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THE ROYAL INSTITUTION OF NAVAL ARCHITECTS

Chief Executive: Trevor Blakeley CEng FRINA FIMarEST FIMechE



Sec/Board22Jan 2020

5 February 2020

The Chairman and members of the Board of Trustees

Dear Trustees,

BOARD OF TRUSTEES MEETING – 22 January 2020

The draft minutes of the Board meeting held on 22 January 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 22 Jan 2020

THE ROYAL INSTITUTION OF NAVAL ARCHITECTS

Minutes of Board of Trustees meeting held on 22 Jan 2020

Present:

R W Birmingham (Chairman)
C Savage
R Cripps
L Santini
A King
A Pattison
F Spencer
J Frier
P Wrobel
M D'Amico
T Blakeley (Chief Executive)
I Blackwood (Finance Director) (Part attendance)
T Wilson (haysmacintyre) (Part attendance)

DECLARATION OF INTERESTS

1. No pecuniary or conflicts of interest with the matters to be discussed were declared.

MINUTES OF MEETING 22 Oct 2019

2. Proposed changes to the draft minutes were agreed and minutes incorporating the changes were approved as a true record of the meeting.

ACTIONS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS

3. Action 3/19 (Para 15): The Chief Executive's Job Description to be drafted by P Wrobel.

Outstanding

FINANCE

Annual Accounts

4. The Chief Executive introduced I Blackwood (Finance Director) and T Wilson (haysmacintyre, senior auditor) who presented the Annual Accounts and Annual Findings Report. He stated that the Report contained no items of concern or required actions.

Post meeting note: The Audit Findings Report as presented has been forwarded to the Board.

5. The Treasurer was authorised to sign the Annual Accounts and Letter of Representation on behalf of the Board.

Cashflow and Investments

6. The Chief Executive reported that as at 21 Jan 2020, cash held in the bank was £488K and the value of investments was £4.67M. 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.

7. He reported that because of IT problems, there had been a delay of one month in issuing 2020 Membership Fee Notices and subsequent reminders with an impact on cashflow. However, given the current cash balance, this did not present a concern.

8. Following discussion about the Institution's ethical investment considerations, particularly with regard to global warming which had been discussed at the preceding Council meeting, the Maritime Environment Committee was actioned to include ethical considerations in drafting the Institution's global warming policy, as tasked by the Council. This action would be subsumed into Council Action 01/20.

Post meeting note: The Chairman of the Maritime Environment Committee has been informed of this addition to the action placed on the Committee by the Council.

RISK REGISTER

9. The Risk Register was reviewed and reissued without change. It was agreed that the Business Contingency Plan would be reviewed at the next meeting.

10. The Chief Executive was actioned to organise a Board training session.

CHANGES TO THE BY LAWS

11. The proposed amendments to the By Laws to clarify the relationship between Council and the Board were agreed, subject to the informal approval by the Privy Council. The Chief Executive stated that he had not yet heard from the Privy Council. If so approved, a Resolution will be put to the members at the forthcoming SGM, proposing that such amendments be adopted.

12. It was also agreed that a Resolution should be put to the members at the SGM, proposing that the By Laws be amended to replace gender specific wording with gender neutral wording. The Chief Executive noted that this would be a major editing task and undertook to seek the Privy Council's view on the acceptability of presenting such a Resolution without Privy Council or members sighting the proposed changes.

Post meeting note: The Privy Council has approved the presenting of the Resolution without informal approval of the proposed amendments.

COUNCIL MATTERS

13. The Chairman reported that at the earlier Council meeting, the recommendation of the Nominations Committee that M D'Amico be nominated for election as the next President, and implicitly Chairman of the Board, had been unanimously accepted.

14. He stated that he had briefed the Council on progress with the Strategic Review.

STRATEGIC REVIEW

Strategic Direction D – E,I&D Sub Committee

15. The Chief Executive reported that the Chairman of the Professional Affairs Committee had confirmed that the Committee would be considering the final report of the E,I&D Working Group at the Committee's next meeting in March.

Strategic Direction E – SG 1- Digital Media Strategy

16. The Report of the SG was presented and discussed. Following discussion, it was agreed that the Chief Executive would seek responses from the eight appropriate consultants identified by the SG, following consideration of which a recommendation for further action would be made.

Strategic Direction F – WG3-17 - Publications Committee

17. The Chief Executive reported that the revised TORs for the Publications Committee had been approved by the Council, and the Committee would be meeting to discuss how it should carry out its responsibilities.

Strategic Direction G – SG2 – Engagement and Profile with the Maritime Community

18. It was noted that actions by SG2 had been deferred to 2020

CHIEF EXECUTIVE’S REPORT

19. The Chief Executive presented his report which was accepted.

CHIEF EXECUTIVE’S TERMS OF REFERENCE

20. P Wrobel reported that there had been discussion between himself and other Board members tasked with reviewing the Chief Executive’s TORs and drafting a Job Description, and he would be reporting the outcome to the Board in due course.

DATE OF NEXT MEETING

21. The next Board meeting will be held at 11:00 on 19 April 2020

ACTIONS ARISING/OUTSTANDING

21. Action 3/19 (Para 3): Chief Executive’s Job Description to be drafted by P Wrobel

22. Action 1/20 (Para 10): Chief Executive to organise a Board training session.

23. Action 2/20 (Para 12): Chief Executive to seek Privy Council’s view on the acceptability of presenting such a Resolution without Privy Council or members sighting the proposed changes.

