



Executive Committee Monthly Meeting  
Meeting Minutes  
27th April 2017, 6:00pm to 8:30pm  
National Library

Present:

Jasveer Malaney, President	(JM)
Lan Han Sam, President-Elect	(Sam)
Hermann Ditzig, Immediate Past President	(HD)
Eya Sicat, Honorary Secretary	(ES)
Linda Eunson, Assistant Secretary	(LE)
Suman Balani, Honorary Treasurer	(SB)
Devendra Bisaria, Assistant Treasurer	(DB)
Cristobel Morison, Council Member	(CM)
Lynda How, Council Member	(LH)
Dylan Liau, Council Member	(DL)
Tan Hun Boon, Council Member	(THB)
Daniel Rucerito, Council Member	(DR)
Ritu Gupta Mehrish, Council Member	(RM)
Avni Martin, Council Member	(AM)
Joe Chan, Council Member	(JC)
Elfarina Zaid, Team Coach	(EZ)

Absent with apologies:

Susie Sadler, Council Member  
Donald Huse, Vice-President

**1. CALL TO ORDER**

The meeting was called to order at 6:35pm.

**2. APPROVAL OF MINUTES**

The meeting reviewed and approved the April 8<sup>th</sup> Retreat minutes.

**3. UPDATES**

- EZ introduced the team coaching idea and indicated that she or Nicola would be present for EXCO meetings.
- EZ requested that all committee members read the ICF ethics document as well as the Constitution.
- HD suggested that all EXCO members take the ICF ethics course. DH will be asked to initiate this.

**TREASURER**

- SB opened a discussion on event fees/management of events. Request to differentiate price for pre-booking and walk-ins (register at door on-line) was discussed and to ensure that pre-booked people completed the payment to register.
- Stated reasons are:

- to avoid people registering and not showing up,
    - for speaker to know the expected numbers attending in advance,
    - to avoid issues of handling cash on the door; and
    - to help with budgets, planning and catering in advance.
- It was voted and agreed that :
  - On-line
    - Members \$25
    - Non-members \$35
  - Walk Ins
    - Members \$35
    - Non-members \$45
  - It was agreed that a walk-in can still register and pay online rates even if they do this at the last minute. Reasons for this decision:
    - We want to still encourage those people from attending who could only come at the last min
    - Registering online at the door still helps to ensure that cash payment is avoided so some benefit is still maintained
    - The price differential is enough to encourage online advance registration.
    - We need to ensure we encourage maximum attendance and make decisions that are member friendly.
  - A question came up as to who would track walk-ins at the door-DECISION NEEDED
  - COPs, as member-only events, will continue to pay \$10 and the question arose as to who would “manage” COP events- DECISION NEEDED - next EXCO meeting agenda item
  - Events committee needs to create a P&L-by events? By quarter? DECISION NEEDED by Events Committee.
  - The issue of coupons for events came up. JM recommended that a separate committee to include DH and THB should be set up to discuss.
  - SB requested that Expense Forms be utilized when claiming for ICF expenses incurred by committee members. SB to upload such a form to Google Drive.

#### **4. Infrastructure Study MOU & Cost Update**

- HD requested approval to sign the MOU with CCL and pay them US\$750 for cost share
- A discussion about MOU and costs ensued with several points being raised:
  - EXCO remains in place for 1 year, however the proposed MOU with CCL runs for 3 years. Question was raised if one EXCO should sign agreements that create commitments for next EXCO. To be discussed another time.
  - There is no budget allocated for research projects yet.
  - JM flagged concern about working with a private coaching school, it against the objective and impartial status of ICF, ICF’s perception is affected, HD responded that CCL was a non-profit organization.
  - Who “owns” the research? Is CCL allowed to use this research and collaboration with ICF for their private commercial gain? Is that fair on other coaching providers, if CCL can use this to their commercial advantage? Are there any agreements about this? Hermann to consider and revert.

- MOU is a legal document; does anyone have a legal background to understand the contract and if its appropriate for ICF to approve this?
- How to cover work done and paid for? Would ICF Global have a budget to fund this?
- JM requested HD to provide information on ROI for investment in this research. HD to revert.
- HD asked for a vote on paying CCL US\$750 for Phase 1, which has been completed.
  - This was discussed by all.
  - HD stated that the previous EXCO had approved and agreed to this already.
  - AM asked when this was approved and stated she does not recall this being mentioned since her time at EXCO (March 2016).
  - SB, JM also queried if and when it was discussed or approved.
  - HD informed all that it was approved by EXCO prior to March 2016.
  - Hermann stated if it is not approved by this EXCO then he will pay for it himself and still complete the research.
  - LE stated since this was already approved by previous EXCO, ICF should keep its word and that ICF's image could be damaged if a promise made by previous EXCO is not kept by new EXCO.
  - Based on this, it was agreed by most that that ICF should honour its previous agreement.
  - The vote was positive and \$750 was approved.
- The phases beyond this one need to be revisited. Any MOE will need to be reviewed Action: HD to look into this.

## 5. COMMITTEE UPDATES

- Events, Communications, C4C & Science & Research Committees presented their Goals-see attached.

## 6. ICW DISCUSSION

- It was agreed that the following would be included:
  - SS – Ethics
  - Research – HD/AM
  - Coaching demos
  - Laser Coaching
  - Friday evening social event with cash bar
- Pricing for ICW was discussed with the following agreed:
  - Members \$50
  - Non-members \$80

## 7. Other items

- Congratulations to Hermann on his appointment to being a member of the Regional Advisory Council Taskforce. The mission of the taskforce is to design regional councils globally.

## 8. Adjournment of meeting

- Meeting was adjourned at 8:30pm

## 9. Next Meeting May 18<sup>th</sup> –venue needed.

Minutes prepared by: Linda Eunson  
Seconded by: Lai Han Sam