

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/Board18Oct2016

19 October 2016

The Chairman and members of the Board of Trustees

Dear Trustees,

BOARD OF TRUSTEES MEETING – 18 October 2016

The draft minutes of the Board meeting held on 18 Oct 2016 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 Oct 2016

THE ROYAL INSTITUTION OF NAVAL ARCHITECTS

Minutes of Board of Trustees meeting held on 18 Oct 2016

Present: T Boardley (Chairman)
J Frier (Treasurer)
J De Rose
A Pattison
N Pattison
P Wrobel
A Marsh (Telelink)
R Gehling (Tele-link)
T Blakeley (Chief Executive)

MINUTES OF MEETING 9 AUGUST 2016

1. The minutes were approved as a true record of the meeting, subject to the addition of the following to the discussion on the Internal Audit:

“JDR suggested that there is already a very well structured Ops and Proc’s Manual existing for other activities and this could be used as a model for the RINA HQ O & P Manual. The Chief Executive advised that he would wish the two O&P manuals to be separate.”

ACTIONS ARISING

2. Action 18/2014: Chief Executive to produce an Operating Policies & Procedures Manual.

Outstanding

3. The Chief Executive reminded Trustees that it had been decided to wait until the full cycle of annual Internal Audit had been completed and changes to policies and procedures identified before producing an Operating Policies & Procedures Manual, bringing all existing policies and procedures into a single document

4. Action 03/2016: Chief Executive to implement policy of free papers for members.

Outstanding

5. The Chief Executive reported that an initial estimate of £20K to implement the changes needed to the Tribe system and the website had been received. He considered this to be excessive and was investigating alternatives.

6. Action 04/2016: Chief Executive to request that Divisions carry out a self audit of their Constitution against the Board’s TORs.

Outstanding

7. Action 05/2016: Chief Executive to amend Risk Register to reflect back up policy.

Complete

FINANCE

Departmental Report

8. The Chief Executive reminded the Board Departmental Report for September was not produced, in anticipation of the audited Annual Accounts. He reported that following a difficult year he was expecting them to show a small surplus/deficit.

Cashflow and Investments

9. The Chief Executive reported that cash held in the bank at 30 Sep 2016 was £314K. The value of investments at 30 Sep 2016 was £4.116M

2017 ANNUAL MEMBERSHIP AND REGISTRATION FEES

10. The Chief Executive's proposals for the 2017 Membership and Registration Fees were approved.

2016/2017 BUDGET

11. The Chief Executive presented his proposed 2016/2017 Budget. He stated that he was budgeting for a lower surplus compared with previous years, in anticipation of further pressures on advertising and events income streams. The proposed Budget was approved.

RISK REGISTER

12. The Risk Register was reviewed and no changes made.

INTERNAL AUDIT

13. The Treasurer presented the Internal Report. He stated that although the Audit had identified a number of procedures which required to be documented, the Audit had confirmed that all procedures were being correctly carried out. He thanked the members of the Internal Audit team and the members of their staff for their work and cooperation in carrying out the audit, which he reminded members was the first occasion of such an audit. The Recommendations of the Report were accepted.

14. The Treasurer stated that following clarification of a number of the Recommendations of the Report with the Chief Executive, he would produce a summary of actions required by the Board and the Chief Executive to implement the Recommendations of the Report.

15. The Chief Executive stated that following that action, he would produce a list of currently documented procedures and those requiring to be produced, the combination of which would be form the Policy & Procedures Manual

16. The Chief Executive was actioned to complete outstanding procedures and compile the Policy and Operations Manual by 1 June 2017

17. It was agreed that the Board would discuss the formation of a Strategic Plan at the next Board meeting.

18. It was agreed that an external advisor to the Internal Audit Committee should be appointed for future audits. The Chairman agreed to nominate a suitable member of Lloyd's Register when required.

Health & Safety

19. It was agreed that the position of a Lead Trustee with responsibility for H&S was not required. The Chief Executive was actioned to amend the Trustees' TORs.

20. Although not a recommendation of the Report, the Chief Executive was actioned to introduce a routine H&S inspection (walk round) Log, and record any risks identified.

21. It was agreed that H&S would be a standard item on Board meeting agendas.

COUNCIL MATTERS

22. The Chairman stated that he had no Council matters to report.

23. It was agreed that Board would renew its recommendation that Council reviewed its frequency of meetings.

CHIEF EXECUTIVE'S REPORT

24. The Chief Executive presented his Report (Enclosed).

DATE OF NEXT MEETING

25. The next Board meeting will be held at 14:00 on 8 Feb 2017, following the Council meeting.

ACTIONS ARISING/OUTSTANDING

26. Action 03/2016 (Para 4): Chief Executive to implement policy of free papers for members.

27. Action 04/2016 (Para 6): Chief Executive to request that Divisions carry out a self audit of their Constitution against the Board's TORs.