24. Action 2/20 (Para 16): Chief Executive to seek responses from the eight appropriate consultants identified by the SG

Enclosure: Chief Executive’s Report

BOARD OF TRUSTEES' MEETING – 22 JAN 2020

CHIEF EXECUTIVE'S REPORT

This report covers the period 22 Oct 2019 – 21 January 2020

HEADQUARTERS

IT

A contract has been placed with Intergage to provide a replacement for the Tribe data management system.

Staff

J McIntosh-Shah has been appointed as Publications Sales Assistant (Part time), vice D McNish-Millar who has resigned to carry on studies full time. S Collingwood has been appointed as Editorial Assistant for *The Naval Architect*, vice K Chancellor- Maddison whose visa has expired.

Council elections

The potential for six separate Council elections, i.e. by each Region, will increase the complexity and hopefully participation of future elections. This is therefore an opportune moment to introduce fully electronic voting, i.e. issue of voting forms, casting of votes and counting, using an independent election management service. I have met with companies providing such a service and propose to engage Mi-Voice Electoral Management Services to conduct the election on the Institution's behalf. This company also conducts IStructE and other professional Institution elections. The cost will be £750 and will include two reminders.

I believe that this system whereby every member directly receives a personalised voting form which they can respond to directly will also serve to foster greater engagement of members in this Institution activity. It will also require significantly less effort on Secretariat staff.

REGIONS

All Vice Presidents of Regions have been provided with members' contact details and group emails created for their use on Regional matters. Whilst recognising that it is early days, they have been requested to advise me of activities they have undertaken as Vice Presidents. I hope to meet all Vice Presidents on routine visits within the next three months.

I continue to look for suitable Vice President appointments to the Europe (S) and Pacific Regions. However, I recommend that the appointment of a Vice President for the UK Region awaits discussion of the proposal to create Divisions, for which the UK would be an obvious (and possibly only) choice.

NORTH WEST BRANCH

Following approval at the last Council meeting, I formally proposed to the IMarEST that its NW Branch becomes a Joint Branch. I have subsequently been informed that the NW Branch Committee does not wish to form a Joint Branch, although no reasons have been given.

This decision came as a surprise to the RINA members who had received support from IMarEST members before proposing the formation of a Joint Branch. IMarEST members who support the formation of a Joint Branch are now raising the issue with members of the Branch Committee.

VISITS

24 Oct: Belgrade

I attended the meeting of the Confederation of European Maritime Technology Societies, which I chair, held in Belgrade. At the meeting, I proposed, and it was agreed, that on behalf of CEMT the Institution should co-ordinate the organisation of an “International Conference on Postgraduate Research in the Field of Maritime Technology”, to be held in Gdansk, Poland in 2020. Attendance will be free for postgraduate students in full-time education, with conference costs being covered by industry sponsorship.

1- 4 Dec: China

Whilst in Shanghai, I attended the 3rd International Workshop on Waterjet Propulsion, of which I am the Co-Chairman and which the Institution promotes. The IWWP is organised by the Maritime Research Institute of China (MARIC) and has previously only been held in China. I attended a meeting with the Director and Deputy Directors of MARIC, at which they expressed their wish to extend the internationalism of the Workshop by holding it outside China. They requested that the Institution organises the IWWP when held outside China. I agreed and the 4th IWWP will be organised by the Institution in London, in Oct 2021. I also discussed developing closer links with MARIC, e.g. through submission of Transactions’ papers, membership etc.

Whilst at the IWWP, I met with the Heads of Department of Chinese universities with which the Institution had not previously had links, to discuss developing such links, including student membership.

I also attended the MARINTEC 2019 Maritime Exposition where the Institution had a stand, and Senior Maritime Forum as the guest of the Shanghai Society of Naval Architects and Marine Engineers. The Show and Forum gave me the opportunity to meet with potential advertisers and members.

SSNAME are our agents in translating and publishing the Chinese version of The Naval Architect, distributed free to SSNAME members. The cost was met by the attraction of additional advertising to the English version, which was reproduced in the Chinese version. However, pressures on advertising have meant that the cost is no longer covered by such additional advertising. I have therefore taken the decision to cease publication of the Chinese version of The Naval Architect. However, mindful of the increasing size of membership in China, I have taken the decision to introduce a Chinese version of The Naval Architect eNewsletter, which will be distributed to members of SSNAME and the Institution who request it. The minimal cost will be covered by advertising in the eNewsletter.

DIARY

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

October

24: Confederation of European Maritime Technology Societies Council (Belgrade)

30: Plymouth City College – Student Presentation

November

2-6: Europort (Rotterdam)

5: Maritime 4.0 Conference (Rotterdam)

11: Newcastle University – Student Presentation

12: Southampton University – Student Presentation

14: Society of Maritime Industries Dinner

18: Solent University – Student Presentation (Southampton)

26: Strathclyde University – Student Presentation (Glasgow)

29: Plymouth University – Student Presentation

December

1-4: Marintec China 2019 (Shanghai)

2: IWWP 2019 (Shanghai)

6: Small Craft Surveyors Forum (Petersfield)

Trevor Blakeley