Agenda

Council of Trustees & IAC Meeting

Thursday 26 November 2020; 13:30 GMT

Zoom Video Conference

|  |  |  |
| --- | --- | --- |
| To attend | | |
| **Name** | **Position** | **Initials** |
| Dato’ Radzak Malek | President | RM |
| Jan Steenberg | Honorary Secretary | JS |
| Rupert Nichols | Honorary Solicitor | RN |
| David Pugh | Honorary Treasurer | DP |
| Alan Jones | IVP | AJ |
| Jane Green | IVP | JG |
| Keith Newton | Secretary General | KN |
| Mike Pestereff | IAC Committee Member | MP |
| Tom Naylor | Interim Finance Director | TN |
| Agenda | | |
| **Number** | **Item** | **Lead** |
| **1.0** | **Welcome and Apologies** | RM |
| **2.0**  2.1 | **Minutes of the COT meeting on Tuesday 13th October 2020.**  Matters arising & approval of minutes | KN  ALL |
| **3.0**  3.1  3.2  3.3  3.4 | **IAC Items**  Year End Accounts & Audit / Annual Report status  October 2020 Accounts  Risk Register  Investment Report | KN/TN  KN / TN  TN  TN |
| **4.0**  4.1  4.2  4.3  4.4 | **Governance & Administration**  Trustee Declarations  Country Updates for Governance matters – South Africa, India, Zambia, Tanzania & new branch status in Philippines, Rwanda & Sierra Leone  Membership SLA with CILT HK  Business Development Strategy | ALL  KN  KN  Jon Harris |
| **5.0**  5.1  5.2  5.3 | **Join Up**  Minutes & actions of the meetings of September 25th  Leadership Meetings: Dialogue & Discussion & Differences Document  CILT UK Nomination for International President Elect | AJ  AJ / KN  KN |
| **6.0** | **Any Other Business** |  |
| **7.0** | **Date of Next Meeting**  Proposed programme for 2021 |  |
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| Documents for Pre Read | | |
| **Item** | **Paper** | **Author** |
| 2.0 | Minutes of COT Meeting on October 13th 2020 | KN |
| 3.1 | Year End Accounts & Draft Annual Report | TN |
| 3.2 | October 2020 Accounts | TN |
| 3.3 | Risk Register | TN |
| 4.2 | Country Summary | KN |
| 4.3 | Membership SLA CILT Hong Kong | KN |
| 4.4 | Business Development Strategy Plan on Page | JH |
| 5.1 | Minutes of the Join Up meeting – 25/9 | AJ / JG |
| 5.2 | Differences Document | KN/AJ |
| 5.3 | CILT UK Nomination | KN/AJ |
| 7.0 | Meeting Schedule 2021 | KN |
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