

Minutes of the WISTA International Executive Committee (ExCo) Meeting

Date/Time: Wednesday, May 09, 2018 at 09:00 Singapore Time

Location: Offices of Allen and Gledhill - Singapore

Present:

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| 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:

| | | |
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| Naa Densua Aryeetey | Member | NA |
|---------------------|--------|----|

Welcome DT welcomed all to the meeting.

Preparation for Conference DT ran through the conference presentation and ensured the ExCo were aware of their roles.

Minutes ExCo discussed the formatting and distribution of the minutes.

Decision:

- Minutes of the Spring and Fall ExCo meetings to be circulated to NWA Presidents and contact people (as currently); Minutes of monthly ExCo meetings to be posted on the website (as currently).
- Notice in Newsletter when the minutes are published for the Spring and Autumn ExCo meetings.

Ambassadors ExCo discussed Ambassadors' roles and responsibilities of the NWAs.

Action: JG to follow up with Nigeria

Finances Accounts have been finished and filed. Last year's accounts show surplus reflecting growth and lower costs for ExCo travel due to conference locations.

7% growth in members with 2898 members currently. USA remains the largest.

Discussed budget:

- Conference locations will have higher costs in 2018/2019.
- Additional NWAs will mean higher audit fees.
- VAT costs will be incurred for Communications Officer (Lena Göthberg).
- Additional costs as last year Communications Officer was paid for part of the year but next year will be a full year.
- Allowance has been made for some legal fees for special circumstances, e.g. GDPR and possible revision of Articles of Association.
- Expectation that trademark project will be continued until all NWAs are covered.
- Planned for amortisation for website in anticipation it will be completed in the coming financial year.

Other financial matters discussed:

- RL to send details on information needed on member activities if claiming a tax exemption. To get a tax exemption, the organisations must show that all their activities meet strict criteria.
- Discussed potential future ExCo member with the appropriate knowledge/experience of UK/International accounting who might be suitable for Treasurer role when RL's term ends. All to encourage suitably qualified people to stand for ExCo.

**Presidents'
Round Table &
AGM**

Discussed importance of everyone being aware of Communication Officer's hours and what she does.

Action

- DE to add discussion on role to agenda for next President's Round Table Discussion or online meeting.
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GDPR

Communications Officer has deleted email addresses of anyone who has not given explicit permission for us to hold their email addresses.

- Need privacy/data protection policy on website.

Need person who is responsible for managing policy on ongoing basis.

Actions:

- Beatrice Witvoet (WISTA France) offered to assist with Data Protection policy.
- DE to ask Communications Officer to set up link from each newsletter to website.
- DE to advise Communications Officer that newsletter can go to all interested parties not just members.
- DE to revise online application forms for new members adding disclaimer for holding their contact details. Presidents to be informed when this is done as it may help them for their NWA's purposes.

Sponsorships

ExCo discussed sponsorship options paper from KS.

Decisions:

- Projects to be considered on an ad hoc basis and care needs to be taken not to interfere with sponsor relationships in NWAs.

Action:

- RL will research tax implications if sponsors pay directly so money does not pass through WISTA account.

Website

There are technical and support issues with current website. RFP created and sent out to three providers, including current provider.

The response from existing supplier did not address the points in the RFP and suggested little change to what is already in place.

Furthermore there was no firm quote of cost, only an indication of what the cost would be and this was much more expensive than the other proposals. As such this proposal was rejected.

Of the two other proposals received, the cost and services offered were comparable, but one company had much more knowledge of WISTA, so this company was selected as the preferred provider, subject to clarification of the exit fee. Discussion also took place about a WISTA App.

Decision:

- Provided the exit fee structure was clarified to satisfaction of DT, the contract will be awarded to Logon Media.

Action:

- DT to email Logon Media about outstanding questions.

- DT to ask Logon Media to explore options for creating a WISTA App. If outstanding questions clarified, Logon Media will be awarded the contract.

Travel Policy

Travel policy drafted by NA was discussed. Various suggestions were made and incorporated into the second draft.

Action:

- JG to send out second draft of the travel policy for final comment.

UAE

Discussed legal status of WISTA UAE.

- DPT to send email advising the UAE board that WISTA UAE is not in good standing

Projects updates

Vision & Mission

Revised Vision & Mission well accepted by membership and useful in clarifying its purpose to other organisations, e.g. IMO.

IMO

Application now submitted and now must educate the IMO Council countries, seeking their support.

Action

- DPT and JG to send out chart listing countries and contact relevant people.
- DPT to attend IMO session in London later in the month to start introducing WISTA to the IMO delegates as well participate in the IMO Parallel event in Poland.
- JG to draft an email to go out to the Presidents to assist in contacting their representatives.

Trademark

ExCo discussed need to protect WISTA International's trademark in all NWA countries.

Action:

- JG to send out draft document to send to NWAs to tell them how to protect their trademark

Personality of the Year

Personality of the Year had a couple of typos. To be corrected for next year.

