

FOUNDED 1860 INCORPORATED BY ROYAL CHARTER 1910

RINA

8-9 NORTHUMBERLAND STREET
LONDON WC2N 5DA UK
TEL: +44 (0) 20 7235 4622
FAX: +44 (0) 20 7259 5912
WEB: <http://www.rina.org.uk>

THE ROYAL INSTITUTION OF NAVAL ARCHITECTS

Chief Executive: Trevor Blakeley CEng FRINA FIMarEST FIMechE



Sec/Board11June2019

20 June 2019

The Chairman and members of the Board of Trustees

Dear Trustees,

BOARD OF TRUSTEES MEETING – 11 JUNE 2019

The draft minutes of the Board meeting held on 11 June 2019 are enclosed.

Yours sincerely

Trevor Blakeley
Chief Executive

Enclosure:

Minutes of Board meeting held on 11 June 2019

THE ROYAL INSTITUTION OF NAVAL ARCHITECTS

Minutes of Board of Trustees meeting held on 11 June 2019

Present:

R W Birmingham (Chairman)
N Pattison
J Frier
C Savage
R Cripps
H F Spencer
P Wrobel
L Santini
C Hunter
A King
M D'Amico (Telelink)
A Pattison (Telelink)
T Blakeley (Chief Executive)

DECLARATION OF INTERESTS

1. No pecuniary or conflicts of interest with the matters to be discussed were declared.

MINUTES OF MEETING 10 April 2019

2. The minutes were approved as a true record of the meeting, subject to the addition of the scope of the Sub Groups and E,D&I Sub Committee.

ACTIONS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS

3. Action 24/18: Chairman and one or two Board members to review the process for the performance review of the Secretariat. **Outstanding**

FINANCE

Departmental Report

4. The April 2019 Departmental Report was noted. The impact of reduced advertising revenue was again noted.

Cashflow and Investments

5. The Chief Executive reported that as at 10 May 2019, cash held in the bank was £724K and the value of investments was £4.292M. He stated that, given the continued volatility of the Stock Market, he still did not consider it prudent to transfer from cash to assets at this time.

RISK REGISTER

6. Noting the additional risk represented by the pressures on advertising revenue, the Probability of 2.2 was increased to 4 and Residual Probability to 3, with consequential impact on Ratings.

CHIEF EXECUTIVE'S REPORT

7. The Chief Executive presented his report which was accepted

SUCCESSION OF THE PRESIDENT

8. The President proposed that Council should have the authority to extend the term of office of the President without the requirement for re-election. The Chief Executive advised that this would require a change to the By Laws and Policy & Procedures Manual.

9. Following discussion, the Chief Executive was actioned to provide a brief on the current By Laws and Procedure, and how the change might be achieved.

SUCCESSION OF THE CHIEF EXECUTIVE

10. The timing and procedure for the succession of the Chief Executive were discussed.

STRATEGIC REVIEW

Recommendation WG1-19

11. The specific Actions required to implement the Recommendation were agreed. The Chief Executive stated that they would be incorporated into the Strategic Plan, i.e. the list of all accepted Recommendations.

Recommendation WG1-21

12. It was agreed that discussion on the Recommendation would be deferred until the extent to which resources required to undertake other aspects of the Strategic Plan had been identified.

Recommendations WG4-1 + WG4-2 (+ WG2-13)

- **By Laws - Introduction of Regions**

13. The progress on actions required to implement the Recommendations was noted

- **Policy & Procedures (Governance, Finance & Administration)**

14. The changes to the Policy & Procedure Manual as proposed by the Chief Executive were agreed.

Recommendation WG4-3 – Election of the President

16. The Chief Executive advised that the principal changes were to seek nominations from the membership and not just Council, and to define the composition of the Nominations Committee. The proposed change Annex 1F of the Manual was agreed.

