

FOUNDED 1860 INCORPORATED BY ROYAL CHARTER 1910

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THE ROYAL INSTITUTION OF NAVAL ARCHITECTS

Chief Executive: Trevor Blakeley CEng FRINA FIMarEST FIMechE



Sec/Board18Jul2019

20 August 2019

The Chairman and members of the Board of Trustees

Dear Trustees,

BOARD OF TRUSTEES MEETING – 18 JULY 2019

The draft minutes of the Board meeting held on 18 July 2019 are enclosed.

Yours sincerely

A handwritten signature in black ink, appearing to read 'T. Blakeley'.

Trevor Blakeley
Chief Executive

Enclosure:

Minutes of Board meeting held on 18 July 2019

THE ROYAL INSTITUTION OF NAVAL ARCHITECTS

Minutes of Board of Trustees meeting held on 18 July 2019

Present:

R W Birmingham (Chairman)
J Frier
C Savage
R Cripps
H F Spencer
P Wrobel
C Hunter
M D'Amico (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 11 June 2019

2. The minutes were approved as a true record of the meeting.

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. **Withdrawn**

It was agreed that this action had now been subsumed by the Strategic Review and should therefore be withdrawn.

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

Complete

FINANCE

Departmental Report

5. The Apr 2019 Departmental Report was noted. The impact of reduced advertising and events revenue was again noted. The Treasurer stated that he would be discussing the impact on the in-year and forthcoming year finances with the Chief Executive

Cashflow and Investments

6. The Chief Executive reported that as at 17 Jul 2019, cash held in the bank was £595K and the value of investments was £4.48M. He stated that, given the continuing volatility of the Stock Market, he still did not consider it prudent to transfer from cash to assets at this time.

RISK REGISTER

7. The Risk Register was reviewed and reissued without change.

COUNCIL MATTERS

8. The Chairman reported that he had briefed the Council on progress with the Strategic Review.

ELECTION OF THE PRESIDENT

9. Following discussion on the proposal to allow the incumbent President to be reappointed as an alternative to being re-elected as required by the By Laws and Policy & Procedures Manual, it was agreed that no change to the By Laws and Procedure for electing the President should be made.

STRATEGIC REVIEW

WG1-19

10. The Chief Executive reported he had written to the chairmen of Standing Committees, requesting that they review their Committee's TORs, to determine what changes are necessary to ensure that the membership of the Committees is reflective of the expertise, experience and geographic location of members.

WG3-17

11. The Chief Executive reported that he had drafted TORs which reflected the Publications Committee's wider responsibility for the oversight of the balance and quality of the Institution's publications, and these had been forwarded to the Committee for comment.

12. It was noted that the Publications Committee was without a Chairman, following the resignation of N Pattison. The Chief Executive was actioned to seek a replacement chairman.

Post meeting note: Nick Overfield, member of the Publications Committee, has agreed to assume responsibilities as Chairman. Meetings of the Committee to consider the TORs and Recommendations arising out of the Strategic Review were planned for Sep and Oct.

Strategic Plan

13. The Board noted the updated Strategic Plan

BOARD MEETINGS

14. The Chief Executive proposed that in order to reduce the load on Board members, the Board should consider reducing the number of routine Board meetings to four meetings per year, with the option of additional Board meetings if required for a specific purpose. If agreed, he further proposed that two of the meetings should be held on different days from Council meetings to enable more equitable start times for both Board and Council meetings.

Post meeting Note: The proposals have been agreed, and Board and Council members informed of the dates of meetings in 2020.

15. The Chief Executive was actioned to seek Board members' views on the proposal to reduce Board meetings to two per year.

CHIEF EXECUTIVE'S REPORT

16. The Chief Executive presented his report which was accepted

DATE OF NEXT MEETING

17. The next Board meeting will be held at 14:00 on 22 Oct 2019.

ACTIONS ARISING/OUTSTANDING

18. Action 2/19 (Para 15): The Chief Executive to seek Board members' views on the proposal to reduce Board meetings to two per year.

Enclosure: Chief Executive's Report

BOARD OF TRUSTEES' MEETING – 18 JULY 2019

CHIEF EXECUTIVE'S REPORT

This report covers the period 11 June – 17 July 2019

HEADQUARTERS

Work on the external repair and refurbishment of the Headquarters building is complete. Additional stone work, revealed after scaffolding was erected, will cost £5000.

STAFF

The Technical Manager has submitted his notice and left the Institution's employment on 11 July. The position has been advertised and interviews conducted, but an appointment has still to be made.

The new Technical Director will now take up post on 24 July 2019.

FINANCE

You may be aware that HMRC has introduced the requirement for VAT Returns to be made online – so called Making Tax Digital (MTD). The Institution's first such return under MTD will be for the last quarter of 2019, made in Jan 2020.

The software to enable the return to be made is part of the upgraded version of SAGE which was recently purchased and installed. This software is approved by HMRC and should meet the Institution's needs. However, the Institution's VAT position is somewhat complicated by virtue of such factors as being a membership-based organisation, a charity, a publisher and events organiser. The current period return, although will be made manually, will be used to prove that the software is compatible with the Institution's VAT position. If not, alternative HMRC approved software has been identified and will be purchased – a cost I would hope to avoid.

VISITS

Poland

I was invited by the Polish Maritime Technical Forum to attend a government sponsored pan industries conference - Forum Wizja Rozwoju. I was introduced as the Chief Executive of the Institution but attended in my capacity as Chairman of the Confederation of European Maritime Technology Societies, to give a presentation of the role of CEMT and the relationship between professional societies and industry, and also to present the 2018 Award for Technical Achievement to two Polish companies. I later gave press interviews about CEMT, but with mention of RINA.

Whilst in Gdansk, I met the Head of the Shipbuilding Industry Unit of the Ministry of Maritime Economy, with whom I discussed my proposal for a RINA + KORAB (the Polish Society) organised Post Graduate Conference, on behalf of CEMT, which would provide the opportunity for post graduates in Europe to meet and present their work. I had a positive response. I also met with members and potential members in Poland and received some applications.

SEAWORKS 2019

I attended the SeaWorks 2019 Exhibition in Southampton, where the Institution had a stand. I also attended the Annual Seminar of the Small Craft Surveyors Forum, which I co-chair.

EVENTS

Further to the policy of increasing the number of events co-organised with other organisations, I have agreed to the following:

Marine Design – Jan 2020 – University of Cadiz

Passenger Ships – Apr 2020 – Hellenic Institute of Marine Technology

Ports & Terminals – May 2020 – ICivE/PIANC

Autonomous Ships – May 2020 – ONE Sea Consortium

NORTH WEST BRANCH

Following discussion with some members, I have asked members in the North West of England for their views on forming a Joint Branch with the IMarEST, based on its existing NW Branch. I have also asked for their views on forming a RINA NW Branch (although I do not feel that the numbers or support will make this a viable proposition). Initial support is positive.

DIARY

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

Jun

12 SeaWorks (Southampton)

13 ABS Dinner

24-25 Forum Wizja Rozwoju (Gdynia)

Jul

10 Mission to Seafarers Annual Service

12 Solent University Graduation Ceremony (Southampton)

17 Newcastle University (Singapore Campus) Student Presentation (Newcastle)

Trevor Blakeley