



Executive Committee 2017 – 2018

Meeting Minutes

27 July 2017 THU, 6pm to 8:00pm

Venue: Boardroom, Level 3, American Club

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

1. CALL TO ORDER

- Sam called the meeting was called to order at 6:14pm.
- Check in: Share something we don't know about you.

2. APPROVAL OF PREVIOUS MEETING MINUTES

- Exco voted to pass previous meeting minutes: 8 votes
- Exco formally accepted the resignations of Linda Eunson, Lynda How, Daniel Rucierito.
- Following ROS requirements, anyone resigning from the Exco will be required to submit a formal resignation letter. Exco will accept the resignation and this will be captured in the minutes.

3. DECISIONS

C4C

- The Giving Week is a Singapore Government initiative held in December where all social sectors contribute and organize events. C4C team intends to participate by hosting a free workshop on "Introduction to coaching" and providing laser coaching sessions.
- A presentation was made to the Global Ignite Foundation, for their support, but the proposal did not meet their criteria.
- Eight votes by Exco for the C4C team to proceed with the initiative as part of the President's Outreach. Joe will work with Jass to create a project team to plan the event. They will share the proposal and propose a budget for the event for approval. Jass will work with Avni on the content for the workshop,

“Introduction to Coaching” and will work with Fiona and will bring it to the Exco for approval.

Exco Meeting Dates

- Currently Exco + MMM meetings are held on last Thursday of the month (agreed at start of 2017). But lots of varying feedback received so new dates are being discussed.
- Decision made to move ExCo meetings to the last Monday of the month. Sam to provide dates to the team.
- Decision made to hold the ExCo meetings at 6pm on the day of the MMMs, encourage members to attend all events organized by the chapter.
- Members Socials are to be held on Thursday or Fridays nights
- AGM to remain on Thursday 29th March 2018
- Eight votes by Exco to proceed.

4. Items for discussion

Special Event:

- Confirmed date for special event on 4th Sept for Chris Balsley and Terrie Lupberger
- Topic to propose to speakers: Broad Deep dive into core competency like powerful questioning, etc

Events Team Update:

- Until Cristobel comes back, team is Ritu, Don, Sam. Susie is also helping out.
- Ritu will take care of speakers, Don will look after CCEUs and COPs, Sam will take care of promotion and marketing, including social media
- Guiding principles for events:
 - Running costs must be covered as much as possible.
 - Quality of speakers very high, members experience quality is also high
 - People who come are the right ones
 - Mission and Vision is maintained.
- Need help on logistics. Finding location is a problem. Ideas: Tanglin Club
- Avni offered to look at Ascott (check availability for 4th Sept, 25th Sept and 28th Sept, 30 pax, SGD 25 max. 2 savory + 1 sweet + tea + coffee
- Susie to brainstorm with Ritu on topics.

C4C updates

- These are the 3 C4C ongoing projects.
 - CNPL launched July.
 - AIC project is that project launch in 18th August.
 - Halogen.
- MSF: Sam, Joe and Jas will approach them to see what ICF can offer and if we can help then via coaching support.

4. Exco Membership

- The ROS has confirmed the new constitution. Request made by Jass for the Exco leaders to review and know the newly formed constitution.
- Now Exco is down to 13 members, with 3 resignations.
- Alternate member is a full voting member, with one-year tenure.
- Team was asked and for now they would like to find time to think:
 - What do we really need to move ahead?
 - Do we need extra people?
 - Do we need an alternate member
- Let Jass know if you know of someone who is interested to join, on a project basis.

5. Other Items

- Explore Peatix, Meetup, Event Brite to increase attendance to events.
- Monthly Treasurer's report to be included in agenda.
- Group indemnity insurance was being explored for ICF members by Jass, FYI
 - Have connected with Fiona to check Global options
 - Connected with other Chapters to explore options
 - Requested for Quotes from three agencies, only Howden group has reverted so far.
- Membership Update:
 - Lots of members have not renewed
 - Jass has been reaching out and connecting with members who have not renewed and getting them to renew
 - Member engagement breakfast has been planned with new members on the 3rd August.
 - New members guide being posted on the website (c/o Avni)
 - 370 members
 - Include link to new members guide to the welcome email (c/o Susie)
- Communications Update
 - Discount coupon proposal presented: Offer 15% discount for programs, and 10% for programs with value of SGD 5,000 and above.
 - This proposal was approved, 8 votes.
- Add to next meeting's agenda: To discuss if we have a revenue stream for ad placement in the website.

5. Adjournment of Meeting

- Meeting was adjourned at 8:15pm
- Exco Retreat at 12th of August. Venue to be confirmed.

Minutes Prepared by Eya Sicat

Meeting Minutes Approved by: Lai Han Sam

Seconded by: Jasveer Malaney