

Minutes of the first Executive Committee Meeting held at Cresta Court Hotel Church Street, Altrincham, Cheshire, UK commencing Wed/Thurs 26/27 June 2018

Present:	Chis Kirby	President, in the chair
	Phyllis Charter	Vice-President
	Kapila Gupta	Immediate Past President
	Azhagu Annamalai	Treasurer
	Corinne Dalleur	Constitution Chairman

Alan Phillips / Elaine Hathaway

Administrator/Assistant, in attendance.

OPENING REMARKS

REPORTS

PRESIDENT

"It is my pleasure to welcome you as the new IIW Executive 2018-19. I am looking forward to working with you on behalf of the members who make up our great organisation, as we all strive to Empower and Evolve.

I believe that, apart from Inner Wheel's core values of friendship, personal service and international understanding, integrity, diversity and leadership are the IIW master plan to empower our members and evolve all levels of our organisation. All of these qualities should be demonstrated at this level of governance.

First and foremost this Executive needs to be about the business of International Inner Wheel.

Every Executive member has an equal voice and should be heard but, as in any democratic system, the majority vote for any decision will prevail. This year is to be a collaborative effort.

As such, it is always our obligation to present IIW and its decisions to our membership as a united front. Contentious issues arise from time to time and if doubts present themselves before or after a decision has been made it is disloyal to the Executive for any Executive member to declare to those outside this room that the Executive has made a mistake.

As members of the IIW Executive Body, it is important to remember that, for the duration of this time, we are not eligible to be involved in our local or National IW. We must remain separate from any IW other than IIW -and above all be SEEN to be separate.

At meetings, all reports except that of the Treasurer will be taken as read and I seek your cooperation in forwarding your reports to IIW Administration by the requested date before the particular meeting, to enable everyone to read and absorb its contents. This will allow more time for discussion and deliberation.

Treasurer Azhagu has been asked to provide me with a separate quarterly budgetary audit of Executive members' spending to ensure that the budget is kept tight. Any potential over budget intentions need to be discussed by the member beforehand with the Treasurer and President at the very least. This means that each of us will need to plan and cost activities before any action can be decided. The Treasurer alone will allocate our expenditure to the correct account or if necessary in consultation with the President.

It has been arranged for the purchase of an inexpensive recording device to be used throughout the meetings to assist with minute recording and to eliminate any ambiguity.

In addition to this we have also arranged for an inexpensive IIW Common Seal that will be used to assist the recently assembled local IIW Convention 2021 Committee whose local authorities' regulations require this attachment.

The seal is basic but suitable to our needs, and has the IIW badge at its centre with the wording International Inner Wheel on the surrounds. It is intended that henceforth this Common Seal remains in the IIW office to be used as and when the need arises.

This year, as per the Constitution, the Constitution Committee is to be reinstated and, in addition to Constitution Chairman Corinne and myself, Vice President Phyllis will be a party to every Constitutional issue as it arises.

We are investigating the use of greater electronic communication and expect to be in a position to conduct the February Executive meeting by this method as a cost saving. This may be followed by a short exploratory extra meeting of the Governing Body by this means.

The very important position of Editor/Media Manager has grown markedly making it difficult for a single member to undertake. Yesterday I consulted with the present MM/Editor and the Vice President to discuss a division of the current duties that will establish the optimum way forward for this role that will relieve the burden on the current incumbent. It is now a matter of rewriting the guidelines.

Already investigation is underway as to the optimum way to more widely and appropriately honour our founder Margarett Golding towards the centenary of our organisation.

Other systems reviews are being or will be considered through this new Inner Wheel year.

There is no I in the word TEAM.

Henry Ford once said: ' Coming together is a beginning,

Keeping together is progress

Working together is success '

I look forward to a successful year for all of us."