Actions:

- DE to update Personality of the Year documents.
- SG to review potential gift options.
- KS to ask WISTA Norway to purchase a gift.

Relations with other organisations

FONASBA

DT met with FONASBA's General Manager in London and discussed how WISTA International could collaborate best with FONASBA following their request for collaboration.

Action:

- DT to contact FONASBA and suggest we work with them in the capacity of advisors on diversity issues.

Requests for Sponsorship/Support

Need to have criteria for sponsorship

Action:

- DE to draft some ideas re sponsorship criteria and circulate.

The South Asia Maritime Forum

Bangladesh – The South Asia Maritime Forum

SG requested ExCo support for the Forum on 9-10 October 2018.

SG also updated ExCo on Diversity Booklet and sensitivity training in India.

Conferences

International AGM & Conference, Tromso, Norway

Sponsorship efforts are underway but somewhat challenging.

WISTA Norway recommends that flights be booked soon, due to limited availability of seats on domestic flights to Tromso.

Action:

- KT to let WISTA Norway know costs that can be claimed from WISTA International.

Spring Meeting – Malmo, Sweden

WISTA Sweden offered to host the Spring ExCo meeting in conjunction with WMU conference.

Action:

- DT to follow up on where things stand with the dates for the conference as this depends on the WMU.

NWA Updates Americas

- Americas Conference preparations, to take place in Buenos Aires, Argentina, well in hand. DT and JG will attend.
- Peru, Venezuela, and Panama close to forming.
- Working with Caymans Islands to plan for the 2019 International Conference.
- JG keeping in touch with other NWAs

Middle East/ Asia/ Oceania

- NZ – having meetings every other month, have launched a mentoring programme.
- DE has offered to help Cook Islands set up a WISTA. NWA. They are currently looking at registering as a company in the Cook Islands.
- Australia – Very active and expressed an interest in bidding for the 2021 International Conference.
- Sri Lanka fairly active with several events planned.
- Hong Kong has several events planned.
- Singapore has been focussed on hosting the Spring ExCo meeting and Asia Conference.
- Georgia have been supported by their government, which should give them more visibility.
- Japan relaunched and will have representatives in Singapore.
- SG stepping down as President of WISTA India and is looking for new leader. May expand Board from 5 to 7 and put more structure in place.
- SG keeping in touch with other NWAs in her region.

Europe

- Malta - not able to find sufficient numbers and likely will not form in the near term.
- Bulgaria – enthusiastic, but still working on paperwork; in meantime, some women are members of WISTA Hellas.
- Portugal – still working through what needs to be done and likely will form soon.
- Romania – early stages, but unlikely to result in NWA.
- France – Changed board
- KS keeping in touch with other NWAs in her region.

Africa

- No update

Diversity Committee

14 members are on the Committee and tasks have been split between the members. The next meeting is in May and the Committee hopes to hold monthly meetings. The aim is to be able to report on the objectives and progress for each group at the AGM.

HR and Statistics Committee

Discussed progress of ICS Scholarship Recipients. One recipient has had to delay exams and the relevant NWA will follow up with her to determine the path forward.

ExCo discussed question from the HR and Stats Committee about whether there should be consequences for those who fail the course. Agreed that failure should not be treated as punitive.

Committee Updates

Actions:

- DT to follow up with ICS to see if there is possibility of a re-sit and cost implications for scholarship recipients.
- DE to report back to HR & Stats Committee on the ExCo decision.
- KS to assess rate of failure in general population taking the course vs. the WISTA scholarship recipients.
- ExCo to discuss results when known and then revisit question of how to deal with failures. DE to add as agenda item for next meeting after results announced.

General Survey

DT has met with Maritime HR Association in London to discuss a Women in Maritime general survey, which could involve a pilot survey, done without cost, in the first year. Cecilia Osterman (WISTA Sweden and HR Committee Member) and Astrid Drent (WISTA The Netherlands and HR Committee Member) to lead this work.

Technology Survey

ExCo reviewed the Terms of Reference for the Technology and Futures Group.

Decision:

- Terms of Reference for the Technology and Futures Group has been approved.

Action:

- DE to draft a notice to go out to NWAs asking for nominations for the Technology and Futures Committee.

**Any Other
Business**

SG said WISTA pins are ready. Design is different to the old ones' as the old style is no longer available.

DT received a request by UNCTAD for contribution to their yearly review by WISTA. They are requesting figures for women in the shipping industry.

Action

- DT to check with Karin Orsel what kind of information we provided them for last year's review so we can draft our response to them.

Certificates for NWAs

Certificates are due to four NWAs with significant milestones; Norway 30 years, Greece 25 years; Canada and Singapore 20 years.

CSO Lena Gothberg (LG)

ExCo discussed the hours LG is working, which is close to the forecasted hours. The value of her work is formally acknowledged.

Close

The meeting closed at 4.25pm
