



## IMC Final Minutes

Thursday 2 February 2017; 11:00 GMT

Teleconference / GS1, London

### Present

Members:	Name	Position	Initials
	Stephen Rinsler	Chair IMC & Hon Secretary	SR
	Kevin Byrne	President	KB
	David Pugh	Honorary Treasurer	DP
	Neville Binning	IVP	NB
	Gilles Legault	IVP	GL
	Radzak Malek	IVP	RM
	Finbarr Cleary	IVP	FC
	Romesh David	IVP	RD
	Elliot Price	IVP	EP
In attendance:	Keith Newton	Secretary General	KN
	Vicky Koo	Deputy WiLAT Convenor	VK
	Andrew Weatherill	Financial Director	AW
	Kevin Richardson	CEO CILT(UK)	KR
	Harriet Leung	Manager CILT HK	HL
	Ceri Williams	Secretariat	CW
Apologies	Rupert Nichols, Jan Steenberg, Bernard Auton, Sunny Ho, Aisha Ali Ibrahim, Umaru Usman, Jon Harris, Monique Kack-North		

No.	Item	Action
1.0	<b>Welcome</b> SR welcomed members to the first meeting of the year. SR will chair IMC for next year as the President Elect is unable to fulfil this role SR welcomed KB to his first meeting as President KB thanked SR and members for their support	
2.0	The minutes from Tuesday 22 November 2016 were passed as an accurate representation of the meeting and approved for posting on the international website	
2.1	The wording 'corporate acquisitions' in Item 3.1.3 needs amending to 'corporate membership'	CW
3.0	<b>Strategy &amp; Finance</b>	
3.1	<b>Strategy &amp; Membership Growth</b> KB requested that all branches focus on membership growth, and especially younger members over the next 2 years and emphasized the importance of succession planning.	ALL
3.1.1	All branches are asked to bring at least 1 or 2 YPs to International Convention in June 2017	ALL
3.1.2	A full briefing of the strategy document will be made at	

- convention
- 3.1.3 KN reported on disappointing membership figures in the 2016 annual returns. There was a 5% increase in global membership in 2014/15 but no similar increase in 15/16. Although there are a few areas of growth i.e. India, Nigeria, Malaysia, Mauritius and UK, the majority of countries show declining membership. This requires discussion on international and local strategies to resolve and is critical to our future success.
- 3.1.4 The secretariat will provide further information from the annual statements and business plans shortly KN
- 3.1.5 GL stressed the importance of making local members aware of the opportunities for international networking and suggested that local councils create alliances with other councils to facilitate better international links. These could be strategic partnerships or geographic partnerships. SR agreed with the principles of both twinning and regional forums but confirmed that local branches could implement these relationships without COT or secretariat involvement ALL
- 3.1.6 KB encouraged all branches to complete and return their business plans. The secretariat is available for support if required. ALL
- 3.1.7 SR identified a problem of membership retention in UK RD reported that the problem in Sri Lanka is attracting new members and converting students. The Council is entering into dialogue with the military to facilitate a special membership offer. KR reported a recent approach from MOD in UK over developing a relationship with CILT to raise the professionalization of their 26,000 logisticians. KR suggested that many countries could investigate opportunities in the military arena. RD to liaise with UK for support RD
- 3.1.8 KR announced that UK launched a CILT Champions scheme. Champions work as in- company representatives to promote the values of membership within their companies.
- 3.1.9 KB asked countries to publicise their eminent members as a way of attracting new members ALL
- 3.1.10 FC reported that Ireland have worked on raising their profile by representing CILT to the Department of Transport as the experts to approach for advice and opinion, especially in light of recent world events in US and Europe
- 3.1.11 SR suggested we need to work at understanding the type of Institute our members want and how the website can help. SR asked for members to contribute and send input ALL
- 3.2 Budget 2017**  
 KN presented the third draft of the 2017 budget which goes to IAC and COT in 2 weeks time.  
 The substance is largely as per the document discussed in the November IMC meeting.  
 No questions or comments were raised so SR proposed to take the budget forward

## 4.0 Conferences & Conventions

### 4.1 Africa Forum

KN reported that the host country had been unable to secure the sponsorship monies required to facilitate the event. The decision was made at the end of last week that the financial risk was too great. It was decided to cancel the event before a financial penalty was incurred from the venue

- 4.1.1 KN confirmed that we will plan to accommodate an African gathering in Macao and General Usman was leading this.
- 4.1.2 SR emphasized the importance of corporate contacts for all branches
- 4.1.3 AW queried the return of prepaid costs. KN confirmed that these payments were made in the form of a loan to the host country and a plan is being sought to be recovered. £4000 hotel costs should be immediately recoverable. IAC will consider further. Africa fee

### 4.2 International Convention 2017

KN reported that the Macao team are working hard  
The website is running and registration is open. Members are encouraged to book early.