28. Action 6/2016 (Para 14): Treasurer to clarify a number of the Recommendations of the Report with the Chief Executive.

29. Action 7/2016 (Para 14): Treasurer to produce a summary of actions required by the Board and the Chief Executive to implement the Recommendations of the Report.

30. Action 8/2016 (Para 15): Chief Executive to produce a list of currently documented procedures and those requiring to be produced, the combination of which would form the Policy & Procedures Manual

31. Action 9/2014 (Para 16). Chief Executive complete documenting procedures and compile the Policy and Procedures Manual by 1 June 2017 (Supersedes Action 18/2014)

32. Action 10/2016 (Para 17): Board to discuss the formation of a Strategic Plan at the next Board meeting.

33. Action 11/2016 (Para 19): Chief Executive to amend the Trustees' TORs to remove requirement for H&S Lead Trustee.

34. Action 12/2016 (Para 20): Chief Executive to introduce a H&S inspection (walk round) Log.

35. Action 13/2016 (Para 23): Board to renew its recommendation that Council reviewed its frequency of meetings.

Enclosure:

Chief Executive's Report

BOARD OF TRUSTEES' MEETING – 18 OCT 2016

CHIEF EXECUTIVE'S REPORT

This report covers the period 8 August – 17 October 2016

STAFF

The contract of the Advertisement Manager for *Shiprepair & Conversion Technology* has not been extended beyond the probationary period. The opportunity is being taken to review the structure and manning of the Advertisement Department.

The Editor of *The Naval Architect* has tendered his resignation. A replacement will be sought in due course.

IT

Staff training and familiarisation with the Events module of Tribe has been completed. The module will become operational when a significant issue has been resolved. Early experience of the Tribe Events module has been encouraging. Current Events continue to be managed to completion on Enterprise (the system being replaced by Tribe).

Installation work to switch from telephone calls over land based ISDN lines to calls over the Internet (VOIP), providing a saving on rental and particularly telephone call costs, has commenced.

PUBLICATIONS

A second eNewsletter *Ship & Boat eNews* has been introduced, issued in the months when *Ship & Boat International* journal is not published. This joins *ShipRepair eNews*. Consideration is being given to retitling the *Shiprepair & Conversation Technology* journal as *Shiprepair & Maintenance*, to better reflect the coverage of the journal. Consideration is also being given to introducing the *International Journal of Conference Proceedings* as Part 4 of the Transactions.

VISITS

Canada: I visited Memorial University Newfoundland, where I gave a presentation to First Year students on the role and responsibilities of the Institution. I met with the Head of the Naval Architecture Department and members of staff, and discussed accreditation of the BEng and MSc courses.

I later visited the Marine Institute (an independent but part of MUN) where I gave a presentation to First Year students on the role and responsibilities of the Institution. I met with the Director of the Institute and members of staff, and discussed progress on its application for accreditation of the BEng course, and Corporate Partner membership for the Institute. I also discussed the introduction of a RINA Student Award.

I also met with the Chairman and members of the Canadian Atlantic Branch.

Singapore: I attended the Institution's International Conference on the Education & Professional Development of Engineers in the Maritime Industry. Although delegate numbers were less than expected, there was a full programme of papers, and a lively discussion. The conference, now in its 4th year, is sponsored by International Paint, who have confirmed their sponsorship for 2017.

I also visited Ngee Ann Polytechnic and Newcastle University (Singapore Campus) where I gave presentations to first year students.

I later attended a Technical meeting of the Singapore Joint Branch where I gave an update on the activities of the Institution, and met with the Chairman and members of the Committee.

Malaysia: I visited the Malaysian Institute of Maritime Engineering & Technology (MIMET), which is a part of the University of Kuala Lumpur, and Petronas Technical University, where I gave presentations to students and staff. Accreditation of courses was also discussed.

Whilst in Kuala Lumpur I met with members of the Malaysian Joint Branch.

I later visited the Technical University of Malaysia in Johor Bahru, where I gave presentations to staff and students, and discussed accreditation of proposed Masters' courses.

Whilst in Johor Bahru, I met with the Chairman and members of the Johor Bahru Sub Branch of the Malaysian Joint Branch.

DIARY

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

Sept

11-14: Canada (See Visits Report)

18-29: Singapore and Malaysia (See Visits Report)

Oct

3: Newcastle University (Student presentation)

4: Strathclyde University (Student presentation)

6: ENSTA Paris Tech (Student presentation)

7: Southampton University (RINA Design Award + Student presentation)

13-14: "Bringing Safety to Life" – Lloyd's Register conference.

Trevor Blakeley

17 Oct 2016