

ICF Executive Committee 2016 - 2017

Meeting Minutes

29 Aug 2016, 6pm

The Rivergate Condo

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

| Minutes | Action |
|--|----------------|
| <p>1. Check In</p> <ul style="list-style-type: none"> Jas checked in with everyone | |
| Decisions | |
| <p>2. Misuse of Members' Emails - Ethical Issue</p> <ul style="list-style-type: none"> Members' emails on the website were taken and were sent an advertorial email. Saba updated Spam and Privacy Policy said that we cannot reach out to members unless it is coaching opportunities and meets 7 guidelines. Peter was reached out and updated. He was unaware and said that he will ensure this will not happen again. Hermann noted Saba's professional and skillful handling of the situation to completion. Jas suggested to put the information in the next three newsletters for awareness to all members. Action to put in footer of website for all contact information to be used will be proviso to the guidelines and include the link to it. Anisha clarified with the ExCo that he did not get her permission to use her endorsement of the program. Reeta suggested that there should be a disclaimer that all information is on the public domain and thus should not be responsible misuse. Saba suggest that we should do the footer on the website and also a disclaimer page before the access of the members' information. Saba will take it offline to provide various approaches. | Saba to action |

| | |
|---|--|
| <ul style="list-style-type: none"> • Hermann and Saba recommended that with the similar violation for ICF Hong Kong, the ExCo take a minimalistic view into allowing Peter to resolve the issue with ICF Hong Kong. • Reeta suggested that ICF Singapore inform Fiona for visibility | <p>Hermann to action</p> |
| <p>3. Goals for the Year</p> <ul style="list-style-type: none"> • ICW 2017 – Reeta was invited to take this on by Hermann. However, she wanted to open to the entire ExCo for a volunteer. Hermann will send an email to the rest of the ExCo for a volunteer. Jas suggests that we have a discussion around whether to open to membership to handle ICW 2017, also to make sure all the learnings are incorporated and also have the IPP take a more active role in leading the ICW. Saba suggested that perhaps we put it in a newsletter to open to the membership. Hermann felt it was such an important event that it should stay in the ExCo. ICF has offered to sponsor the Partnership Alliance initiative. • Global Research Presentation – Grand Corpthone Hotel need to be confirmed, and only 13 signed up, a reminder will be sent out to membership. Reeta suggested that we sent emails to the people who sent emails to Queries who wants to become coaches. ExCo agreed to that approach. Hermann will send out emails to all who attended the Member’s Lunches. Reeta also have journalists from the Life section of Straits Times deliberating whether to come by tomorrow. PwC has also been approached but no one appropriate would be available. • Corporate Memberships - Purpose to reach out to internal coaches. Saba suggested that this would also impact the success of MarketPlace, including the Corporates as members. Jas noted that this should be under membership. Saba and Hermann will work on what it looks like. • Media Coverage – Reeta suggested that this should sit with Communications and that everyone else to send the information and contacts to Boon and Sam. This is a joint responsibility to make sure this goal works. Don questioned if this should sit with Communications or should it be a bigger thing sitting with anyone. Hermann said that this was a suggestion by the Members’ Lunches. Don suggested that this should be perhaps we can have a team from the membership lunches who are media experts to come up with a plan. Reeta to reach out to Angela. • Regional Conferences – No action for now. Hermann will contact the other Presidents of the other chapters to initiate this. Hermann suggests that this would come under Events. | <p>Hermann to action</p> <p>Reeta and Hermann to action</p> <p>Saba and Hermann to action</p> <p>Hermann to action</p> |

| | |
|--|---|
| <p>4. Events</p> <ul style="list-style-type: none"> • Reeta will work with Manon to get topics and dates for events for until March 2017. • Reeta asked for more help. Hermann is asking if we need to hire more help. • Jas suggested to enroll members to support and manage events as now there are different types of events. • Hermann gave feedback that the membership is asking for regularity. Reeta will talk to Manon to decide when the events are. | |
| <p>5. Retreat</p> <ul style="list-style-type: none"> • Hermann questioned the goal of the retreat. • Reeta suggested that we have 2 half days – one for what we need to get done and one for succession planning. ExCo for 2 half days. • Reeta asked if a nomination committee to be put together for the succession discussion and if Past Presidents to be invited. • Hermann and Anisha will work on developing a proposal and present it to the ExCo for discussion. • Dates recommended by Sam to be November Friday afternoons. Anisha will confirm will Sam if Fridays will be okay by next week. | <p>Hermann to action Anisha to action</p> |
| <p>Updates</p> | |
| <p>6. Website</p> <ul style="list-style-type: none"> • Boon is waiting for Axon to give us a quote to finish the website. • Hermann questioned the contract with Angela to work on the website. ExCo to work on what can we do to hold her accountable. Hermann suggested that Don to work with Mica and Garrett whether there is value in investigating the contract. • Sam recommended that <ul style="list-style-type: none"> ○ ExCo should continue with Boon’s approach to get the website done. ○ ExCo can continue to explore if contractual obligations have been made. • Saba suggested that Boon and Sam will handle the Axon’s quote and work and Hermann with speak with Don about contractual obligations. | <p>Boon and Hermann to action</p> |
| <p>7. Membership</p> <ul style="list-style-type: none"> • Jas gave updates about the rousing success of the Members’ Lunches. The members were very impressed and loved what this initiative stands for. • COP for Mindfulness and Masters Class & Life Coaching has been launched. | |

| | |
|---|---------------|
| <ul style="list-style-type: none"> • Hermann suggested to add Reading Club as a COP. • Anisha has taken over the COP for Team Coaching. • Jas noted that more work can be done for a COP for Internal Coaches. | |
| <p>8. Research</p> <ul style="list-style-type: none"> • CCL collaboration on research project – It was brought up that there is a conflict of interests. • This is a pure research project that would benefit ICF and its members. • It has been determined that Hermann would manage this situation should there be any further issues. | |
| <p>9. Social Session</p> <ul style="list-style-type: none"> • ExCo is okay with the Social Session. Jas to organize. • | Jas to action |
| <p>10. Market Place</p> <ul style="list-style-type: none"> • To build it and they will come or only if there is a real need. • Agency status for listing jobs, possible MOM check – do we want to do this at all? • Companies have approached Saba expressing their interest in MarketPlace and wanting to be a member. • There is a conflict in terms of not being able to allow the companies on the MarketPlace if they are not members. • Decision to move ahead or just hold off - MarketPlace team to come back with recommendations | |

Meeting Adjourned: 8.30pm

Minutes taken by: Lai Han Sam

Meeting Minutes Approved by: Hermann Ditzig and Jasveer Malaney

Seconded by: