

# WISTA International ExCo Meeting

Minutes 18 December 2017

**Time and Venue** The meeting was held by internet conference (Go-to-Meeting) at 12.00 UTC on 18 December 2017

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**Present** Despina Panayiotou Theodosiou (Chair), Diane Edwards (Secretary), Rachel Lawton (Treasurer), Naa Densua Aryeetey (ExCo member), Sanjam Gupta (ExCo Member), Katerina Stathopoulou (ExCo member), Jeanne Grasso (ExCo Member)

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**Apologies** None – all ExCo present

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**Purpose** To discuss strategic plan and urgent business. General business was deferred to the next regular ExCo meeting.

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**Urgent business** **Conference fees**

There was discussion about the proposed fees for the Norway conference. Worried cost is too high for many members especially as travel to venue also very expensive. However, costs are very high in Norway and desire to ensure WISTA NWA is not left with significant financial burden. Also concern that WISTA International should not be seen to be interfering too far as conference is run by Norway WISTA.

**Action:**

*Katerina to discuss with WISTA Norway if costs can be reduced by 50 Euro for each category, with some extension to early bird and standard times.*

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**Strategy - Vision** DPT outlined suggestion for updating vision. There was general agreement that it had served purpose well but needs to be updated to reflect how WISTA is developing, so that it is more challenging and inspiring. DPT presented a new draft vision for discussion.

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**Strategy – Vision  
(continued)**

**Actions:**

- *DPT to send out revised draft vision with suggestions offered at meeting*
  - *All ExCo to review and send in suggested amendments to DPT who will update and settle on wording.*
  - *DPT to send out revised vision to NWA Presidents for comment.*
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**Strategy -  
Mission**

DPT suggested changes to Mission to better reflect direction that WISTA is moving. There was general agreement that it is time to update mission, still recognising that WISTA is primarily a networking association but also is promoting women in the industry. It was agreed focus should be tweaked from educating members to promoting growth and success. Also there is a need to give it more of a business flavour, perhaps by adding a bullet.

**Actions:**

- *DPT to send out revised draft mission with suggestions offered at meeting*
  - *All ExCo to review and send in suggested amendments to DPT who will update and settle on wording.*
  - *DPT to send out revised mission to NWA Presidents for comment.*
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**Strategy -  
Values**

There was general discussion on values. All agreed that they were still relevant and no changes are needed at this time.

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**Strategy -  
Communications**

There was a general discussion around communications. It was agreed:

**General**

- External communications should go Exco and content approved by President
- Communications Committee used to craft and deliver message.
- Need to meet NWA presidents more frequently – one month before Spring meetings good as can bring concerns and questions to Exco meeting.
- Important not to wait too long between comms. Monthly newsletter is good way to stay in touch – should be short and contain updates on work for ExCo and initiatives (in progress as well as completed) and any significant news items from NWAs (e.g new NWAs, milestones, significant regional events). However, do not need detailed information for all NWAs or information about every event. This can be handled at regional level.
- Need to collect analytics on use of social media.

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**Strategy –  
Communications  
(continued)**

**Website**

- Website to refresh be refreshed and moved to a platform where we have more control.
- Move to WordPress as per recommendation from Comms Committee.
- Explore moving/changing WISTAbook to a closed group on Linked in, as per Comms Committee recommendation, as people more likely to keep profiles up to date.

**Actions:**

- *DPT to organise meeting with NWA Presidents one month before Spring meeting*
  - *DPT to ask Comms Committee to get a range of quotes for redesign of website.*
  - *DE to liaise with Lena and Jillian about usability design*
  - *DE to explore WordPress plug in for blogging*
  - *DPT to ask Lena to continue exploring use of LinkedIn closed group as an alternative to WISTA book.*
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**Strategy -  
Sponsorship**

There was a general discussion on sponsorship. Could be used to fund special projects such as website. RL reminded people that sponsorship money collected would be taxable, even if the work was donated in kind (i.e. no money changing hands. Agreed it is still worth exploring sponsorship

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**Strategy -  
Committees**

There was discussion about the committees needed to support the priorities of WISTA.

**Communications Committee**

Felt this is generally working well since it was reduced in size. Jillian has put in a lot of time assisting DPT. This has not been requested by Jillian, but if high workload continues it may be appropriate to offer some form of compensation if high workload continues.

Some issues around postings that are not approved at ExCo level but have implications for ExCo.

**Actions:**

- DPT to monitor workload of Jillian in capacity of Press Officer
- DPT to talk to Lena about approval process for posting.

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**Strategy –  
Committees  
(continued)**

**HR and Statistics Committee**

It was felt this committee was working well and still is needed to manage the scholarships and research. Survey was successful and gives useful information on our current membership but may need to engage an external firm to conduct research with wider industry as WISTA receives many demands for information. This Committee would manage that engagement.

Some discussion on frequency of survey. General agreement that minimum gap between surveys should be one year. Less of a gap is too often and people would probably not complete.

**Actions:**

- *DE to report back to the HR and Stats Committee about discussion and ask about external research and frequency of internal survey.*
- *Bring recommendations from Committee back to Board and add to agenda of next meeting.*

**Potential New Committees**

There was discussion about the possibility of setting up two new committees:

**Gender diversity**

Given the volume of members interested in advocacy issues and the current media discussions about harassment in the shipping industry DPT suggested the formation of a committee to manage this and explore the extent to which WISTA should be involved in commenting on relevant issues. While not an advocacy association, the requests for comment show industry is looking to us for leadership and so it is important for increasing our visibility and establishing/growing our credibility.

**Technology and Innovation**

The growing importance of technology and innovation within the industry suggest WISTA has a part to play in showcasing female contributions and leadership in the area. Would show our commitment to future thinking and keep WISTA at the cutting edge.

General agreement these two additional committees would be beneficial.

**Action:**

- *DPT to draft guidelines for the two new proposed committees*
- *All to consider who could be approached to sit on committees and bring ideas to the next meeting.*

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**Closing**

The meeting closed at 2.20pm UTC.

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## Summary of Action Items

Who	What
<i>Katerina</i>	<i>Discuss with WISTA Norway if costs can be reduced by 50 Euro for each category, with some extension to early bird and standard times.</i>
Despina	Send ExCo revised draft vision and mission updated with suggestions offered at meeting  DPT to send out revised vision to NWA Presidents for comment.
ExCo	Review revised vision and mission and send in suggested amendments to
Despina	Finalise wording of vision and mission and send to NWA Presidents for comment.
Despina	Organise meeting with NWA Presidents one month before Spring meeting
Despina	Ask Comms Committee to get a range of quotes for redesign of website.
Diane	Liaise with Lena and Jillian about usability design and explore WordPress plug in for blogging
Despina	Ask Lena to continue exploring use of LinkedIn closed group as an alternative to WISTA book.
Despina	Monitor workload of Jillian in capacity of Press Officer
Despina	Talk to Lena about approval process for posting.
Diane	Report back to the HR and Stats Committee about discussion of HR and Stats Committee and ask about external research and frequency of internal survey.
Diane	Bring recommendations from Committee back to Board and add to agenda of next meeting
Despina	Draft guidelines for the two new proposed committees
ExCo	Consider who could be approached to sit on committees and bring ideas to the next meeting.