

## Minutes of the WISTA International Executive Committee (ExCo) Meeting

Date/Time: Monday, March 19, 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.

**Minutes** The minutes of the meetings held on 14 October 2017 (AGM) , 10 January 2018 and 16 February 2018 had been circulated prior to the meeting.

**Moved:**

The minutes of the WISTA AGM held 4 October 2017 are a true and accurate record of meeting.

Agreed

**Moved:**

The minutes of 10 January 2018 are a true and accurate record of meeting.

Agreed

**Moved:**

The minutes of 16 February 2018 are a true and accurate record of meeting.

Agreed

**Matters Arising** There were no matters arising that are not covered on the agenda.

### Finance

RL reported:

- 160,000 euros in bank
- RL has sent out list of NWAs and provided status report on those who had or had not submitted payment.

**Finance  
(continued)**

- Hong Kong has issues with the Bank of China – will pay when these are resolved
  - No response from Bahamas. JG to send follow up if no response within next week.
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- Lena has been advised by accountant that she must charge VAT, and register by May, so RL suggested we should apply for an exemption on grounds we are a lobby group. VAT in Sweden is 25%.
    - Agreed that she has obligation to charge so we must pay.
    - Agreed that she should check whether this also applies to past payments and if so we should address this.
  - DPT has purchased domain names for WISTAInternational.com and also domains for .uk and .net.
  - Succession planning for Treasurer discussed. Various names discussed and ExCo to make contact with possible candidates to encourage them to apply for ExCo.

**Action:**

- ExCo members responsible for regional NWAs to follow up with NWAs who have not paid to advise numbers and pay for their membership.
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**Collaborations  
and  
Partnerships**

- IWSF collaboration – moved to May agenda as needs more time for discussion.
- FONASABA – Goals not clear. DPT to meet with them when next in London.
- Agente – This is a team at Dublin University who want to research for the Horizon 2020 programme. Have requested a support letter. If awarded they would want us to assist in an advisory capacity. Letter will be attached to application along with other letters of support. Research is about gender diversity in the transport industry which is why they have approached WISTA.

**Action:**

All to check the Agente letter and provide feedback to KS by Friday.

- Received request from Romanian researcher wanting access to WISTA membership. Has offered to establish a Romania NWA but no guarantee this would happen. Agreed that there are
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already a number of surveys and this is not a priority so WISTA will decline.

**Action:**

- KS will draft a reply and send to DPT to sign.

**NWA Updates**

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**Americas**

- 2 Applications for membership from two senior women in Bahamas. JG has forwarded to Bahamas NWA but no response. Will follow up.
- JG had received expression of interest from St Martin and will follow up.
- Mexico – No obvious successor to continue work in establishing WISTA Mexico.

**NWA Updates  
(continued)**

- Americas' conference is moving along with 200 people expected.
- Panama was declared dormant last year. Some women have approached JG with an enquiry to revive. JG asked them last month to confirm they had held an election and have officers but still no confirmation received at time of this meeting. However, they have sent logo to the Americas' conference and intend to attend as WISTA Panama. JG has advised that conference cannot display logo until they are formal. Have also sent logo for the website and same situation exists.

**Action:**

JG to keep pressure on them to meet obligations.

**Asia**

- Have advertised that Japan WISTA is launching. SG to liaise.
- UAE have sent in numbers but they have not paid. If no payment is received they will be declared dormant. RL to send a two week warning.
- Need to explain at the next Presidents' round table that NWAs cannot use WISTA International to register. Must register in their own country.

**Europe**

- Portugal making progress.

**Africa**

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- No report

## **Committee Updates**

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### **Diversity Committee**

- Nominations have been received and there is a good spread of representation.
- DPT said there have been late nominations from Russia and France. Agreed they should be permitted to join to make 11 on the Committee in total.
- 1st meeting is 20 March 2018.

### **HR and Stats Committee**

- DPT had attended last meeting and clarified the different roles between this committee and the Diversity Committee. Cecelia will liaise between two committees regarding survey statistics.
- External research firm has been confirmed.
- Still some concern that not all scholarship participants have put in enough work. None had completed all assignments and some not attending tutorials. KS stressed need to put in stricter criteria around scholarships – more industry experience required (5 years?).
- Need to consider what consequences would be if there any, or multiple failures. Impact of WISTA relationships with ICS and accountability of students.

<b>Committee Updates (continued)</b>	<p>Nothing yet happening with the Technology and Futures Committee.</p> <p><b>Action:</b> DPT and Diane to hold meeting to discuss next steps for the Diversity committee on 21 March 2018.</p>
<b>Project updates</b>	<p><b>IMO</b></p> <ul style="list-style-type: none"> <li>• Close to finalising application for consultative, with lots of support from US Coastguard and Legal Council.</li> <li>• IMO is part of UN which has a goal on diversity so this flows down to IMO. IMO asked WISTA to help them on the technical committee on the women's empowerment front. Some surprise that we have entered into a policy role. DPT said in the past have avoided being a political organisation but have been evolving over the past 3-4 years and we should embrace this. Have established credibility to speak on behalf of women in the industry, and make women more visible in policy making.</li> <li>• JG said it is not a given that we get consultative status but even if we don't get consultative status we can still play a role. Not sure how many other organisations have this status.</li> </ul> <p><b>Trademarks</b></p> <ul style="list-style-type: none"> <li>• Registrations are progressing. UK done. Europe and USA in process, currently in period open for comment. Should have some news to report at AGM in Norway.</li> <li>• JG researching what will need to be the next target area i.e. where the highest risk lies.</li> </ul>
<b>Vision &amp; Mission Statement</b>	<ul style="list-style-type: none"> <li>• Vision gone out the NWA Presidents and comments are due 6 April 2018. JG says it has high support in the USA.</li> </ul>
<b>Personality of the Year</b>	<p>Discussed need to establish the process for the Personality of the Year award. Due to time constraints delegated to a sub-committee.</p> <p><b>Action:</b> DPT, DE and RL to discuss process by email.</p>
<b>Website</b>	<p>Jillian and Lena have been working on the website and asked if we need to tender for providers. Agreed that a tender process important.</p> <ul style="list-style-type: none"> <li>• Need to have 3 (minimum) tenders to be transparent</li> <li>• All NWA should contribute to content</li> <li>• Modular design best as able to prioritise functionality and so spread cost over time. Platforms such as WordPress allow this.</li> </ul>

- Important to factor cost of extra modules into the overall cost.
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<b>Sponsorship</b>	Agreed sponsorship for projects would be good. Website could be sponsored but important that it does not dominate the site.
<b>Presidents' RTD</b>	DPT stressed it is important to arrange a Presidents' RTD prior the Singapore Conference. This could be held via a GoTo Webinar meeting. To be discussed at next meeting.
<b>Other Business</b>	Due to time constraints, all other agenda items were deferred. <b>Action:</b> DE to ensure agenda items not covered would be transferred to the April agenda
<b>Next Meeting</b>	Next meeting is scheduled for 1 April 2018. May need to change as this is a public holiday in some countries. Availability to be established by email. The meeting closed at 15.00 UTC