



INTERNATIONAL BOARD OF DIRECTORS MEETING

Wednesday, June 18, 2014–5:00 p.m. to 6:15 p.m. Conference Call

MINUTES

AGENDA ITEMS

1. Welcome and Call to Order...David Cliffe, IPPS Chair

In Attendance:

Officers: David Cliffe, Chair, Australia
Hans Sittig, President, So. African Region Alternate Director
Patricia Knight, Vice-President, Southern Region Director
Alan Jones, Treasurer
Charles Heuser, International Editor
Terri Breon, International Secretary

Australian: Peter Lewis
Eastern: Bob Geneve
European: Bernard Brennan & Mike Norris (Alt)
Japan: not represented
New Zealand: Phillip Smith (Alt)
South African: Annemarie Van Der Westhuizen
Southern: Rick Crowder (Alt)
Western: Jim Conner & Todd Jones (Alt)
Donna Fare

Approval of Agenda Change

Chair would like to change the order of the agenda.

2. Approval of Minutes

A. March 4/5, 2014 South Africa meeting of the International Board

MOTION: Hans Sittig moved to approve as written; Phillip smith seconded; passed

B. Review of Action Steps from March International. Board Meeting

1. Alan will set up a meeting w/Terri to discuss performance issues that have been raised to date – *done. Follow-up: David also wants to have a teleconference meeting with Terri.*
2. Terri to liaise w/Alan on uploading regional conference schedules to website. *Everything received to date has been uploaded.*
3. Award of Honor plaque. *Award plaque has been sent, and the award money was wired.*
4. Alan to check w/Pat Heuser on profit figure from last year - *done*
5. Alan to investigate options for types of audits and costs – *talking with Eastern Region's accountant. Ongoing.*
6. Alan to prepare budget including additional items discussed at Southern Africa conference – *will be discussed later*
7. Regional secretaries phone meetings: conference calls need to be formalized

- and reports of the meetings' outcomes minutes made available to the Board – *Tried to set up a conference call w/regions. They have been busy up to now.*
8. Investigate viability of a Shanghai meeting in November. Develop budget of probable costs - *done*
 9. Executive Committee to select a nominee for the Chair-elect by June 15, 2014 teleconference meeting – *work in progress*
 10. Develop Newsletter template options and present to Board at June meeting - *work in progress*
 11. Ask International Secretary to put together newsletter in a pre-designed template – *combined w/#10. If any regions already have something set up share with International for consideration as a base template for the layout and design. Hans' committee have done work with a local consultant; example has been placed in drop-box as "A1"*
 12. Check with Terri on what the bylaw rules are regarding International Tours. Forward to Phillip Smith. *Located. On drop-box as "Policies and Procedures for IPPS International Tours"*
 13. Communications and web site: ok to put proposals together along with budgets; due by June meeting – *work in progress*
 14. Strategic committee: update job descriptions and provide new ones – *well underway, but on-going*
 15. Membership committee: June teleconference will discuss membership levels/international exchange program – *had a meeting right after previous; have a format to develop the various levels*
 16. Hans to have 3 proposal options for redesign of website and other communications devices to review, along with budget costs, for the June meeting – *on-going*

3. Treasurer's Report...Alan Jones

- A. 2014 Budget was sent out
ACTION: year-to-date update will be sent at end of quarter since it's so close
- B. 2014 Membership at 1187; no membership numbers received from Europe, S African [Hans Sittig will send tomorrow] and Japan
- C. This year [2014] additional expenses: Pat's honorarium and CD shipping for two volumes of proceeds
- D. \$8,000 for cost of a new web site design may be low; leave budget item open
MOTION: Alan Jones moved to approve 2014 budget as submitted; Bernard Brennan second; accepted
- E. 2014 membership dues report: awaiting final numbers from regions noted above

4. Exchange Funding Program

- A. No exchange funding has been requested by any region:
- B. Propose to try to have a corporate sponsor each year to sponsor student exchanges; South Region is looking into its viability
- C. Cost for exchange is \$2,000 per person per region; historically, has been a 50-50 split between the two participating regions

5. Review of Volume 63 Progress... Charles Heuser

- A. Regional files have been sent
- B. Need to get back to ISHS mid-July
 - 1. Brisbane conference may slow down the printing
 - 2. David and Bob will be at that conference

ACTION: Bob to contact Joseph to let him know they will be there

6. Old Business

- A. Strategic Planning Committee - Mike Norris: (from S. Africa meeting)
 - 1. Defining International Board and Directors' roles – *work in progress*
 - 2. Communications: Hans updated Board under Agenda Item 2 - *work in progress*
 - a) feedback to Committee, International Board
 - 3. Membership categories, Phillip: promote 2 categories: associate and student (may need to revisit the member-at-large category), timeframe – this year; in Drop-box: basically, spreadsheet;
 - 4. Finances: Alan has covered;

ACTION: put timeframes to the work (Alan, Phil, Hans);

ACTION: circulate membership data to the Board and Regional secretaries (does Board need to act first?)

- B. Meeting in Shanghai: review of costs, directors only
 - 1. Peter Lewis: report in Drop-box, confident that now is time to move ahead in this region, dedicated retail has just started in past 12 mo.,
 - a) Reviewed proposed agenda, 23rd Nov – 6 nights, 5 days.
 - 2. Pro-forma budget for land cost per person for week: US \$1430; 14,750 Rand; 1500 Australian; 1650 New Zealand; 850 pounds.
 - 3. Airfares IPPS to pay: \$14,000. Will have to be paid from reserves.
 - 4. Has assumed 25 attendees.
 - 5. Looking for an indication from Board:
 - a) One rep from each region only, suggested to-be directors in 2015 should be in attendance
 - b) Each Region will need to decide whether the rep will be incumbent or incoming director.

MOTION: Bob Geneve moved to approve IPPS Board to meet in China this year, but only one representative per region to be funded by IPPS, although others can attend at their own cost. Hans Sittig second; motion carried.

Suggest everyone start on obtaining visas now; get in invitation letter from China, will ease the process.

ACTION: Peter Lewis: firm up dates, publish on-ground costs.

[Hans Sittig takes over for chair @1:05]

7. New Business...

- A. Marketing proposals: lost connection with Bernard Brennan before he could make his report.

8. Next Call and Adjournment

A. Next Board meeting for July

1. Strategic Committee conference call meeting end of July
2. Doodle schedule; look for a mid-Sept date, about week of 15th.

ACTION: Terri to send out Doodle Survey.

3. Committees should have meetings regularly.

B. Meeting adjourned 6:15pm Eastern time.

6/28/14 tgb