

## Minutes of the WISTA ExCo Meeting

**Date/Time:** Monday, 02 September 2019 at 09.00 UTC

**Location:** On-line Conference (Go-To-Meeting)

**Present:**

Diane Edwards WISTA New Zealand	Secretary	DE
Connie Roozen WISTA Netherlands	Treasurer	CR
Jeanne Grasso WISTA USA	Member	JG
Angie Hartman WISTA Greece	Member	AH
Naa Densua Aryeetey WISTA Ghana	Member	NA
Sanjam Gupta WISTA India	Member	SG

**Apologies**

Despina Panayiotou Theodosiou WISTA Cyprus	President	DT
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**Welcome**

As DT was unable to attend, the meeting was chaired by JG.

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**Minutes**

It was noted that not all ExCo had provided feedback or agreement of the minutes. JG urged all of ExCo to take to time to review and ensure this had been done by the October meeting.

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**Actions to  
prepare for  
Meetings in  
Cayman Islands**

It was decided to spend the meeting reviewing the action list that DE had circulated outlining all the tasks that needed to be completed to prepare for the meetings prior to the Conference. These meetings include: AGM, Presidents' RTD and ExCo meeting

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**AGM  
Preparations**

**Agenda and Minutes**

JG and DT created and circulated a draft agenda prior to the meeting. This was reviewed and some adjustments made. JG queried whether the dates for all the NWA anniversaries were correct and agreed to check. DE said that when dates had been checked she would make up the certificates. All ExCo to consider if there is anything else that needs to be considered so the agenda can be finalised at the October meeting.

**Actions:**

- JG to check anniversary dates of NWAs with significant milestones
- DE to circulate the revised agenda for feedback
- DE to attach the minutes of the AGM in Tromsø and the Presidents RTD meeting to the Notice to the AGM.
- DE to make up milestone certificates

**Voting**

DE reported that Lena Göthberg (LG) had created an on-line registration tool to assist Presidents to register to attend or allocate a proxy. It is intended that a link to this tool be sent out with the notice to the AGM. DE and LG will work together to collate the proxies and LG will monitor whether proxies have been allocated correctly and ensure that no NWA is holding more than one proxy. DE and JG are also liaising with Dorothea Ioannou (DI) to ensure the voting process on the day goes smoothly. DE offered to make up the ballot papers, but JG noted that DI had already agreed she would manage this.

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**AGM (continued)**    **Notice of AGM**

DE said she had drafted a Notice of AGM to be sent out and noted that if a vote is to be held at the AGM on whether to raise fees, this needs to be stated on the Notice and information provided to NWAs to enable them to discuss with their Boards prior to the AGM. The paper was prepared by Connie in August and sent out for review to Despina and Jeanne. The paper will be finalised shortly.

DE noted that the Notice should also be accompanied by the profiles of the Nominees for ExCo and the minutes of the last AGM. She would liaise with DI to get the final list of nominees.

CR noted that the Financial Accounts also need to be sent out and that she would send the final accounts to include.

**Actions:**

- DT and JG to review white paper on fee increase
- DE to liaise with DI re: ExCo Nominees
- CR to send Accounts to DE
- DE to send out Notice of AGM

**Personality of the Year**

DE confirmed voting had closed, and unsuccessful NWAs have been advised. The successful NWA has not yet been advised as DE's calls had not been answered but she expected to get through this week. Discussed potential gifts for the winner and JG offered to source a gift with a Cayman Islands' theme with the help of Sherice Arman. The POTY would be informed prior to the AGM. Connie discussed this with WISTA The Netherlands and they wanted to surprise Karin and film this to show at the AGM.

**Actions:**

- DE to advise successful NWA of POTY winner
- JG to source gift for winner

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**AGM (continued) Presentations**

Discussed which items on the agenda would require presentations. It was decided that presentations would be required for the following:

- Presidents Address – DT to prepare
- Kathy Metcalf – JG to liaise
- Hamburg Conference 2020 – AH to liaise
- Brazil Conference 2021 – JG to liaise
- HR Committee – DE to liaise
- Tech and Futures Committee – DE to prepare
- Diversity Committee – DT to liaise
- WISTA Member Survey – DE to prepare
- New NWA South Africa – NA to liaise
- New NWA Columbia – JG to liaise
- Trademark – JG to prepare
- Protocols/Articles – JG to prepare

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**RTD**

Discuss what agenda items were needed for the Presidents RTD. Agreed that the most important item is the fee increase and the finances and adequate time must be allowed for the discussion. Other agenda items to include:

- Presidents Report
- Update on IMO
- The ICS Scholarships
- More support from ExCo for future conferences
- Updates on the various Committees
- Update on the website and WISTA App.

All to consider if there is anything else to be added so that the agenda can be finalised at the October meeting.

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**ExCo Agenda**

As several members had to leave the meeting, it was agreed to defer discussion on the ExCo agenda to the October meeting but ExCo could circulate topics to be considered by email.

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**Close**

The meeting closed at 10.30- UTC.

## Summary of Actions

Actions	Assigned to:
Check anniversary dates of NWAs	JG
Circulate the revised agenda for feedback	DE
Attach the minutes of the AGM in Tromsø and the Presidents RTD meeting to the Presidents with the Notice to the AGM.	DE
Make up milestone certificates	DE
Review whitepaper on fees	DT and JG
Liaise with DI re: ExCo Nominees	DE
Send Accounts to DE	CR
Send out Notice of AGM	DE
Advise successful NWA of POTY winner	DE
Source gift for winner	JG
Liaise with AGM Presenters	Refer above