



INTERNATIONAL BOARD OF DIRECTORS CONFERENCE CALL
Tuesday, September 14, 2021 – 4:00 p.m. Eastern USA Time

Zoom Meeting

ATTENDING:

	Delegate		Alternate	
Australia	John Messina	✓	Tony Van der Staay	✓
Eastern Region NA	Steve Castorani	✓	Bill Barnes	✓
Europe	Tim Lawrance-Owen ¹	✓	Ben Gregory	
Japan	Peter Waugh		Hiroaki Ohashi	
New Zealand	Richard Beaumont	✓	Antony Toledo	
Southern Region NA	Tom Saunders ²	✓	Laura Miller	✓
Southern Africa	Elsa du Toit	✓	Jason Myburgh	
Western Region NA	Dharam Sharma	✓	Jim McConnell	✓
Regional Developmt	Clive Larkman	✓		
Staff	Bob Geneve ³	✓	Katie McDavid ⁴	✓
President; VP	Douglas Justice	✓	Akemi Mizutani	✓
¹ Chair	² Treasurer	³ Intl Editor	⁴ Intl Director	

MINUTES

- I. Welcome and Call to Order Tim Lawrance-Owen
 Meeting was called to order at 4:03PM by Tim Lawrance-Owen. Apologizes for absence were received prior to the meeting from Peter Waugh.
- II. Approval of Minutes Tim Lawrance-Owen
 Motion to approve minutes from June 15, 2021 was made by Tom Saunders and seconded by Tony Van der Staay.
- Action Items will be discussed later during the International Office Report and other committees.
- III. International Office Report Katie McDavid
 To review action items, Katie McDavid discussed many of them. First, the in-memoriam section of the website and front matter for the website. The in-memoriam section can be placed as its own section under the “about” tab for IPPS. Or, it can be placed as a web link in the Proceedings section of the website. The about tab would not be behind a membership wall while the one on the Proceedings page likely would be behind the paywall.
- Laura Miller and Bill Barnes both stated that the in-memoriam should be in the About Section and make it public as family members, companies, etc. may want to see this information.

Action Item – Katie will update the website after it launches with the current in-memoriam information and eventually add a pdf downloadable link for previous year in-memoriams under the About page.

Additionally, for the “front matter” of the Proceedings, we have several options on the new website. We can put the material as the first page of the Proceedings, which some have not agreed with in the past. It could also be the first pages of the full PDF download for the yearly Proceedings for those who print the books themselves. Another option, which we could do both, is to have the information listed under the awards section, leadership sections, etc. under “about” on the website with the current information presented and the older information as downloadable pdf documents. Hans, our web developer, also mentioned that we could create a photo album in the photo galleries section with photos of each years’ leaders, award recipients, etc.

Tom Saunders and Tony Van der Staay both commented it should be added to the website and the final PDF download and we can receive feedback on it later.

Action Item – Katie to add “front matter” from Proceedings to the website and ask for feedback later

Clive Larkman started a discussion regarding the “home” link on the new website. The main IPPS logo takes you back to the International Home Page. Some would like this changed to regional home page. The final discussion was to ask the developers to change the word “home” above the logo to say “regional home” and potentially have the regional name/flags link back to the regional home so only the IPPS logo would link to the International home page.

Action Item – Katie to look into whether the links can be modified and the home changed to “regional home”

The International Newsletter is ready to be sent out for launching the new website. Katie will be waiting one week after the site goes live to announce to all members to allow regional secretaries or web developers time to make any desired edits to the site.

The Proceedings were updated to the website and Bob Geneve sent the Proceedings over the Curran Publishing as well.

The employee reviews were done with the Executive Committee on July 14, 2021 for Katie McDavid, Bob Geneve, and Lisa Acri (external CPA).

Katie McDavid presented information about the importance of hiring an attorney to change the official IPPS registration paperwork from Pennsylvania to Connecticut. This includes the domestic non-profit designation, department of state information, etc.

Tom Saunders requested Katie receive at least one quote so we know what the costs may be for making these changes.

Action Item – Katie to get quote(s) for the hiring of an attorney to change the registration paperwork from Pennsylvania to Connecticut

IV. Treasurer's Report

Tom Saunders

Tom Saunders presented the treasurers report which showed, it shows we are down about \$9,500 which is not much based on the stock market these days. Financials are still strong. We have received our first check from our first sponsor for 2022.

Additionally, we've had a sponsor report they would like to upgrade and want to know what additional information they can receive moving to an International Sponsor. Tom recommended they make a small video that could be uploaded to the website.

No questions regarding financials.

International sponsors receive four comp registrations at any conference around the world. Tom suggests the International budget pay for these registrations, not the specific region. For the NA sponsors, the proposal would be for the three NA regions to pay equally for the cost of registration regardless which region they are attending. The International Board is unable to force regions to pay for anything so Tom will be separately proposing to the three NA regions that they create an agreement to equally split the NA sponsor comp registrations. Katie will bring a tracking system so as to ensure sponsors are only getting their respective comp registrations.

Tom proposes that International pay for the four international sponsor comp registrations, only the cost of registrations. Tony seconded. Unanimously voted for the motion. Motion passed.

