

TD1<sup>ST</sup> Executive Committee Meeting  
29 June 2022, IIW Headquarters

President	Zenaida Farcon	ZF
Vice President	Trish Douglas	TD
IPP	Ebe Panitteri Martines	EM
Treasurer	Sarita Lunani	SL
Constitution Chairman	Sissel H Michelsen	SM
Media Manager / Editor	Prabha Raghunandan	PR (via Zoom)
In Attendance		
Administrator	Alan Phillips	AP

**ZF - Called first Exec meeting of 2022-2023 To Order**

2. Invocation

ZF – Heavenly Father we praise and thank you for this wonderful day! We thank you for bringing us safely here in our IIW Headquarters and hold this face-to-face Executive Committee meeting.

We ask You to bless all of us With Your Grace and Your Wisdom so that we can discern well on the concerns and issues brought before us by the different IW clubs around the world.

All of this we ask in Your Mighty Name, Amen!

3. Welcome Remarks

ZF - Welcomed everyone to the meeting and it has been a very productive time so far and it is a blessing to meet in person, after two years only seeing and meeting via Zoom.

4. Roll Call

ZF- There was 100% attendance and welcomed the new member of the team, VP Trish Douglas; and welcomes the guidance and the experience of IPP EM; gave thanks to SL, for her managing of the IIW finances and for the wise counsel of CC SL and AP for all his organizing of matters relating to IIW and facilitating these meetings.

5. Introduce Yourself

ZF – invited each of the Executive Committee to provide a summary of their background and were asked to tell the group something that wasn't already known.

Presentation by Prabha Raghunandan of her ideas and plans for her time as IIW Media Manager / Editor were warmly received and appreciated.

## 6. Business of Meeting

### *I. President's Time*

#### a) Virtual Handover Ceremonies

ZF outlined the process of the virtual handover ceremony, which would be a brief program and would be available to the IW world via live streaming.

#### b) Schedule of Meetings

##### 1) Executive Committee

First meeting 29<sup>th</sup> June 2022

Second Meeting 3<sup>rd</sup> and 4<sup>th</sup> October 2022

Third Meeting 21<sup>st</sup> and 22<sup>nd</sup> February 2022

IWCPI would like to invite the IIW Executive to hold this meeting in Manila, Philippines and to attend the IWCPI Convention on 24<sup>th</sup> and 25<sup>th</sup> February in Cebu, Philippines.

Fourth Meeting 21<sup>st</sup> and 22<sup>nd</sup> June 2022.

##### 2) International Governing Body

IGB 5<sup>th</sup> to 7<sup>th</sup> October, to held in Altrincham Town Hall, UK. The IIW Editor will be invited to attend. There will be a welcome dinner for all IGB members on 4<sup>th</sup> October.

The acceptance of the above dates was proposed by SM and seconded by SL.

#### c) Invitations Received by the President

ZF – from Bangladesh, 26-27<sup>th</sup> August, ZF to provide a list of current invites.

#### d) Membership Year-End Figures

ZF – AP provided figure of 111, 245; clubs 4,115, districts – 182. Countries – circa 100. TD asked for the information for her to allocate the NDCs to her incoming BDs; ZF will send a list of BDs and contact details to TD, who asked whether the language skills were known of each BD.

It was discussed and agreed that the amount of €3,000 be sent to IW Bulgaria from the IW Relief Fund, if they are willing to disburse the funds and can provide IIW with receipts, etc., of the expenditure. AP to follow up with IFRC regarding the payment of €10,000 which has yet to be acknowledged.

#### e) Business Cards for the EC Members

AP to progress and provide designs for approval and printing locally.

#### f) Optimise Use of Google Workspace

ZF – this was discussed during the 4<sup>th</sup> Exec meeting on 28<sup>th</sup> June. Training will be provided during w/s 13<sup>th</sup> July.

#### g) Re-Design of Website

ZF – this was discussed during the 4<sup>th</sup> Exec meeting on 28<sup>th</sup> June.

#### h) Use of Electronic Copies of Documents

ZF – informed that e-copies would be used for all official documents, in PDF format. AP asked whether there would be a printed mailshot and it was agreed that electronic versions would be trialled for one year, to assess the reaction of IW members.

#### Vice-President's Time

TD – said that she would be emailing the incoming BDs, to make contact and to establish language capabilities. ZF – said that she will also send the contact details for the UN Reps; TD said that she would need feedback from BDs, if they are not having success in contacting their NDCs. Said that BDs would contact their NDC's with a letter introducing themselves and follow up each month with any news from their own clubs and districts via email so they could establish a rapport.

AP to send D&Rs to all Exec for their roles. AP to circulate new letterhead to Exec, AP to send list of NRs to SL for the Cap Fees letter, which should be sent early in July.

Discussion regarding when letter should be sent to BDs re: IGB meeting

#### Immediate Past President's Time

EM – will be writing to NRs to see what the possibility is of creating new clubs in their countries and to see where there could be expansion. ZF had spoken to friends and was told that the best possibility for new IW clubs would be in Jakarta. The travel budget for expansion was discussed – SL said that the budget was £3,000.

EM – said that the D&R states that the role of the IPP is the coordination of expansion, not necessarily travelling to new countries. SM – said that part of the role should be to help clubs who are struggling and to help them, so retention is also important part of the role. ZF asked EM to provide her comments on the D&R, for reference of the Exec; also pointed out that there are only two D&Rs on the website. AP pointed out that some of the D&Rs are very out of date.

#### Treasurer's Time

SL – Discussion on TransferWise (wise.com) and alternatives. TD asked whether there was any point allocating Ukrainian clubs and ZF pointed out the BD responsible has been trying to establish contact. TD said that she would like to keep the ones that haven't paid to herself and allocate NDCs the 'active' clubs, which was accepted. Also said that she would write to all NDCs introducing which BDs they will be interacting with.

EM – comments on the updating of the information and suggested that the non-updated information is printed in red. It was decided that the Directory would only be available on-line in 2022-2023. AP expressed his concerns regarding the database and some of the assumptions being made and the functionality to be delivered, which needs to be fully specified, to ensure that IIW's needs are fully addressed.

It was agreed that Amaira Creations would print 800 copies of C&H, for the India IW order and for the extras to be sent to IIW. ZF requested that the financial report from SL is sent monthly, and it

was agreed that it would be helpful to include the number of members, number of clubs, districts, and countries.

#### Constitution Chairman's Time

SM – there are three important items for the forthcoming IIW Constitution year: incoming proposals for the Convention; incoming nominations and the daily business of questions and queries from IW members.

#### 7. Other Business

ZF – will provide a draft of the NRs D&R; EM to provide draft of IPP D&R for comment.

#### 8. Vote of Thanks

TD – Offered the vote of thanks to all attendees, and especially to the outgoing President Ebe Martines, for her kindness and companionship. A very productive and enjoyable day to day and it is my prayer that we will be able to produce good solutions to any problems that arise in our futures. Thanks to AP for his input and help with the arrangements for the meeting and contributions during the meeting.

#### 9. Photo Opportunity

Photographs were taken to be used in IIW social media

#### 10. Adjournment

ZF thanked everyone for the attendance, contributions and wished them safe travels back to their home country.