



**Executive Committee 2017 – 2018**

**Meeting Minutes**

18<sup>th</sup> May 2017 THU, 6pm to 7:30pm

Venue: Upstart Alliance Office, 92 Amoy Street, #02-01, 069911

<b>Present</b>	<b>Apologies</b>
Jasveer Malaney, President	Eya Sicat, Honorary Secretary
Donald Huse, Vice-President	Linda Eunson, Assistant Secretary
Devendra Bisaria, Assistant Treasurer	Cristobel Morison, Council Member
Susie Sadler, Council Member	Nicola Shearer, Team Coach
Joe Chan, Council Member	Elfarina Zaid, Team Coach
Tan Hun Boon, Council Member	Lai Han Sam, President-Elect
Avni Martin, Council Member	Hermann Ditzig, Immediate Past President
Daniel Rucerito, Council Member	Suman Balani, Honorary Treasurer
Dylan Liau, Council Member	
Lynda How, Council Member	
Ritu Gupta Mehrish, Council Member	

**1. CALL TO ORDER**

The meeting was called to order at 6:17pm.

**2. APPROVAL OF MINUTES**

**3. DECISIONS**

**Membership Database**

- AXON to add membership ID and expiration field
- Clean up 200 records (by virtual assistant) – Susie to action
- Phase 2 – automated membership sign up, maintenance
- Not more than \$500 (Everyone voted yes) Suman to drive

**President Outreach**

- It was agreed that the President will look for collaborations and organize Laser Coaching sessions throughout the year.
- President’s office (P, PE, IPP) will organize Informal meetings (breakfast or lunch) for members engagement. Min 8 – 16 (\$10 per pax), Voted Yes

**New Member Orientation**

- Rename as Member Orientation, open to all members to know about benefits of joining the chapter.
- \$230 - \$360 (per year <\$1500) Voted Yes

**Reciprocal arrangement with APSS**

- Other organisations such as Primetime? Parameters, conditions, pros and cons to be evaluated
- Need to research further, will come back with detailed proposal (Jass)

### **Person in charge of COP**

- Events to handle, **Don** will be person in charge (Don)

### **SOPs**

- Lacking formal documentation on operating procedures for handover to next Exco
- Each sub comm to submit to Sam by Dec 2017

### **Axon**

- Currently too many people have access to Axon, need to clarify access permissions.
- Inform Axon list of eligible email addresses (entire Exco) and copy each request to Sam, so PE can support in case of issues.

### **ICF email addresses**

- Use ICF Singapore email addresses and include name/signature when communicating with public
- Confirm the 10 email addresses and recipients
- Password list to be stored on Google drive (Dylan)

### **New member**

- Susie requested that for credentialing and coach training programme queries, that Exco direct to ICF Global first before sending over to membership.
- Avni created new member's guide, she will continue to update over time.
- Guide to be uploaded onto web site (Boon)

### **C4C**

- Dev and Joe to get better quotes for C4C dinner
- USD600 award money to be used to subsidize the dinner, restricted to 2016 & 2017 C4C coaches.
- CNPL will pay honorarium to participating coaches, Jass to sign MOU with CNPL.
- Joe will provide information to be shared to encourage more coaches to sign up for CNPL project training (Joe).

### **4. Other Items**

- Don Rapley will provide free video editing services for ICF Singapore sessions (Jass/Events)
- Hermann has resigned from the research committee to focus on regional work.
- Avni will send research proposals to Exco for approval (Avni)

### **5. Adjournment of Meeting**

- Meeting was adjourned at 7:47pm

Minutes Prepared by Daniel Rucerito, Dylan Liau, Tan Hun Boon

Meeting Minutes Approved by: Lai Han Sam

Seconded by: Jasveer Malaney