Review of progress

17. The updated list of and progress on the accepted Recommendations – the “Strategic Plan” - was noted.

Sub Group 1

18. L Santini presented the Sub Group's report which was noted. It was stated that a brief would be provided to the Chief Executive, for him to engage an external consultant to construct a digital strategy for the Institution. It was agreed that the date for the submission of the final report should be extended to Oct 2019.

Sub Group 2

19. P Wrobel presented the Sub Group's progress on WG1-21 and related Recommendations (see para 12)

E,D&I Sub Committee

20. C Savage reported that the E,D&I Sub Committee Sub Committee had met twice, and were considering the Recommendations in the wider context of the review of the Institution's compliance with its E, D & I Policy.

ANNUAL DINNER

21. The President Reported that he had not yet written to companies which had taken tables at the Annual Dinner, seeking their views on the venue and format. The Chief Executive reported that in view of the timescale, he had provisionally booked the Royal Lancaster.

DATE OF NEXT MEETING

22. The next Board meeting will be held at 14:00 on 18 July 2019.

ACTIONS ARISING/OUTSTANDING

23. Action 24/18: Chairman and one or two Board members to review the process for the performance review of the Secretariat

24. Action 01/19: Chief Executive to provide brief on succession of the President.

Post meeting note: Brief was forwarded 18 June 2019

Enclosure: Chief Executive's Report

BOARD OF TRUSTEES' MEETING – 11 JUNE 2019

CHIEF EXECUTIVE'S REPORT

This report covers the period 9 April - 10 June 2019

HEADQUARTERS

Work has commenced on the external repair and refurbishment of the Headquarters building.

A 5-year lease of £35,000 pa for both top floor offices has been signed by Newport Shipping

STAFF

D Ponkratov has been appointed as Technical Director, effective from 19 August 2019. His predecessor, Karl Monk, will leave on 27 June 2019. I have therefore arranged for Mark Staunton-Lambert to give a handover of associated IT and systems.

The Technical Manager has informed me that he will be submitting his one month's notice on 15 June 2019 (returning to Spain with fiancée). Recruitment of his successor will commence when his resignation is received.

IT

Following changes to the Tribe membership data management system, and installation of MSOffice 365, installation of additional new server and reconfiguration of existing servers has been completed.

The major upgrade to the Tribe system is currently being carried out. This will also require change to the website where it interfaces with Tribe, e.g. access to Members only pages, online payments, etc. Upgrade to Windows 10 will take place when this work completed.

FINANCE

Following his appointment as Managing Partner at Haysmacintyre, Jeremy Beard, who has been the Institution's Audit Partner for many years, will hand over to Tom Watson for the next audit.

NORSHIPPING / ONE SEA.

I attended Norshipping in Oslo, where the Institution had a stand. Whilst at the Show, I had the opportunity to meet with members of the management of One Sea with whom I have recently signed an MOU for the Institution to join One Sea as an Associate Partner. This consortium of 13 international companies (including ABB, Ericsson, Rolls Royce and Wartsila), has been formed to co-ordinate and harness the efforts of pioneering marine and technology suppliers, shipyards and ship owners as well as those of research organizations to create a large autonomous ships ecosystem in 2025. There is no financial commitment (membership for commercial Partners is 25.000 € / year), but the Institution does become a member of the Advisory Board,.

I believe that membership of One Sea will serve to raise the profile of the Institution, develop relationships with the companies in the Consortium and demonstrate the Institution's commitment and involvement with innovative technologies.

DIARY

I have represented the Institution at the following events and meetings since the last Report (in London unless otherwise stated or indicated)

Apr

15 Engineering UK – CEOs' meeting

May

2 Maritime Safety Committee

7 E, D & I Sub Committee

7 Seatrades Awards Dinner

9 RINA-BAE Systems Student Award - Strathclyde University

13-15 Superyacht + Megayacht Conference (Genoa)

21 Maritime Environment Committee

24 QinetiQ Schools Powerboat Challenge (Gosport)

30 Maritime Innovation Committee

31 E, D & I Sub Committee

Jun

4-5 Norshipping (Oslo)

6 Membership Committee

Trevor Blakeley