



## Minutes

Council of Trustees Meeting

Thursday 11<sup>th</sup> May 2017

GS1, London

### Present

Present:	Name	Position	Initials
	Kevin Byrne	President	KB
	Stephen Rinsler	Hon Secretary	SR
	Rupert Nichols	Hon Solicitor	RN
	David Pugh	Hon Treasurer	DP
	Jan Steenberg	IVP (UK)	JS
	Bernard Auton	IVP (UK)	BA
	Keith Newton	Secretary General	KN
	Andrew Weatherill (in part)	Director of Finance	AW
	Mike Pestereff (in part)	IAC Committee	MP
	Jon Harris (in part – India item)	IPDC	JH

### Apologies:

G Harrison

No.	Item	Action
1.0	<b>Welcome</b> KB welcomed members to the meeting. KB stated that the first section of the meeting would be with members of the IAC and cover IAC items.	
2.0	<b>IAC Items</b>	
2.1	<b>Review of the Minutes of the previous IAC meeting on 16<sup>th</sup> February 2017</b> The meeting minutes were accepted as a true record of the meeting. The latest Investec report would be held over until the next IAC meeting. Other matters arising would be covered in this meeting.	
2.2	<b>Management Accounts &amp; the AGM</b> The Management accounts for 2016 were reviewed and AW answered questions regarding the changes to the convention costs and the CILT South Africa loan. The accounts were accepted. The Presidents report was discussed and DP noted changes necessary and requested condensing some of the detail in Page Three. This was endorsed by SR and others and KN charged with making editorial amendments ready for auditor approval. AW to correct trading numbers. AW requested a note for the auditors on the free reserve policy where we have less than 6 months cover. MP suggested "it is anticipated that over the next 3 years receipts will exceed	KN

	expenditure to bring us back to policy". AW to reply accordingly. AW to change numbers agreed and cover the main auditors' comments. AW to prepare documentation for the AGM notices and the AGM itself.	AW
2.3	<p><b>2017 YTD Accounts</b></p> <p>AW stated that the April accounts now reflected costs on an accrual basis &amp; to recognise income on receipt with phasing the fee income that would otherwise mislead.</p> <p>KN reported that education receipts in the first week of May were £45k. The overall position is that we remain on track against budget YTD.</p> <p>DP raised the issue of cash flow that had occurred in the first quarter. DP stated that external creditors should be prioritised first ahead of CILT internal credits. DP advised that before drawing down any Endowment funds to meet cash flow issues the steps taken to bring in education income earlier should be continued. The situation would be reviewed monthly.</p> <p>AW stated that the cash flow issue arose as a result of a large intercompany balance building up.</p>	
2.4	<p><b>Ireland Finance Processes</b></p> <p>KN updated the meeting on the proposal made to CILT Ireland to move the certification process to the UK and focus the Ireland resource on financial transactions and reporting. This was in line with the agreed steps at the previous meeting ahead of any change to move process to International processes and systems.</p> <p>MP stated that he remained very reluctant to use any process other than cash accounting for education receipts because of the nature of the African and International payments.</p>	
<b>3.0</b>	<b>COT Items; Governance &amp; Administration</b>	
3.1	<p>Declarations of Interest</p> <p>BA stated that his employment situation with National Instruments had changed and he would therefore in due course advise any further change in circumstances.</p>	
3.2	<p><b>WiLAT Governance</b></p> <p>KN advised of work done by WiLAT on governance at a branch level with documents shared by Dr Dorothy Chan on CILT HK and WiLAT guidelines. Meeting agreed to have a working committee and this would be discussed by SR / KN with Dr Chan and Aisha Ali Ibrahim at the Macao convention.</p>	BA
3.3	<p><b>YP &amp; WiLAT Involvement in COT</b></p> <p>RN stated that involvement should be in the IMC and that diversity at Trustee level was a different issue and would form part of the strategy discussions.</p>	KN / SR
3.4	<p><b>India Territorial Status</b></p> <p>JH joined the meeting. JH informed the meeting that a template had been created for the desktop audit that would be used for further assessments of in country education processes as required.</p> <p>JH outlined his recommendations</p> <ul style="list-style-type: none"> <li>• The situation in India required extensive remedial work</li> <li>• This work could take 3-5 years to complete before controls were sufficient to hand control back. This was dependant though on CILT India producing evidence in</li> </ul>	

	<p>response and could be reduced.</p> <ul style="list-style-type: none"> <li>JH stated that the 3-5 years was in part based on 2 cohorts of students going through the system and aligned with the current 5 year agreements made in South India with International control</li> </ul> <p>RN &amp; BA stated that this underlined our decisions and communications with CILT India. This informed our thinking ahead of the call with India to be held at the end of the COT meeting.</p>	
<b>4.0</b>	<b>Matters Arising from the IMC</b>	
	SR advised there were no further items from the IMC other than those that would be covered in the agenda items and in the strategy session later.	
<b>5.0</b>	<b>Convention – Macao 2017</b>	
	KN outlined the overall agenda. BA, SR, KB, JS and KN would be attending. The delegation meeting timetable would be limited this year and KN would advise the timings closer to the date. Asia Forum SR to lead with all regional IVP's attending. Would be an open session and the MOU would not be the main focus. The question to the group would be whether they wanted collaboration or not.	SR
	Africa Forum would now be lead by Teete Owusu with KB attending.	
<b>5.1</b>	<b>2018 Convention in Poland</b>	
	Poland remains incorporated as a region within CILT UK. This should change at the convention. KN to progress with CILT UK and Poland.	KN
<b>6.0</b>	<b>Territorial Organisations and Branches</b>	
<b>6.1</b>	<b>Kenya and Uganda</b>	
	KN advised that the new training provider in Kenya had started taking students. However there remained an impasse in Uganda in resolving the payment issues and support from Dr Olupot's organisation on part completed students. A new training provider had been accredited in Uganda and gives us a path forward.	
<b>6.2</b>	<b>Sri Lanka Membership</b>	KN
	CILT Sri Lanka to be asked for evidence on membership guideline adherence at the convention. This needs to be substantive otherwise other measures would need to be taken regarding Territorial status.	
<b>6.3</b>	<b>Nigeria Territorial Audit report</b>	
	KN reported on the positive audit visit and the excellent membership and governance activities demonstrated during the Lagos visit.	JS/KN
	The Trustees endorsed the audit report and gave JS and KN the mandate to progress the education actions with CILT Nigeria. This will be done within the overall recognition of CILT Nigeria's territorial status.	
<b>7.0</b>	<b>Any Other Business</b>	
	No further items were raised	
<b>8.0</b>	<b>Date of Next Meeting</b>	
	The next meeting will be held at GS1 in London on Thursday 12 <sup>th</sup> October 2017	