



Executive Committee 2017 – 2018

Meeting Minutes

28th AUG 2017 MON, 6pm to 8pm

Venue: Froth, Ascott Raffles

#2 Finlayson Green, Singapore 049247

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

1. CALL TO ORDER

- Jass called the meeting to order at 6:15pm as we did not have a quorum. She requested members to arrive 5 mins before time so we can start in a timely manner.

2. UPDATES

- C4C presented Yearly Objectives.
 - As a collaboration with C4C and Research team has organized a half day seminar Intro to Coaching (presentation by Jass & Avni) & Laser Coaching (pro bono by members) to leaders from MSF on August 31. It will be fully sponsored by MSF. Joe requested all members to support by attending.
 - Gift of Coaching, Nov 30th as a pipeline for reaching out to Non profit sector and C4C events in 2018, consistent pro bono opportunities for members
 - Collaboration with SSI as potential partner
 - Database for C4C coaches
 - Debbie, volunteering on project basis
- Research committee presented Yearly Objectives.

3. APPROVAL OF PREVIOUS MEETING MINUTES

- Exco voted to pass previous meeting minutes (27th July 2017): 9 votes

4. DECISIONS

- The ICF Chapter Mission statement was again presented and approved and voted in.
- Chapter approved offering of Webinars on Zoom, to be facilitated by Taruna Aggarwal. COP facilitators to be invited to meet with the Exco at the meetings.
- Decision made to get a Zoom Account for ICF Singapore Chapter. 8 Votes.
 - It was voted that Exco members must attend all meetings. Only on exceptional cases when a member is unwell or travelling, may decide to log on using Zoom to attend meeting.
- It was decided that there is an expectation that Exco members will use normal due diligence on spending as status quo. It was decided not to set an amount and to follow standard procedures on expenses incurred by Exco members on behalf of the Chapter.
- Gift of Coaching Event (C4C)
 - Confirmed date and time for Gift of Coaching Event: 30th Nov 2017, 9am to 1pm.
 - Scope: To promote awareness of coaching to public and non profit sector and also provide opportunities for our members for pro-bono coaching.
 - Budget for event SGD 1,200 approved for venue, refreshment, misc. expenses . 8 Votes.
 - Not to involve coaching schools for the event.
 - Look for venue sponsors from non profit organizations.
 - Proposed to invite MSF Director as GOH.

5. ACTIONS & Next meeting

- Hermann pointed out with the Newsletter offering for 10% discount to members for programs above \$5,000/- gave the coaching schools to reach out to right audience. Don shared the coupons and website advertisements, served as a revenue stream to cover website costs. It was agreed to look at how much we are making on coupons and banner ads, underlying costs, to help decide if we should revise the cost of advertising in the newsletters. Don to check records and present at next Exco a proposal for revision of rates for newsletter inserts. **Don**
- Avni requested support from the team for data bank and introduction to ICF Assessors. Avni to collect inputs from ExCo on Research plans, and present updates at next Exco Meeting on Sept 28th. **Avni.**
- Agenda and pre-reading material to be sent out 2 weeks in advance for members to know about the topic. The time at the meetings to be used effectively for decision making. **Eya & Sam**
- Jass requested all leaders to hold themselves responsible for preparing for the Exco meeting and contributing to the Agenda in a timely manner. **ALL**
- Treasurer report to be presented at each chapter meeting and be part of the Agenda. **Eya & Sam**
- Dev proposed to form a process for the Exco to make decision for longer term projects, so future teams can carry forward the commitment. Dev to discuss and propose as part of the governance for the chapter. **Dev**
- Events Team & Communications Team to present their Objectives for the Year in the next meeting. **Sub Coms**

- ICF Converge updates for next meeting. **Hermann, Susie & Sam** to share learning with Exco.
- Updates on RAC & Prism Awards, **Hermann**

6. Adjournment of Meeting

- Meeting was adjourned at 8:15pm

Minutes Prepared by Eya Sicat

Meeting Minutes Approved by: Jasveer Malaney

Seconded by: Don Huse