Day 1 is YP and WiLAT Day

Day 2 will focus on the conference themes

Day 3 will focus on the international agenda

Day 4 is the technical visit

- 4.2.1 KN reported on visa issues for 5 countries. KN will be contacting these countries directly to start an early centralised approach. The team in Macao will support. KN
- 4.2.2 KN reported competitive pricing on conference fees.
- 4.2.3 RM asked whether YPs would be given prominence during the main conference this year. KN to progress
- 4.2.4 KN confirmed that arrangements will be considered for delegates who may be fasting during the conference period. VK confirmed that Muslim meals can be selected as an option on the registration link. SR asked the team to ensure that a room is set aside for prayer. RM to liaise with the secretariat to ensure delegates' needs are met RM
- 4.2.5 SR reminded members that there will be a face to face IMC meeting early on Saturday afternoon and requested that members arrange their travel accordingly
- 4.2.6 VK confirmed that budget hotel options will be available
- 4.2.7 SR encouraged all members to attend the event
- 4.2.8 SR reinforced the President's request that all countries support the attendance of at least 2 YPs

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## 5.0 Committee Reports

### 5.1 IESC

KN reported that pre read documents had been circulated. The last IESC was held last week and countries are asked to support attendance by Education Champions at these meetings

- 5.1.1 KN confirmed that the Global Training Directory facility currently exists but is not fully developed and is not being fully utilised. ALL

	Countries can take advantage of this facility to promote courses or products.	ALL
5.1.2	KN explained figures in the budget in relation to the accreditation process and the terminology used.	
5.1.3	FC suggested that international should achieve revenue from all courses in order to continue to support the education offering.	
5.1.4	KN suggested the issue be discussed further in Macao KB confirmed that price increases will take effect from 1 April Queries should addressed to Jan Steenberg, with KN on copy	ALL

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## 6.0 Regions, Territorial Organisations and International Branches

### 6.1 Asia Region MOU Update

SR confirmed that the Asia MOU is an example of a framework for regions to work together. The MOU is not a legal contract. The Education strategy is to be added into item 2.2

6.1.1 VK suggested that if the signing ceremony is held in Macao then the first Asia Forum meeting should also be held at convention

### 6.2 Regional and Country Updates

#### 6.2.1 Africa – Umaru Usman

No report submitted

#### 6.2.2 Europe and Middle East – Finbarr Cleary

No report made

#### 6.2.3 South Asia - Romesh David

No report made

#### 6.2.4 East Asia – Sunny Ho

No report submitted

#### 6.2.5 Australasia - Neville Binning

NB reported on an opportunity to visit new contacts in Papua New Guinea later this month.

Karyn Welsh also took the branch in a box kit to Papua New Guinea on a recent visit

The branch in Melbourne will be considering membership issues at their meeting next week

YPs in Australia remains 'work in progress'

#### 6.2.6 The Americas - Gilles Legault

SR thanked GL for the full regional report circulated

GL reported that 3 new board members appointed at the last AGM have been charged with growing membership

#### 6.2.7 South East Asia - Radzak Malek

SR thanked RM for the regional report circulated

RM reported on the first management meeting held in Malaysia in January since the AGM in November 2016

RM described a programme in Malaysia to encourage graduates to progress from MILT to CMILT and reported that a new WiLAT

chairperson has been appointed  
Convocation will be held 11 November 2017

**6.2.8 UK - Kevin Richardson**  
No report made

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**7.0 Key Developing Groups**

**7.1 WiLAT**

SR thanked VK for circulating a report on WiLAT activities

7.1.1 SR emphasized the importance of WiLAT members being CILT members

7.1.2 SR congratulated WiLAT on their success

**7.2 YP**

No report submitted

7.2.1 SR asked all countries to support their YP communities

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**8.0 Any other Business**

**8.1 Brand Guidelines & Brand Hub**

The new Brand Guidelines document was circulated. Guidelines will be issued later this month when the Brand Hub document management system is launched

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**9.0 Dates of Next Meetings**

Thursday 27 April 2017 at 12 noon BST (11:00 GMT) – London / Teleconference

Saturday 10 June 2017 in afternoon – face to face meeting in Macao