VICE PRESIDENT

Phyllis Charter was very happy and honoured to be Vice President of International Inner Wheel and was looking forward to supporting President Chris in the year ahead and she looked forward to working with IPP Kapila, Treasurer Azhagu and Constitution Chairman Corinne.

She explained that she will be working on the allocation of Non Districted Clubs with the Board Directors but at the time of this report she had only received replies from 8 of the BD's. As we have a number serving a second year she hoped they would be happy to continue with their Clubs.

UN Representatives.

UN Representatives were discussed. It was agreed that there did need to be some form of mentoring as IIW was very reliant on individuals who had represented IIW for a very long time. This experience, skill and network of contacts did need to be cherished but it also would be prudent to have some sort of succession plan in mind.

Visiting the UN sites was discussed.

TREASURER

First EC meeting Report by...IIW Treasurer for the year 2018-19.

Almost all the countries and Non Districted clubs have remitted the dues last year after a lot of correspondence.... though she would like to emphasise on a more prompt response from some ... who have waited all year (2017-18) to remit the dues. She will be sending constant reminders to all clubs and NGBs.

There were many Non Districted clubs who have not paid nor responded, she suggested that we either wait for them to respond or remove them from our list. Most of the clubs have not submitted a contact email id from where a response can be expected, this is an important issue to be tackled by the Board directors in charge of the respective ND clubs, May I request IIW VP Phyllis to give this priority as IIW should know whether these clubs exist or whether they continue to function as a club under the Inner Wheel banner without paying the dues.

The ND clubs who have not responded in 2017-18 nor paid dues were :

1. Tirana , Albania
2. Bahrain, Bahrain
3. Tbilisi, Georgia
4. Georgetown, Guyana
5. Kecskemet, Hungary

6. Mateszalka, Hungary
7. Beirut Cosmopolitan, Lebanon
8. Metn, Lebanon
9. Saida, Lebanon
10. Tripoli, Lebanon
11. Tripoli El Mina, Lebanon
12. Vilnius Lithuania
13. Blantyre , Malawi
14. Lamentin, Martinique
15. Rodrigues , Mauritius
16. Madeira , Portugal
17. Zrenjanin, Serbia

These would be removed from the contacts list and reinstated if any fees or correspondence was forthcoming in the future.

She explained that she would continue to practise to send an acknowledgement for the capitation and other payments received from the Treasurers of NGBs, Districts and Clubs, after it appeared in the monthly statement.

As of last year I will stress upon payment of dues on time through repeated mails to the treasurers. I also plan to ask them to ask the bankers to calculate the exchange and then remit ... so that we do not have to deal with excess or deficit payment.

I would like to wish all of you a wonderful 2018-19, let us Empower and Evolve.

Thank you very much.

IPP

Soon after hectic busy year as IIWP - now its pleasure to serve as IPP. and with you all as team

As IPP it's my responsibility for Extension and Communication which is in fact in continuity to what I have been doing as President talking of membership growth and encouraging communication and I am happy to work on both these .Specially communication in close contact with Editor Sandra, with whom I have had very good understanding.

Extension --extension is very important & my emphasis specially would be in countries where extension is needed, may be USA and Canada where I travel often.

Extension is essential but along with that retention is also very important, expansion as Districts or NGB would be encouraged which are signs of growth .Encouraging countries to bring in more younger members ,making meeting timings flexible ,to adjust presence of working women.

There has been good growth in African countries too last year and I would continue with work of my predecessor Oluyemisi.

IW is growing in Many European and Asian countries together we need to encourage ND clubs to form District or join District.

- I would appreciate to know new clubs as and when Charter is sent.
- Charter not to be issued unless fees has been paid to IIW.
- During your journey if you see any potential of extension, let me know ,Phyllis would share if any chance of ND club moving to District or formation of District

EDITOR/MM

It was agreed that the cumbersome amount of work should be reduced. It was agreed that all electronic media matters should go back to the office and Editor/MM should keep her role as Editor only. There was more than enough for a volunteer to do newsletters, reports and magazines without all the additional burden of website, social media and the expectation that such items needed constant attention, updating and responses.

