

ICF Executive Committee 2016 – 2017

Meeting Minutes

25 July 2016, 6pm

The Hive

Present	Apologies
Hermann Ditzig, President	Saba Hasanie, Vice-President
Jasveer Malaney , President Elect	Anisha Kaul, Immediate Past President
Suman Balani, Assistant Treasurer	Donald Huse, Treasurer
Michael Bertrand, Council Member	Reeta Nathwani, Assistant Secretary
Joerg Kuehn, Council Member	Manon Swaving, Council Member
Lai Han Sam, Honorary Secretary	
Tan Hun Boon, Council Member	
Avni Martin, Council Member	
Team Coach: Nicola Shearer	

Minutes	Action
<p>1. Check In</p> <ul style="list-style-type: none"> • Jas checked in with everyone. <p>2. Team Coach Check In</p> <ul style="list-style-type: none"> • Team discuss metaphors. Nicola commented that all pictures was a moment in time. Might change in 9 months. • Nicola shared a communication tool – “I noticed, I feel, I assume, I would like to see”. • Review of Team Alliance and what is missing. To revisit in the retreat. 	All to note
Subcommittees – Present Plan for the Year	
<p>1. C4C</p> <ul style="list-style-type: none"> • Good start into the year. 3 large projects ongoing. CNPL (still waiting for confirmation) and another one is AIC, 24 coaches total needed for 48 coachees, 200 hours. Mendaki, Halogen and another NGO on the radar to start. • Innovation - Platform to further automate the process for both coaches and coachees. • Innovation – To target an NGO overseas. <p>2. Communications</p> <ul style="list-style-type: none"> • Newsletters – going out regularly for 2nd and 4th week of the month. ExCo suggested that we should state specific dates. Boon clarified that it is the 2nd and 4th Fridays. He sends out a reminder for content to be sent to him to be sent out. Member to send in photos and event write up after every event • Website – Still stretching to 1 August go live. Sam explained that the gap between the old and new website and thus the urgency to move to the new site. Mica noted that the links at 	<p>All to note</p> <p>Sam to ask Axon</p>

<p>old website may not map into the new website. SEO has to be taken care of if not we would lose our visibility on the internet search engines. Sam to check with Axon if they can do this, get a quote, and get a decision at the retreat this Friday. Jas added that new members need to be manually added in to the database in order for them to book events and to sign up for the local newsletters.</p> <ul style="list-style-type: none"> • Social Media – Exponential growth on the FB page. Sam asked all to send information on events to her for posting especially for quotes, testimonials, videos or photos. <p>3. Research</p> <ul style="list-style-type: none"> • Avni presented that one project was completed and the updates will be going in the newsletter. One project will be handled by Hermann. • Costa to continue the monthly reviews. Avni would be working off line for the next two months, and was looking to find support to manage the research team. <p>4. Marketplace</p> <ul style="list-style-type: none"> • Suman presented that after our presentations at the member lunch, we had received mixed views. New coaches welcomed it, but established coaches are apprehensive. • As we have enough feedback for now, Suman recommended that we actually launched it by making some changes on the current website. Asking Axon for a quote for the changes. <p>Adjourned Subcommittees for Membership, Events, and Treasurer to the retreat on 29 July 2016. In addition Suman would also give a quick update on Marketplace to the ExCo.</p>	<p>Suman to ask for quote from Axon</p>
<p>Goals for the Year</p>	
<p>1. ExCo List of Goals to be collectively agreed upon before making it formal. A process is to be followed in determining whether it is something everyone agree.</p> <p>2. Process</p> <ul style="list-style-type: none"> • Person(s) accountable and responsible stand in the center • Why is it important for us to do this • What support do you need • What would you achieve • Stick to only 3mins 	<p>All to note</p>

Meeting Adjourned: 8pm

Minutes taken by: Lai Han Sam

Meeting Minutes Approved by: Hermann Ditzig and Jasveer Malaney

Seconded by: