

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/Board18Oct2017

25 October 2017

The Chairman and members of the Board of Trustees

Dear Trustees,

BOARD OF TRUSTEES MEETING – 18 October 2017

The draft minutes of the Board meeting held on 18 Oct 2017 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 2017

THE ROYAL INSTITUTION OF NAVAL ARCHITECTS

Minutes of Board of Trustees meeting held on 18 Oct 2017

Present: T Boardley (Chairman)
N Pattison (Vice Chairman)
J Frier (Treasurer)
H F Spencer
A Pattison
R Birmingham
R Gehling (Telelink)
T Blakeley (Chief Executive)

MINUTES OF MEETING 26 JULY 2017

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

ACTIONS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS

2. Action 6/2017 (Para 16): The Chief Executive to arrange a special Board meeting in Nov/Dec to discuss the Strategic Plan **Complete**

FINANCE

Departmental Report

3. The Aug 2017 Departmental Report was noted. The Chief Executive stated that after excluding non budgeted, exceptional items, mainly arising from the Auditors' recommendation that income from restricted funds be shown in the Departmental Report, the forecast surplus was circa £40K.

Cashflow and Investments

4. The Chief Executive reported that cash held in the bank at 30 Sep 2017 was £543K and the value of investments at 30 Sep 2017 was £4.24M.

2018 Membership Fees

5. The proposed 2018 Membership Fees were approved.

2017/18 Budget

6. The proposed 2017/18 Budget was approved.

COUNCIL MATTERS

7. The Chairman reported that he had briefed Council on Board activities at its meeting earlier in the day.

INTERNAL AUDIT

8. The Chief Executive reported that all recommendations arising out of the Internal Audit had been implemented except the proposed definitions of risk ratings, press policy and production of a "Functional" flowchart.

RISK REGISTER

9. The Risk Register, including residual risk ratings was reviewed and reissued without amendment.

Post meeting note: The revised Risk Register including inclusion of risk rating definitions as an Annex has been forwarded separately.

POLICY & PROCEDURES MANUAL

10. The Chief Executive reported that all completed recommendations from the Internal Audit had been incorporated into the Policy and Procedures Manual where appropriate. Also included in the changes were expansion of the Institution's policy with regard to the holding and use of personal data, including that held outside Headquarters, eg Branch membership lists, and the recommended changes to the Investment Policy following the independent review of the policy. (Changes to the Policy & Procedures Manual are described in Chief Executive's Memo at Enclosure 7 to Board18Oct2017 dated 30 Sep 2017).

CHIEF EXECUTIVE'S REPORT

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

DATE OF NEXT MEETING

12. The next Board meeting will be held at 14:00 on 25 Jan 2018 following the Council meeting.

ACTIONS ARISING/OUTSTANDING

13. No actions remain outstanding.

Enclosure:

Chief Executive's Report

BOARD OF TRUSTEES' MEETING – 18 OCT 2017

CHIEF EXECUTIVE'S REPORT

This report covers the period 26 July – 18 Oct 2017

STAFF

Resignations have been received from the Editorial Assistant and Technical Manager. The positions have been advertised and interviews are pending

IT

The video conferencing facilities in the Scott Russell and Froude Rooms have been installed and commissioned. The and audio conferencing facility in the Denny Room has been installed and is awaiting commissioning.

LEGACY

The Benevolent Fund has received a bequest of £40,000 from the estate of Robert Thompson Walker FRINA.

VISITS REPORT

Singapore

I attended the ICCAS 2017 conference organised by the Institution in Singapore. The event was well supported with 180+ delegates presented with 75 papers. The Institution has been requested by the International Technical Committee to organise ICCAS 2019, and has accepted the Institution's recommendation that it be held in Rotterdam.

Whilst in Singapore I attended a Technical Meeting of the Singapore Joint Branch, where I gave an update on RINA activities and future plans. I also met with the Chief Executive of the Institution of Engineers of Singapore, where we agreed a draft Agreement of Co-operation and a Reciprocal Membership Agreement.

Australia

I attended the Pacific 2017 Maritime Exposition in Sydney, where the Institution had a stand. I also attended the International Maritime Conference, organised by the Australian Division in conjunction with the Show. The conference was well supported, with 300+ delegates being presented with 75 papers.

DIARY

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

September:

25-28: International Conference on Computer Applications in Shipbuilding (Singapore)

Oct

- 3-5: Pacific 2017 + International Maritime Conference (Sydney)
- 10: Strathclyde University – Student Presentation (Glasgow)
- 12: ENSTA Paris Tech – Student Presentation (Paris)
- 13: Southampton University – Student Presentation (Southampton)
- 16: Newcastle University – Student Presentation (Newcastle)