

Minutes of the WISTA International Executive Committee (ExCo) Meeting

Date/Time: Monday, February 16, 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
Katerina Stathopoulou	Member	KS
Jeanne Grasso	Member	JG
Sanjam Gupta	Member	SG

Apologies:

Naa Densua Aryeetey	Member	NA
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Welcome Despina welcomed all to the meeting.

3 - Minutes The minutes of the meeting held December 2017 had been circulated prior to the meeting. **Accepted**

4 - Matters Arising All matters arising had been added as agenda items for this meeting.

5 - Finance RL gave a brief update on outstanding financial items. Main issue was that a number of NWAs had not yet made their return of numbers or fees. Reminders are being sent.

Agreed: All invoices approved for payment.

Actions:

- RL to settle approved invoices
 - RL to send reminders to NWAs who have not sent numbers and payments.
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6 NWA Updates Americas

- Argentina conference going well with interest from other NWAs.
- USA moving forward with preparations for 20th anniversary.
- Peru are moving along - tried to register but was already registered so working through that.
- Congratulations offered to Judy Espinal on her award
- Panama has a group of 11 ladies and want to reform and want us to send them an invoice. JG following up to find out who are their officers and Board and check whether the articles are consistent with Panamanian law.

Asia and Middle East

- WISTA Japan is now current.
- China is still having registration issues
- Jeanne confirmed that UAE had been advised they could not be a branch of WISTA. Have offered to help with issues but awaiting reply.

Europe

- Ukraine has many interested people. RL has emailed to try and link them all up in hope that Ukraine may be revived.
- Portugal still trying to form. RL is supporting
- No news from Malta on progress.

Africa

- No report

7 - GPDR

RL has discussed requirements with Ince & Co who are leading on GDPR. Need to conduct analysis on what information we hold and what we actually need. Also need a policy to outline how we are managing information and procedures for managing information e.g a procedures to delete when information is no longer required. This is still a work in progress

8 - Promotional Barter Agreement (Japan)

WISTA Japan had not provided further information so unable to discuss.

9 - Strategic initiatives

Trademark

All filed for Europe and USA. Unlikely to hear anything back for another 6-8 months.

IMO

- Work still progressing and JG is incorporating feedback from multiple sources. US Coastguard still to provide feedback
 - Hoping to meet with IMO in next 2 weeks.
 - Should be filed by end of March
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**10 &11
Committee
Updates**

– **Diversity Committee**

Requests had gone to NWAs for nominations with some already received. Need to stress that all nominations must come through NWA. Confirmed that no more than one nomination for NWA permitted.

Action:

DPT to go back to NWAs who had nominated more than one person and ask them to state preference.

HR Committee

1. Astrid and Janine has followed up on the scholarship participants. Some more committed than others. Three had not responded to emails. Most stated that the workload was difficult to manage while working full time. Some had difficulties communicating with tutors but the problems were now mostly resolved.
2. Some concern that the Diversity might overlap with the work being done by HR and Stats Committee. DE suggested that DPT attend the next meeting to explain the difference in focus between the two committees.

Technology and Futures Committee

Discussed the focus of Technology and Futures Committee. Need to go out to members to see who might be interested. DPT and DE to discuss setup further.

Communications Committee

- Jillian is managing the website but need to make sure she knows what features we require.
 - Discussed sponsorships for the website though it is not expected to be a large amount. Will depend of the type of features needed. DE explained that a modular approach might be best way to go as we can quickly build a new site and then progressively add more functionality. This allows for staging cost outlay.
 - Discussed need to have processes in place for managing the site e.g. checking material is current, approval processes for uploading etc.
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- 12 Conferences** -
- Had been unclear which hotel the Singapore conference would using. SG confirmed this is now available.
 - No registrations from other Asian NWAs. Need to encourage more publicity.
 - Also lack of clarity about Norway registrations. KS to follow up.
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13 - FONASBA FONASBA want to partner with WISTA as a like-minded organisation. Should leave to NDA to liaise.
Action:
DPT to reply, thank them and say we look forward to cooperating.

14 - Website Discussed under 10 & 11 above.

15 Opening Oceans Conference - A place has been offered to WISTA to participate. Despina will accept.

16 – Any Other Business **Sponsorship**
Need to make sure that there is coordination between national and international sponsorship to make sure they do not overlap. Agreed to that further discussion is needed on sponsorship. KS is preparing.
Regional Guidelines.
Insufficient time to discuss at this meeting. Carry over to March meeting.

Next meeting The next meeting will take place on 19 March 2018.