Tom proposes all costs associated with a regional conference for the Executive Director should be comped by the International budget, only to the NA regions. Tom suggested that the Executive Director needs to be there to understand what is happening within the regions, the tour would not be paid but the official meeting through the business meeting should be included. Bob Geneve suggested a revision to include that the Executive Director can request payment for an International Region. Tony Van der Staay modified the proposal to include the tour at the conference as well.

Tom modified his motion to state that all expenses at a full regional conference (including tours), at one NA region per year be covered by International for the Executive Director and to allow requests for International tours. Seconded by Dharam. Unanimously voted for the motion. Motion passed.

V. Editor's Report

Bob Geneve

Nothing to report at this time. May be getting a few more meetings this year which will hopefully yield more submissions.

VI. Committee Reports

Katie McDavid presented an option for changing committees to five main committees (Executive, Finance, Investment, Long-Range Planning, and Strategic Planning). She presented an example with delegates assigned to various committees, the goals of each committee, and a recommended time for meeting and reporting back to the International Board.

As it stands, having every committee present at every International Board meeting creates long board meetings and frequently, the committees do not have updates as they didn't meet since the last board meeting. By reducing the number of committees, there is more likelihood of these delegates meeting and moving forward on the committee goals. Additionally, by selecting different meetings for each committee to report back to the International Board, it will help shorten the board meetings, allow for in-depth discussions if necessary, and permit the delegates to focus on specific goals and discussions for each meeting. Katie added specific months for each committee to meet with reporting dates spread out throughout the meetings over the course of the year (with obvious exceptions if a committee needs to discuss something, they are able to at any time).

Clive Larkman was strongly opposed to the changes. He stated we cannot simply erase all of the work of the committees from previous years. Laura Miller stated that alternates should be placed on committees as well to enable smooth transitions.

After further discussion, it was decided that Katie would make further modifications to the committees, as well as ensuring that all delegates and alternates have a place on a committee, the meeting dates that Katie proposed for each committee and their reporting dates be kept as Katie proposed.

Action Item – Katie will update Committees, members, reporting dates, and begin setting up meetings for each committee

a. Membership and Education Committee

Tim Lawrance-Owen

As per action items, Tim was to send out a list of items for the committee to discuss. There have been some email discussions but a zoom meeting needs to be set to discuss.

b. Communications and Marketing Committee

Tim Lawrance-Owen

Katie McDavid presented that she received an email earlier today stating that the new website would be launching on Thursday morning, South Africa time. There were a couple bugs found today that needed recoded.

Richard Beaumont inquired about the event registration pages for the new website. Clive Larkman stated that he sends hard copy registrations through email to many of their registrants. Tim Lawrance-Owen stated that he has lost many registrants because they haven't been able to do it through a website in the past. These are very specific regional situations and the website will have event registrations available and Katie can work with regions, if necessary, to create downloadable registrations that can be emailed or mailed to respective recipients.

Bob Geneve stated that his students frequently complain about signing up for a student membership as it asks them to go through PayPal, even though they don't owe anything. Katie confirmed that the new site will NOT send student (free) registrations to any payment page.

c. New Region Development Committee

Clive Larkman

Clive Larkman has stated that communication with China is non-existent at the moment. There is hope that we can progress forward in the future. Dharam Sharma stated that India is having a virtual conference from December 17 – 18, 2021.

Bob Geneve stated there was previous discussion about and vote of approval by the Board regarding allowing new or upcoming regions share their work in the Proceedings. If and when China and India hold meetings, as the precedence was set, we will accept any papers into the Proceedings from these regions.

VII. Other Reports

a. Changing of 2023 and 2024 International Tour locations

Tom has looked into switching from Tulsa, Oklahoma from switching from 2023 to 2024 without financial penalties, they have not yet received an answer but they are starting to move forward in terms of hosting the 2023 International Tour, starting in DC ending in Charlotte or Raleigh, NC, or potentially Atlanta, GA.

Tom Saunders and Elsa du Toit stated we need to look forward and have an international tour in the states, we have three regions that can have attendees and hopefully we can have a successful tour.

The Southern Region of NA tour dates would be October 18 – 28/29, 2023.

Bob Geneve stated that long range planning may want to consider looking into a financial cushion for those regions planning an International Tour so that if there were issues with the tour, International would be able to support the region.

Clive stated that everyone needs to include contract due-diligence for Covid for any upcoming meetings. Tim Lawrance-Owen stated it's not always that situation but more the people needing to make decisions on attending months in advance.

Action Item – Long Range Planning to consider financial assistance, if necessary, due to cancellations or issues arising for International Tours.

Additionally, we need to consider having Douglas Justice and Akemi Mizutani step down in January 2022 to allow a member from the next two International Tour Conferences (Southern Region NA and Southern Africa) to step into the positions. This will help keep the Board up-to-date on the upcoming International Tours.

Action Item – President/Vice President motion to change the positions to those of upcoming International Tour

VIII. Adjournment

The meeting was adjourned at 5:24PM. The next meeting will be December 7, 2021 at 4:00PM.