



Minutes

Council of Trustees Meeting

Thursday 20 September 2018; 12:00 BST
Teleconference / GS1

Present

Present:	Name	Position	Initials
GS1	Kevin Byrne	President	KB
	Stephen Rinsler	Hon Secretary	SR
	Keith Newton	Secretary General	KN
	David Pugh	Hon Treasurer	DP
	Jan Steenberg	IVP (UK)	JS
	Alan Jones	IVP (UK)	AJ
Teleconference	Radzak Malek	Chair IMC & President Elect	RM
Apologies	Rupert Nichols	Hon Solicitor	RN

No.	Item	Action
1.0	Welcome KB welcomed members to the meeting.	
2.0	Minutes of the meeting on Thursday 1st March 2018 The minutes of the meeting were accepted as a true record of the meeting	
2.1	Matters Arising Item 4.7. It was noted that the delegation meeting in Wroclaw had discussed the internal matters with the CILT Mauritius President, Dass Appadu, and had requested that they were dealt with locally as the correct course of action. Item 4.8 CILT Membership Proposal – on hold due to lack of viable proposal in India	
2.2	IAC Report & Actions DP updated the meeting with the discussion and decisions taken that needed Trustee approval. The two decisions documented in the IAC minutes in detail were the decision to align the CILT UK & International Year Ends and the decision to change the revenue recognition for education income and events. It was proposed to change to a year end of September 30 th from this year, 2018. It was proposed to change the revenue recognition rules from 1 st October 2018. The Trustees agreed to the proposals made and requested they be implemented.	
3.0	CILT Strategy Update & Discussion KN outlined the status after discussions with CILT UK held on 18 th September (KN, RN plus Kevin Richardson & Andrew Weatherill). CILT UK will not be in a position to consider governance changes to integrate the two charities until after the June 2019 convention with any implementation not being before October 2019. AJ said the delay could cause a loss in momentum and we need to take decisions to avoid this. SR said we need to have October	

2020 in our sights not October 2019. JS said the education income in International was now 25% of the UK education income having increased from 10% back in 2013. With the USAID / CTJ bid being prepared for a \$150k contract and further opportunities in China, Kazakhstan and the Middle East and with Train the Trainer International should press on.

KN updated the meeting on Secretariat changes as Jon Harris moves to one day a week from December.

DP/SR supported discussions with CILT UK on those steps to fill the gap in Jon's hours.

KN will include this as well as a review of his role and hours and will seek to restructure within the Secretariat.

RM identified the need to communicate to the territories. JS / SR expressed the need to continue the overview of territories on education and governance and the need to increase resource to enable this.

The meeting requested that a Plan B for Trustees terms and Trustee & Secretariat organisation should be completed by the next meeting. All Trustees present and RN had indicated their willingness to stay on during this extended period. KN to identify the plan and steps needed in conjunction with the Trustees.

KN

4.0 **Governance & Administration**

4.1 **Trustee Declarations of Interest & IVP Nomination**

SR informed the meeting that he is no longer a director of Bisham.

KB advised that he is acting as a consultant for Ceemax Ltd on airport safety audits.

AJ as non-executive director of the Canute group advised that this group was coming out of administration.

The Trustees unanimously endorsed the proposed extension of Neville Binning as IVP for Australia and New Zealand

4.2 **Awards**

The Trustees endorsed the decision made at IESC to make the Henry Spurrier award to Stanley Lim

4.3 **IMC Update & YP Proposal**

RM advised the meeting of the overall IMC agenda items and reports from countries. RM proposed that the YP paper submitted to the IMC and COT should now be reviewed at the December meeting in conjunction with the advice from the working group of IVP's, SG and the Global Convenor that the IMC requested.

RM raised the issue of the use of regional splits by both YP's and WiLAT that diverged from the IMC definition made in 2015.

KN would correct in conjunction with the two Convenors and committees and restore the South East Asia region in their definitions.

RM /
KB /
KN

4.4 **WiLAT Operations Guidelines Document**

The comments from Hong Kong on the detail of the document were discussed. KN to amend as necessary to acknowledge the legal / country variations. KN to also include the regional

KN

	omissions. Document to be issued as final post a final review in December.	
	<i>Chief Teete Owusu-Nortey joined the meeting</i>	
4.5	IVP & Africa Forum Chairperson Report on southern Africa visit The progress made on education matters, governance and CILT Uganda registration and noted in the report was commended. It was agreed that further actions on the brand & logo conformance in Zambia, the Acts of Parliament in both Zambia and Nigeria would be taken by the SG and the IVP to remedy the International governance position. KN to progress the Delegation Agreement with CILT Uganda.	KN
4.6	CILT Tanzania Status and Africa Forum venue KN updated the meeting that CILT fees due for prior years has arrived three days after the deadline of July 31 st . The payment for 2018 had been committed by December 31 st 2018. KN proposed that we remove the Forum from CILT Tanzania for 2019 based on their inadequate financial situation and on their governance failures to date. TON supported this and said that to do otherwise sent a very poor message to other African countries. TON proposed that CILT Zambia would be asked to host as the replacement country. The meeting agreed to take these actions.	KB/KN/ TON
	<i>Chief Teete Owusu-Nortey left the meeting</i>	
4.7	Business Forum Proposal RM proposed that he would lead this through the CILT Malaysia YP group and start working with interested countries. He would request the formation of a working committee. KN advised working with 2 or 3 countries interested and RM identified several who had indicated an interest in Wroclaw.	RM
4.8	GDPR KN update the meeting that the action plan had been created and was now being actioned. The Quarterly newsletter circulation had included our policy and the right to unsubscribe. KN to update each meeting.	KN
4.9	International Convention 2020 Nomination Process The Trustees approved the communication to be sent to all countries with a closing date ahead of the December Trustee meeting when a decision would be taken on the 2020 venue.	KN
5.0	Any Other Business	
5.1	Education Finance Processes JS raised his concerns regarding the CILT UK take on of the education processes with the delays in reports. DP informed the meeting that the IAC had discussed this at length and AW had reassured the committee that actions would be taken by next week to remedy and bring back under control.	DP
6.0	Date of Next Meeting Thursday 13 th December 2018 at 11am following an earlier IAC at 10am. DP would attend and chair the IAC but would send apologies for the COT as he was in a CILT UK Board meeting. KB extended an invitation to all Trustees to meet for a meal on the evening of 13 th December. Details and venues to be advised.	