CONSTITUTION CHAIRMAN

The Constitution Chairman said that she joined IW in 1998 and never imagined she would get so far within the organisation.

She promised she would do her best when serving the membership.

ADMINISTRATION

Office times. It was agreed that with the majority of the IIW Executive living in different time zones to the UK taking the office hours back an hour might be helpful to them for the on-line meetings. Office hours of 8am-4pm would be trialled to see if this provided the Executive with more flexibility.

0 UK	+2 Europe	+5 Asia	+10 Australia	+12 NZ
08:00	10:00	13.00	18.00	20:00
16:00	18:00	20:00		

GOVERNING BODY MEETING

There would be some changes in relation to the Governing Body meeting timetable for the preceding IIW Executive meeting. All would arrive Tuesday and stay until Fri lunchtime.

PRESIDENTIAL PLANNED VISITS

The President had already received invitations. She was keen that these should go via the IIW office so that they could be entered onto the calendar.

It was important that visit invitations go through the NR of the country rather than direct from a particular club or district or individual. Countries inviting the President are liable for the costs of the Presidential stay, so therefore clubs do need to check that there are the funds and the willingness to fund an official visit. The IIW President was advised that she should not accept informal invitations or make requests to be accommodated in a particular country. It was entirely up to the country concerned whether to host a visit or not. It was also recommended that countries that have had numerous visits should not feel obliged to undertake an invitation on an annual basis.

Convention 2021

The proposed LCC names had been suggested. It was pointed out that individuals could not hold more than one IW position so a number of the individuals would need to choose which role they wished to undertake or stand down whilst they completed a past presidential year.

The LCC would begin to set up a bank account. IIW to provide documentary proofs where possible to facilitate this.

Immediate Past President Kapila provided information on suggested logo for Jaipur. It was suggested that the choice should be expanded. She then provided the other preliminary sketches. IIW would get in touch with the convention co-ordinator with the results of the IIW Executive discussions.

ANY OTHER BUSINESS

1. Budget estimates from Executive members. Reports quarterly. Standard list of what is claimable so Treasurer cannot be bounced into paying for items that are outside the remit of the individual or more expensive than can generally be found.

2. UN Representatives : longevity and need for contingency planning
Request for IIW minutes. It was decided that they could obtain these from the NR.
Gulru Erdier had requested that she temporarily stand down from her role as UN Rep. Karin Rivollet and Beatrice Lombard to be informed

3. CLUB development : notice of set up to Executive
Notice of intent to mentor NDC - mentor packs
New Clubs to be encouraged to set up FaceBook page – cheaper for them and easily accessible to the IW community

4. Olga Azarova : partnership with IIW
Eurowoman forum
Co-founder of IW'
*Admin to draft letter to send on this matter

5. Translation Bank
For IIW to keep names of those who might be able to translate items. Templates for promotional information that can be produced in multiple languages.

6. Area Liaison Bank
Involve the Past Presidents more?

7. C&H p44 'IIW must not be used as a primary heading on Club, District or National paperwork' Needs to also include electronic media registration. PROPOSAL

8. President and other travel
Whiteboard or Gmail calendar to record schedule

9. Office set up
Meeting room
To investigate reorganising the office space to include a meeting room

10. Banner archive
To create and display banners in the office

11. Club capitation to IIW

12. Executive reports to be taken as read apart from IIW Treasurer's report
All reports to be provided well in advance of the meeting.

13. Editor/Media Manager

14. Meeting with the Board Directors in October

Investigation as to moving to cheaper accommodation in future, closer to central Altrincham.
Not possible this year as already booked from last year.

15. Justifying IIW – deadline 5th July

CLOSING REMARKS

Provided by President Chris

VOTE OF THANKS

Provided by Vice President Phyllis Charter

President.....

Date.....