested wording, to engage with industry contacts.

LB proposed small group sessions that industry could attend. To show them something new or different. New pipeline, intellectual property and start-up companies. This should spur some interest.

ACTION POINT: LB to send a proposal for small group sessions that could attract industry interest.

A489: PvK to lead on a proposal for a Neuromodulation consensus project update, including contact with Medtronic and other potential industry partners.

It was agreed to drop this project.

All other action points resolved

4.	<p><u>Approval of Board Minutes, 1-2 September 2019</u></p> <p><i>Motion: To approve Board Minutes, 1-2 September 2019</i></p> <p>CNO proposed</p> <p>JH seconded</p> <p>All in favour</p> <p><i>Motion approved</i></p>
5.	<p><u>Approval of Board Minutes, 5 September 2019</u></p> <p><i>Motion: To approve Board Minutes, 5 September 2019</i></p> <p>DC proposed</p> <p>JH seconded</p> <p>All in favour</p> <p><i>Motion approved</i></p>
6.	<p><u>Decisions made on Board discussion forum</u></p> <p><i>Motion: To approve the decisions made on the Board discussion forum</i></p> <p>CD proposed</p> <p>AL seconded</p> <p>All in favour</p> <p><i>Motion approved</i></p>
7.	<p><u>Executive Director summary report</u></p> <p>DS presented an update of activity since ICS 2019.</p> <p>Many business items are included within the agenda today: NaU contract, ELUTS, ICS 2019, 2020 and 2021 evaluation, preparation and plans.</p> <p>The cadaver training course was a big success and generated £7,000 surplus. The Sudan fistula course also went very well, and overall nearly broke even in costs.</p> <p>A great deal of time and focus has been on the ICS strategic sessions including surveys, analysis and preparation.</p> <p>All financial forecasts and budgetary work was completed on time.</p> <p><i>Please see Appendix A for the full slides</i></p>
8.	<p><u>I.T. Director summary report</u></p> <p>DT presented an update of activity since ICS 2019.</p> <p>There is capacity for the I.T. team to prepare and deliver more videos, including industry content. Trustees can use their contacts to drive business to the ICS office.</p>

	<p>All 2019 webcasts were live by the end of 2019 – the fastest ever turnaround due to the new equipment and process.</p> <p>Website analytics were strong and growing throughout the ICS website and ICS videos.</p> <p>The I.T. continues to work on automating tasks to save resource within and external to the office: member renewals, membership by registration.</p> <p>Abstract submission opened from January for the first time. This gives more time for marketing efforts and a longer submission window.</p> <p>DC asked that the ICS website be shown at the EAU industry meetings.</p> <p>ACTION POINT: DT to work with DS to prepare an ICS website presentation for Trustees/DS to show to industry partners at EAU 2020 meetings.</p>
	<p><u>Finance Report of Treasurer</u></p> <p>JH presented a report of ICS finances. JH proposed to focus on fixed income to cover fixed costs. Also that if a year is predicting a loss then no additional costs should be incurred that year.</p> <p>JH encouraged a focus on increasing income rather than decreasing costs as a general strategy for financial sustainability.</p> <p><i>Motion: To approve the committee budgets as presented (deferring any decision on the PCC budget).</i></p> <p>JH proposed</p> <p>CNO seconded</p> <p>All in favour</p> <p><i>Motion approved</i></p> <p>ACTION POINT: DS to communicate committee budget decisions.</p> <p><i>Motion: To approve the awards and fellowship budget as presented.</i></p> <p>MD proposed</p> <p>CNO seconded</p> <p>All in favour</p> <p><i>Motion approved</i></p> <p>ACTION POINT: DS to communicate awards and fellowship budget approval to ICS staff.</p>
	<p><u>ICS Institute: update and plans</u></p> <p>Role of committees vs institute? Create new committees for Schools that do not have a corresponding committee?</p>

	<p><i>Motion: To prepare a plan to rationalise the structure of the Institute in a sensitive and strategic way</i></p> <p>DCD proposed</p> <p>CD seconded</p> <p>All in favour</p> <p><i>Motion approved</i></p> <p>ACTION POINT: MD, CNO and CD to work with the office on a short summary proposal and set of recommended actions for the institute.</p>
	<p><u>ICI-7: update and business considerations</u></p> <p>DS reported on progress to date, with all 22 committees now confirmed and working hard towards ICS 2020 presentations. The ICI programme is now set for ICS 2020 and features heavily in the marketing campaign.</p> <p>DS asked if there was potential for any industry support towards ICI-7. This will be discussed among the ICI Steering Committee.</p> <p>ACTION POINT: DS to ask the ICI Steering Committee for assistance with industry support towards ICI-7.</p>
	<p><u>ELUTS 2019 review and plans for 2020</u></p> <p>DC presented the final position of ELUTS 2019 which, despite a good attendance, will result in a deficit to be shared 50/50 between ICS and EAU. Industry support was the major limiting factor.</p> <p>Numerous improvement measures were put in place for ELUTS 2020. The Board were asked to consider and make a decision on ICS involvement.</p> <p><i>Motion: ICS to collaborate with EAU for ELUTS 2020 in line with the new terms agreed.</i></p> <p>DCD proposed</p> <p>CNO seconded</p> <p>All in favour</p> <p><i>Motion approved</i></p> <p>Action: ICS to collaborate with EAU to deliver ELUTS 2020 under the new terms.</p> <p>JH asked that the Board review the draft budget to consider if ICS should proceed as 50/50 surplus/loss or 75/25 profit loss (EAU/ICS).</p>
	<p><u>NAU contract review and renewal – IN CAMERA ITEM</u></p>
	<p><u>Education Committee and courses</u></p> <p>The Board discussed and agreed that the overall course and guest lecture process and approvals required fresh thought and strategic direction.</p>

	<p><i>Motion: To task the Education Committee with preparing a proposal for ICS education course/guest lectures invitation and acceptance. To reconsider and restate the core aims, goals and impact.</i></p> <p>CNO proposed</p> <p>DCD seconded</p> <p>All in favour</p> <p><i>Motion approved</i></p> <p>Action: DcD to talk with Elise De regarding a proposal paper for the strategy and process for ICS courses and guest lectures.</p>
	<p><u>WFIP proposal</u></p> <p>DC presented a proposal for a patient engagement project involving the World Federation of Incontinence Patients (WFIP) and Medtronic. It was not yet fully clear what the ICS role would be in terms of funding or resource. This is to be clarified.</p> <p>PVK asked that the Medtronic logo not be shown in line with ICS and WFIP as this is misleading.</p> <p><i>Motion: To proceed with ICS involvement in WFIP project pending further details on ICS role and resource required to contribute.</i></p> <p>DCD proposed</p> <p>PvK seconded</p> <p>All in favour</p> <p><i>Motion approved</i></p> <p>Action: DcD to confirm with WFIP and Medtronic. Comment on Medtronic logo not being displayed directly in line as in the presentation.</p>