

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/Board/21Oct2020

26 October 2020

The Chairman and members of the Board of Trustees

Dear Trustees,

BOARD OF TRUSTEES MEETING – 21 October 2020

The draft minutes of the Board meeting held on 21 October 2020 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 21 October 2020

THE ROYAL INSTITUTION OF NAVAL ARCHITECTS

Minutes of Board of Trustees meeting held on 21 Oct 2020

Present:

M d'Amico (Chairman)
C Savage
R Cripps
L Santini
J Frier
P Wrobel
T Allan
D Monioudis
R Gehling
J K Paik
T Strang
E Pang
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 16 July 2020

2. The minutes of the meeting held on 16 July were approved.

ACTIONS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS

3. Action 1/20: Chief Executive to organise a Board training session.

Outstanding

4. Action 3/20: A Working Group (T Allan, C Savage and J K Paik) to review the structure and content of the Risk Register (Includes Action 2/20: C Savage to propose changes to risk ratings)

Outstanding.

FINANCE

Departmental Report

5. The Chief Executive updated the August 2020 Departmental Report to reflect expenditure items in September. He expected the end of Financial Year to show a final deficit of £50-70K, which would be confirmed in the audited Annual Accounts.

Cashflow Forecast

6. The Chief Executive presented the updated Cashflow forecast. He stated that as on 20 Oct 2020, the value of cash was £272K, which was in line with the Cashflow forecast. He reminded members that the overdraft facility had been arranged, should the cash value at end of the year be less than forecast. He stated the value of investments was £3.46M.

2020/2021 Budget

7. Following discussion, the proposed 2020/2021 Budget was approved.

RISK REGISTER

8. No change to the Risk Register ratings were made, and the Register was re-issued.

9. The Working Group to consider and propose changes to the structure of the Risk Register expected to make its report at the next Board meeting

STRATEGIC REVIEW

Digital Media Review

10. The Recommendation to award the contract to DigitalFirst was considered. The decision to engage external consultants to carry out a review of the Institution's use of digital media, arising from the Strategic Review, was confirmed. It was agreed that no change to the previously approved specification was required as a consequence of Coronavirus. However, in discussion, concern over the suitability of DigitalFirst to be awarded the contract was expressed. It was agreed that members of the Board who wished should meet to consider such concern, and whether it merited consideration of other consultants. Should such action not be considered necessary, the contract would be placed forthwith, and with the start of the work to be determined by the Chief Executive, seeking such assistance during the discovery phase of the work as he considered appropriate. Should the recommendation for preferred consultant be rejected, then confirmation that the tenders remained valid would need to be obtained, and the tender assessment process repeated.

11. The Chief Executive was actioned to organise the meeting and take subsequent action.

CHIEF EXECUTIVE'S REPORT

12. The Chief Executive presented his Report which was noted.

CHAIRMAN'S CLOSING STATEMENT

13. The Chairman reminded members that this was Trevor Blakeley's last Board meeting as Chief Executive, before handing over to Chris Boyd, and it was therefore appropriate to thank him for the valuable service he had given to the Institution. It was unfortunate that in these present circumstances such appreciation could not be expressed over an informal Dinner, and he therefore wished to take the opportunity of this meeting to interpret the sentiments of many members of the Board and of the Institution.

14. The Chairman stated that Trevor Blakeley deserves great credit for the fact that the Royal Institution of Naval Architects are now a truly international institution. When Trevor joined, the Institution's membership was largely UK based. His efforts in ceaselessly travelling around the world, to encourage the establishment of new Branches, (The Chairman particularly wished to thank him for making possible the opening of the Genoa branch at Genoa University) and

developing new relationships with universities and maritime clusters has resulted in the proportion of the membership based outside the UK to grow year on year, and that is almost wholly due to Trevor's drive.

15. Of course, the navigation of a such complex and respected Institution has never been easy, but nobody can doubt Trevor's total commitment to the Institution over the years. Trevor Blakeley deserves the Institution's special recognition not just for his long service of more than 20 years, but for the fact that, thanks to his sterling efforts, the Royal Institution of Naval Architects has been reorganized, developed and expanded throughout the global maritime community, and for the first time has owned its own Headquarters. That is due very largely to Trevor Blakeley and to his vision.

16. In many respects the Royal Institution of Naval Architects of today is largely Trevor Blakeley's creation, and the membership owe him a great debt of gratitude, as indeed does the wider naval architectural profession.

17. The Chief Executive thanked that Chairman for his kind words and hoped he would be able to continue serving the Institution in whatever way it might consider appropriate.

DATE OF NEXT MEETING

18. 11:00 on 20 January 2021

ACTIONS ARISING

19. Action 1/20 (Para 11): Chief Executive to organise a Board training session.

20. Action 3/20 (Para 25): A Working Group (T Allan, C Savage and J K Paik) to review the structure and content of the Risk Register (Includes Action 2/20: C Savage to propose changes to risk ratings).

21. Action 4/20 (Para 11): The Chief Executive to organise meeting to consider Digital Media Review contract and take subsequent action.

Enclosure: Chief Executive's Report

BOARD OF TRUSTEES' MEETING – 21 OCT 2020

CHIEF EXECUTIVE'S REPORT

This report covers the period 16 July – 20 Oct 2020

HEADQUARTERS

Headquarters have now reopened from 0800-1600 on Tues, Wed and Thurs, with routine cleaning resumed on those days. Visitors will only be allowed by prior agreement of the Chief Executive and will be required to make a statement regarding their health and possible contact with Corvid-19.

Staff

Until further notice, all staff are working from Headquarters, one day a week from 10:00-15:00, with one third of staff at Headquarters on any day. The member of staff on furlough will return to work on 1 Nov, when furloughing ceases.

IT

Testing of CMR - the replacement for Tribe – the Institution's central Data Management System – has been delayed, but is still on target for initial handover in November, prior to the annual membership Renewals.

ACTIVITIES

Events

A further three online conferences have been organised since the last Board meeting in July, making a total of six conferences since Headquarters became unavailable for live conferences. These have provided valuable experience in promoting and organising online conferences, and also in giving an early indication of the attraction of such conferences and the readiness of registrants to pay for them. The delegate fee has been progressively increased from free to £25 to £50, with a number of companies making block bookings. It is anticipated that the delegate fee for online conferences in 2021 will increase to £250, which will require a 100% increase in delegates to maintain events income.

Recordings of conference presentations and Q&A of these online conferences are currently posted free to view on the Institution's YouTube Channel, attracting significant numbers of views and subscribers. It is intended to introduce Pay To View (PTV) for such presentations from 2021 onwards, and trials of two methods have been carried out.

Divisions, Branches and Sections

Divisions, Branches and Sections are making increasing use the Institution's Zoom Pro Account to conduct their meetings (Max 500 registrants).

VISITS

I have continued to attend virtual UK and Australian Section Technical meetings and their Committee meetings (London, North West, Scottish, UAE, WA, Victoria, QLD, NSW). I have also given online presentations to first year students at Plymouth University, Solent University and, for the first time, Liverpool John Moores University

Trevor Blakeley
20 Oct 2020