

Minutes of the WISTA International Executive Committee (ExCo) Meeting

Date/Time: Monday, January 10, 2018 at 12:00 UTC

Location: A virtual meeting was held with ExCo members attending via an on-line platform

Present:

Despina Panayiotou Theodosiou	President	DT
Diane Edwards	Secretary	DE
Rachel Lawton	Treasurer	RL
Jeanne Grasso	Member	JG
Sanjam Gupta	Member	SG
Naa Densua Aryeetey	Member	NA

Apologies:

Katerina Stathopoulou	Member	KS
-----------------------	--------	----

Welcome

Despina welcomed all to the meeting. The ExCo congratulated her on making the Lloyd's List Top 100 in the global shipping industry and top 5 "Next Generation" Executives. She humbly played down the accolade, crediting instead the growing recognition and influence of WISTA.

3 - Minutes

DPT said that the minutes for the Rotterdam meeting were completed but had not yet been circulated and she would do this by the end of the week. The AGM minutes were not quite finished and would be circulated next week.

The minutes of the meeting held on 23 October 2017 had been circulated prior to the meeting, for the record as these had been approved in November.

The minutes of the meeting held November 2017 had been circulated prior to the meeting but not everyone had read them. They contained the feedback that had been given during the December meeting.

The December minutes were still in draft and had not been circulated.

DE suggested that we confirm the outstanding minutes by email over the next two weeks to ensure that we bring the records up to date.

Actions:

- DE to send the completed October minutes to be uploaded to the website by 11 January 2018.
- DPT to send out the minutes for the Rotterdam meeting by 12 January 2018.

- DPT to send out the AGM minutes for review by 19th January 2018
- All to review the November minutes and email their approval (or amendments) to DE by 16th January 2018.
- DE to send out the December minutes by 23rd January 2018

Finance

RL said that she had contacted the NWAs requesting their membership payments. About half the NWAs have responded.

There is approximately 111,000 euros in the bank.

Bills due for payment are:

- UK Companies Office fee
- Lena's monthly fee
- Trademark registration fees (invoice not yet received)

Our bankers DNB have requested that the President signs a Power of Attorney giving authority to the Treasurer to act on WISTA's behalf in matters relating to the bank. As this is the first time we received such a request, we asked them to send us a form or the template of the Power of Attorney that they wish us to sign. Their response is pending. There was a discussion on travel costs given the high cost destinations of both the Spring meeting and Norway conference. WISTA ExCo should be responsible in their choice of airlines and shop around for good deals. As premium economy is not offered on all airlines need to find a reasonable fare that can be upgraded if ExCO choose to pay for an upgrade themselves.

Agreed: ExCo can buy an upgradable economy ticket and may upgrade at their own cost.

Location and cost of hotel in Singapore discussed as ExCO wanted to know if they can fit in other business while in Singapore.

Action:

- SJ to check if the room discounted cost has been negotiated so we can organise for other business

Strategy

Vision and Mission

DPT said that she wanted to send out the vision and mission to the NWAs very soon and asked all the ExCo to review and provide any feedback by no later than 12 January.

Actions:

- DPT to resend the latest strategy document
- All to review vision and mission by 12 January and report back.
- DE to set up a meeting about website with DPT, Lena and Jillian

Diversity Committee Set-up

DPT said that there has been a push to get the Diversity Committee going and WISTA needs to get this started early in 2018. There is some concern that we have been perceived to be on the back foot or just reacting to other initiatives, even though WISTA has been proactive on the issues of diversity, inclusion and harassment. Interest is coming through on Facebook and questions coming from NWAs. Different reasons have been cited for why NWAs and individual members support this - some liked idea seeing it as WISTA aligning with the “Me Too” campaign, others felt that it was a good alternative to the “Me Too” campaign which can be seen as too radical or a witch-hunt. Either way there is high support.

HR Committee Progress

DE reported that there had not been a meeting of the HR Committee since the conference but that meetings would be resuming on 19 January 2018. Agenda includes:

1. DE to discuss the need to appoint an external company to conduct a study of women in the industry
2. Cecelia to report on the progress of the scholarship recipients
3. General review of scholarships process to establish lessons learned.
4. Exploring whether we can get a scholarship for best scholarship recipient to complete the whole course.

Technology Committee

- DPT has had a discussion with Sofia Furstenberg of Nor-Shipping about a conference to be organized in Copenhagen that includes a maritime think tank. She is exploring ideas on how we can cooperate. DPT will send out info to ExCo for consideration.
- DE said Ports of Auckland were hosting a Futures Conference for the port industry in 2018, probably in July. Great networking for WISTA members. Actual date is to be confirmed.

Actions:

- DPT to send out information on the think tank for comment.
- DE will send more information on the Futures Conference in Auckland when it becomes available.

Communications Committee

**Strategy
(continued)**

DPT said that after discussion with Lena it had been decided to postpone creation of the LinkedIn Closed Group until the website plan had been discussed further as there were dependencies. Further discussion is needed about the website.

The NWA newsletter is scheduled to go out on the 19th January.

DPT said that the IMO have an annual theme and suggested we might also adopt this approach. JG said that the USA have a really good theme this year which perhaps could be extended to all of WISTA. Would be good to be consistent. The theme is “Women Who Move the World”. All agreed this was a good theme.

Actions:

- DPT to send out minutes of Communication Committee
 - DPT to contact Alex and ask for permission to adopt USA theme for all of WISTA
-

Regional meetings

As KS was not at the meeting it was decided to defer discussion on the regional meetings.

