

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/Board20Jun2017

21 Jun 2017

The Chairman and members of the Board of Trustees

Dear Trustees,

### BOARD OF TRUSTEES MEETING – 20 Jun 2017

The draft minutes of the Board meeting held on 20 Jun 2017 are enclosed.

Yours sincerely

Trevor Blakeley  
Chief Executive

Enclosure:

Minutes of Board meeting held on 20 Jun 2017

**THE ROYAL INSTITUTION OF NAVAL ARCHITECTS**

**Minutes of Board of Trustees meeting held on 20 Jun 2017**

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

**MINUTES OF MEETING 19 Apr 2017**

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

**ACTIONS ARISING**

2. Action 02/2017 (Para 10): The Chief Executive to arrange date of Internal Audit

**Complete**

3. Action 03/2017 (Para12): Chief Executive to provide a global analysis of the membership

**Complete**

**FINANCE**

**Departmental Report**

4. The May 2017 Departmental Report was noted.

**Cashflow and Investments**

5. The Chief Executive reported that cash held in the bank at 30 May 2017 was £789K and the value of investments at 30 May 2017 was £4.285M.

**REVIEW OF INVESTMENT PERFORMANCE AND POLICY**

6. The Report of the independent review of the performance of the Institution's investments was accepted. It was agreed that no immediate action regarding investments was required, but that the Investment Policy should be updated.

7. It was agreed that an independent review of the Investment Policy should be commissioned by the Chief Executive.

**RISK REGISTER**

8. The Risk Register was reviewed and reissued without amendment

**INTERNAL AUDIT**

9. The Treasurer stated that the Internal Audit would take place on 20 July. The Chairman agreed to provide independent support from Lloyd's Register.

## **COUNCIL MATTERS**

10. The Chief Executive stated that at the next Council meeting, Professor Cat Savage and Professor Richard Birmingham would be formally nominated for appointment to the Board, vice Professor David Andrews and Alex Marsh. Their appointment would take effect from the next Board meeting

11. On behalf of the Trustees, the Chairman expressed the Board's gratitude for the contribution which both had made to the governance of the Institution as members of the Board..

## **CHIEF EXECUTIVE'S REPORT**

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

13. The £40K unbudgeted cost of installing video and audio conferencing facilities was approved.

14. The Board noted the appointment of J P Media Services as the Advertising Sales Agent for The Naval Architect and associated publications.

## **STRATEGIC PLAN**

15. Notes on the future strategy for the Institution will be published separately.

## **DATE OF NEXT MEETING**

16. The next Board meeting will be held at 14:00 on 26 July 2017 following the Council meeting.

## **ACTIONS ARISING/OUTSTANDING**

17. Action 4/2017 (Para 7): Chief Executive to commission independent review of the Investment Policy

18. Action 5/2017 (Para 9): Chairman to provide LR assistance with the Internal Audit.

Enclosure:

Chief Executive's Report

## **BOARD OF TRUSTEES' MEETING – 20 JUNE 2017**

### **CHIEF EXECUTIVE'S REPORT**

This report covers the period 18 Apr – 18 Jun 2017

#### **HEADQUARTERS**

Work has been completed to fit the correct type of valves, label all valves and produce a system diagram of the cold water system and post operating instructions.

Work to implement the recommendations (non safety related) from the recent routine maintenance inspection of the list have been completed. A request by the maintenance company for a "Certificate for the identification of asbestos fibres" revealed that although in the pre-purchase survey, the previous owners certified that the building was asbestos free, confirmed during previous building work, they were unable to provide a Certificate to that effect. The lift being the only area requiring routine access, I have therefore obtained a "Certificate for the identification of asbestos fibres" covering the lift area. If future work is undertaken which requires a Certificate, this will be obtained as required.

Following the CCTV survey, work to rerun the soil pipework to improve flow and reduce the incidence of blocking, has been carried out.

#### **STAFF**

Staff resignations include the Assistant Editor (career move) and the Group Sales Director (leaving to form own media sales company – J P Media – with another ex member of staff).

The Group Sales Director is responsible for managing Advertising Sales staff and also for advertising sales for The Naval Architect, Shiprepair & Maintenance, Warship Technology and Significant Ships.

The difficulty of appointing a suitable replacement and loss of continuity of advertising sales, particularly for The Naval Architect which is the major source of advertising income, at a time when advertising budgets are under pressure, represents a significant risk to income. I have therefore decided against the option of appointing a replacement, but have appointed JP Media as the Institution's Advertising Agent for the sale of printed and online advertising in those journals, together with the sale of sponsorship for conferences. As a consequence of outsourcing advertising sales on these journals, the position as Assistant Advertisement Manager has been made redundant.

#### **IT**

TSG are making progress on developing Tribe to make it compatible with the new Content Management System (CMS) platform on which is built. The Events and Products (ie publications) modules for Tribe remain outstanding.

The above action is a consequence of Microsoft discontinuing support for the current platform, DynamicCRM, and introducing the new platform, Dynamic365. At the same time, Microsoft is introducing a new user based licencing system for Dynamic365 replacing the single purchase licence for DynamicCRM. The impact on the Institution is an annual licence of £6000 (cf single payment of £2000 for DynamicCRM in 2014)

The announcement by Sage that it is no longer supporting the version used by the Institution will require it to be upgraded. The changes to IT – Tribe, VOIP telephones, Sage etc, will require server software and hardware to be upgraded/reconfigured at a cost of £15K.

The contract has been placed to install video conferencing facilities in the Scott Russell and Froude Rooms – work is expected to be completed at end of June. Following advice that the Denny is unsuitable for the installation of video conferencing, a contract to improve the audio conferencing facilities has been placed. Work is expected to be complete by end of June.

## **DIARY**

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

### **Apr**

20: Southampton Solent University Maritime Dinner

### **May**

3: City College Plymouth

5: “20<sup>th</sup> Century PEIs” meeting

9-11: Super & Megayachts Conference (Genoa)

17: Nautical Institute Gala Dinner

20-24: Visit to Hellenic Joint Branch (Athens)

25: Industrial/pre conference visit – Tritec (Glasgow)

30-31: Norshipping (Oslo)

### **Jun**

5: RAEng/EngineeringUK workshop on promoting engineering

14-15: Warships – Submarines (Bath)

16: Industry visit - Oyster Yachts (Southampton)

