



Executive Committee 2017 - 2018

Meeting Agenda

29th June 2017 THU, 6pm to 8pm

Venue: National Library Building, Chicago Booth School of Business,
100 Victoria St #10-01

| AGENDA ITEM | BY | TIME | Update | To do |
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| 1. Check in | Nicola | 5 mins | Completed. Everyone shared 5 words about what they are bringing in to this meeting here today. | |
| 2. Pass the previous meeting minutes (Action Items) | Sam | 5 mins | Any previous meeting minutes to be passed via email by Sam. | |
| 3. Designed Alliance Review a. What is not working well with ExCo? b. What is not working well with ExCo meeting? c. What is working well with ExCo? d. What is working well with ExCo meeting? | Nicola | 30 mins | Everyone wrote their answers to these questions on post-it notes and stuck it on the board to review and discuss at the next retreat in August. | |
| 4. Decisions to be made a. Evaluate and decide on events form, frequency and location b. Evaluate and decide on usage of available communication tools to build up a sense of community and connection | Sam | 15 mins 15 mins | a. Linda opened the conversation with several points - 2 events cancelled. Prime time has 40-65 attendees at a time, charges \$45 early bird. She feels attendees of 20 is too low. Don't do events in summer. Feels there should be a rule that exco members should have served as a sub-committee member for at least a year in advance, so the learning curve is better. Partnering with Primetime and APSS is good. Primetime membership has dropped from 400 to 300. Highlight CCEU's for events. FB was the best form of advertising for events, | |

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| | | | <p>according to Primetime. Day after monthly email, they remind every week, then they remind 2 days before. Suggest Jass to send one annual email stating "Save this email" with all annual dates. We should have better venues.</p> <p>Jass – we can explore Sheraton as a permanent venue. Announcing events in advance to save the dates, anchor same date time each month. Events with speakers on Coaching would have better attendance. The demographic of the chapter has changed and we may need to review the current needs of the members to work with Events Team to make the events attractive.</p> <p>Don – sharing all dates in advance would be helpful.</p> <p>Boon – sending too many newsletters is not advisable.</p> <p>Suman – she remembers from breakfast meeting that people wanted coaching related events.</p> <p>Sam – frequency of emails is something to be mindful of. We really need to understand what do our members want, what topics are they interested in, do they even want events. The interest level of topic and personal priorities gets in the way of attending.</p> <p>Hermann – perhaps good idea to do EXCO separately to MMM and invite could include dinner/lunch. Have MMM on</p> | |
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| | | | <p>Monday/Tuesday instead of Thursday. We need to investigate what happened on membership dropping side.</p> <p>Avni – membership dropping is expected, Singapore has a huge transient population, a lot of people leaving country. Primetime are from my knowledge mostly afternoon meetings, all women. Glossy venues, beautiful sit down 3 course meals, and lots of networking time are very desirable.</p> <p>A survey is a must to explore who are member are and what they really want, and do they want events, what are the demographics of our members, do day time/evening events suit them more.</p> <p>Perhaps don't have monthly events, perhaps that's too frequent, perhaps do events once a quarter, and pack 3 events in one day, so that attracts more people, and gives us greater lead time to create interest.</p> <p>Joe – why do we have events in the first place? Why every month? Why don't we consider other timings aside evenings? Why do coaches want to come to events? Yes CCEU is one advantage. If I am a working professional and coaching is part of my work then I would be more likely to attend afternoon events. If events eats into my personal evening time then I will weigh up my priorities and may be unlikely to attend evening events. So I agree, that we should questions if evening or afternoon is better and how frequently its desired.</p> | |
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| | | | <p>It was agreed that Events Team was the go to place for the COP's Facilitators and Don to support them if they need CCEU's etc.</p> <p>Communications Update - Dylan: FB is better at reaching. There are 2 linked groups for ICF Singapore Chapter – one is open and another one is closed group. Requested all to join and sign up with them.</p> <p>Boon requested that if anyone sends pictures, please send 2-3 lines that tells us more about the picture and what it represents.</p> <p>Jass – Currently the coupons are a flat discount of 15% for all offering. Some coaching schools do not want to pay more than 10% as their programs are more the others.</p> <p>Hermann – we were going to review if we can propose a tiered discount on coupons. Can Communications please review this and come back with some kind of a proposal for us to consider?</p> <p>Suman – over last 3 months a lot of data in database has been cleared line by line with the help of Axon. So having cleared out, I am not sure if the membership numbers dropping is really a true picture. Suman deleted 15 admins from database and now has added Sam and Boon as admins.</p> <p>Jass – can we all applause Suman and acknowledge her for her efforts in cleaning</p> | |
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| | | | <p>up the database? Everyone thanked and acknowledged.</p> <p>Sam – we trust Axon and they have always managed to produce line by line report of their timesheet that shows exactly what they spent time on. Have no reason to doubt their integrity.</p> <p>Jass – can everyone please document their sub-committee process, and be mindful that they are sustainable for the future. Use the free resources like google mail, google drive or dropbox for easier handovers. Engage with Dylan for further support.</p> <p>Avni – the powerpoint we have created on best practices, documents the research process and most things we need to know about the team, resources and how we work in one place.</p> <p>Membership – Suman: There is a membership orientation event on 13th July afternoon, please sign up for this.</p> <p>C4C – Joe: stumbled upon Ignite, relates to C4C. He proposes as a key event, a signature event. Currently within the NPS there is only 1 course. We all watched the Giving Week video, a national narrative. Want to bring up C4C at the national level to give them the spotlight. How does this relate to Ignite? Under UN2030, goal is passing and sharing knowledge. We at C4C are already doing this. Proposal is to offer 1 day introduction to coaching for social service leaders, plus</p> | |
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| | | | <p>laser coaching sessions. All this will generate 2018 C4C Projects.</p> <p>Jass – proposed to consider holding a Coaching Fair, half day event for learning, with sponsorship from coaching schools.</p> <p>SSI will be another project just like CNPL.</p> <p>Don – we must ensure that ICF don't charge members for entry.</p> <p>Suman – this is good marketing for ICF Singapore. NVPC used to do leadership training. This is now absorbed by SSI. It will generate more interest for coaching in the community.</p> <p>Avni – would be happy to volunteer for the 1 day coaching workshop.</p> <p>Jass & Sam – really want to applaud Joe for coming up with the initiative.</p> | |
| 6. Any Other Business | Sam | 5 mins | <p>Dev – lets try to get to know each other, go out for some drinks after meetings and meet each other in more casual settings.</p> <p>Hermann – distributed a document 'IPP Initiatives & Commitments' before the meeting adjourned</p> | |
| 5. Wrap Up, declare schedule of next meeting and adjourn | Sam | 5 mins | <p>Everyone closed by sharing how they feel at the end of this meeting.</p> | |

Minutes Taken By Avni Martin, approved by Jassveer Malaney and Han Sam Lai