DPT said that the platform to be used for the regional meetings would be discussed at the website meeting.

Action:

- DPT / DE to add regional meeting IT platform to the website meeting agenda.
-

Projects

IMO Application

JG reported the application for IMO is 90% complete. She will circulate a draft to ExCo next week. After ExCo feedback JG will send out to the NWAs who had offered to help and also the Coastguard who have offered assistance. It is expected that the application will be ready by March 2018.

Trademark Registration

Trademark application has received no objections or comments so now just finalising. US and European applications are now underway but may take a few months and that will use up the budget for this year. Other registrations will be included in the budget for 2019.

Platform for Change

WISTA is now established as a founding member of the Platform for Change initiative. DPT said this is good exposure for WISTA as the other members are key maritime organisations.

Actions:

- JG to write short update for the next newsletter about IMO application and Trademark registration.

- DPT to see if Diversity Committee can assist with Platform for Change.

Data Protection

Ince & Co Law have send information about compliance with the General Data Protection Regulations (GDPR).

Action

- RL to circulate the letter from Ince & Co Law.
-

NWAs

Asia and the Middle East

Dubai and China want to set up as a branch of the UK company as there are complications for setup in own country. Concern by ExCo that we would be legally and financially responsible creating a major liability and therefore would increase risk. Also it would be time consuming and we do not have the knowledge or skills to understand and execute business with these countries. Doing this for these two countries will set a precedent that would be unsustainable.

Bahrain is still interested in setting up a NWA but the costs are very high so SG has advised them to find a corporate sponsor or potential member who is a lawyer who will assist with costs or undertake work pro-bono.

Actions:

- JG to respond to UAE and China about why this is not a viable option and ask them to explore other alternatives.

Africa

Tunisia has not made much progress since the last meeting but is still hoping to set up its own NWA.

The IMO Regional Co-ordinator for English speaking West African Countries has indicated that they would like to set up a similar Women's Networking group in West Africa English speaking countries (Ghana, Nigeria, Liberia, Sierra Leone, Cameroon and Gambia (English speaking) as the existing ones in North Africa (Arab Women) and the Latin American Women's Networking Group. NDA indicated that the Regional Co-ordinator has been discussing this with her since last year, hoping that this might happen this year.

Action:

- NDA to continue the discussions with the IMO Regional Coordinator

Europe

RL and DPT are in contact in Ukraine, and SG is in touch with Israel. It is hoped that the NWAs in these two countries will be revived.

Need to do a certificate for all the new ambassadors.

Action:

- JG to create certificates for Ambassadors and send to DPT to sign.

Americas

Uruguay and Panama have been quiet over the holiday period. The primary contact for Mexico contact is leaving Mexico so NWA may stall as she was the key driver. Panama is still in the background.

Pacific

Australia (Brisbane) interested in bidding for international conference. Told the need to make an early bid but earliest may be 2021 as Germany had been told they can look at 2020. DPT will find out more when she visits them for their AGM.

Succession Planning for Treasurer position

It is noted that RL is term limited and will be leaving ExCo and this will leave ExCo short of an experienced accountant. May be an issue for the Nominations Committee when elections fall due. Need to see if there are people that can be shoulder tapped to apply to stand for the board at the next election. Also need to check that the JD for the position is up to date given that WISTA is evolving.

Action:

- DE to send out Treasurer JD to ExCo for review

Closing

The next meeting is scheduled for 5th February 2018 but this does not suit all Exco.

- DE to survey ExCo to find an alternative suitable date
- DPT to send out invite when date is confirmed.

SUMMARY OF ACTION POINTS

Who	What	Due
De	Send the completed October minutes to be uploaded to the website	11 January 2018.
DPT	Send out the minutes for the Rotterdam meeting	12 January 2018
ExCo	Review the November minutes and email their approval (or amendments) to DE.	16th January 2018.
DPT	Send out the AGM minutes for review by	23 January 2018
DE	DE to send out the December minutes	23 January 2018

Who	What	Due
SJ	Check if the room discounted cost in Singapore has been negotiated so we can organise for other business	12 January 2018
DPT	Resend the latest strategy document	11 January 2018
ExCo	Review vision and mission and report back.	12 January 2018
DE	Set up a meeting about website with DPT, Lena and Jillian	12 January 2018
DPT	Send out information on the think tank in Norway for comment.	12 January 2018
DE	Send more information on the Futures Conference in Auckland when it becomes available.	15 February 2018
DPT	Send out minutes of Communication Committee	17 January 2018
DPT	Contact Alex and ask for permission to adopt USA theme for all of WISTA	17 January 2018
DPT and DE	Add regional meeting IT platform to the website meeting agenda.	19 January 2018
JG	Write short update for the next newsletter about IMO application and Trademark registration.	19 January 2018
DPT	See if Diversity Committee can assist with Platform for Change.	28 February 2018
RL	Circulate the letter from Ince&Co Law.	12 January 2018
JG	Respond to UAE and China about why they cannot fall under UK company and ask them to explore other alternatives.	19 January 2018
NDA	NDA to Continue the discussions with the IMO Regional Coordinator	30 June 2018
JG	Create certificates for Ambassadors and send to DPT to sign.	19 January 2018
DE	Send out Treasurer JD to ExCo for review	12 January 2018
DE	Survey ExCo to find a suitable date for next meeting	12 January 2018
DPT	Send out invite for next meeting when date is confirmed.	19 January 2018