

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/Board18Jul2019

8 November 2019

The Chairman and members of the Board of Trustees

Dear Trustees,

BOARD OF TRUSTEES MEETING – 22 October 2019

The draft minutes of the Board meeting held on 22 Oct 2019 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 Oct 2019

THE ROYAL INSTITUTION OF NAVAL ARCHITECTS

Minutes of Board of Trustees meeting held on 22 Oct 2019

Present:

R W Birmingham (Chairman)
C Savage
R Cripps
L Santini
M D'Amico
T Blakeley (Chief Executive)

It was noted that because the meeting was non-quorate, all decisions would require ratification by a Board majority

DECLARATION OF INTERESTS

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

MINUTES OF MEETING 18 July 2019

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

ACTIONS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS

3. Action 2/19: The Chief Executive to seek Board members' views on the proposal to reduce Board meetings to two per year. **Complete**

FINANCE

Cashflow and Investments

4. The Chief Executive reported that as at 21 Oct 2019, cash held in the bank was £495K and the value of investments was £4.458M. 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.

2019-2020 Budget

5. The Chief Executive reported that the Treasurer had considered the proposed Budget and recommended that it be approved. The Budget was approved, subject to ratification by a Board majority.

Post meeting note: The 2019-2020 Budget was ratified by a Board majority.

Replacement of Tribe

6. Following discussion of the Chief Executive's proposal for the replacement of Tribe, it was agreed that, subject to Board majority ratification, the proposal would be reconsidered at the Jan 2020 Board meeting, at which time changes to the website would be identified.

RISK REGISTER

7. The Risk Register was reviewed and reissued without change.

COUNCIL MATTERS

8. The Chairman reported that he had briefed the Council on progress with the Strategic Review.

STRATEGIC REVIEW

Strategic Direction A - WG4-2 – Appointment of Vice Presidents

9. The Chief Executive reported that Regional Vice Presidents had been appointed, except for the Europe (South) Sub Region where he was seeking a suitable nomination.

Strategic Direction D – E,I&D Sub Committee

10. The Chief Executive reported that the E,I&D Sub Committee would be making their report to the Professional Affairs Committee at its next meeting.

Strategic Direction E – SG 1

11. Recommendations of the SG would be made at the Jan meeting (see para 6)

Strategic Direction F – WG3-17 - Publications Committee

12. The Chief Executive reported that the revised TORs for the Publications Committee had been approved by the Council, and the Committee would be meeting on 31 Oct to discuss how it should carry out its responsibilities.

Strategic Direction G – SG2

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

Strategic Plan

14. The updated Strategic Plan was noted.

CHIEF EXECUTIVE'S REPORT

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

Chief Executive's Terms of Reference

16. It was agreed that, subject to Board majority ratification, the Chief Executive's TORs would be reviewed by P Wrobel, F Spencer and J Frier.

Post meeting note: The review of the Chief Executive's TORs was ratified by Board majority. The review will be led by P Wrobel. F Spencer and J Frier agreed to participate in the review.

DATE OF NEXT MEETING

17. The next Board meeting will be held at 14:00 on 22 Jan 2020

ACTIONS ARISING

18. Action 3/19 (Para 15): The Chief Executive's TORs to be reviewed by P Wrobel, F Spencer and J Frier.

Enclosure: Chief Executive's Report

BOARD OF TRUSTEES' MEETING – 22 OCT 2019

CHIEF EXECUTIVE'S REPORT

This report covers the period 17 July - 21 October 2019

HEADQUARTERS

IT

The new, larger capacity server has been installed and commissioned. Following the early and unexpected announcement that Sage Pay would no longer be compatible with the current operating system, Windows 7, the upgrade to Windows 10, has been advanced and is now included in the 2019-2020 Budget.

It is 5 years since the website was last reviewed and (structurally) updated. I also noted a drop off in the number of visits to the website, subsequently revealed to be a consequence of a change to Google search algorithms. I therefore commissioned a 'Digital Marketing Analysis' to review the structure, functionality and presentation of the website. This analysis has recommended a number of changes in these areas, which I have accepted, and the work is now underway to implement them. This work was included in last year's budget.

STAFF

Dmitriy Ponkratov has been appointed Technical Director, following the resignation of Karl Monk. Jaime Martinez has been appointed as Technical Manager, following the resignation of Jose Ochoa. Fazila Mir has been appointed as the Conference Organiser, following the resignation of Catherine Staunton Lambert.

FINANCE

Investments

Currently £893K of the Institution's assets are invested in the M&G fixed interest Charibond Charity Investment Fund (CIF). M&G are proposing to convert this fund to a Charity Authorised Investment Fund (CAIF), regulated by the Financial Conduct Authority. A CAIF has a higher regulatory standard, providing greater protection for the investor. There will be no change to the investment strategy or management of the fund.

CAIFs are not subject to VAT, and therefore there will be an annual saving to the Institution of £178 in the annual management charge, currently £893.

VISITS

3 – 19 Oct: Singapore – Australia – Singapore – Malaysia (See enclosed Visits Report)

NORTH WEST BRANCH

Following approval at the last Council meeting, I have formally proposed to the IMarEST that its NW Branch becomes a Joint Branch. The IMarEST is consulting its members, and I am awaiting a response.

WELLINGTON JOINT BRANCH

I have been approached by a number of members in the Wellington region of the NZ Division to form a joint Branch with the IMarEST Branch in Wellington, which members occasionally attend as guests. I am therefore inviting the views of members in Wellington.

DIARY

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

Sep

- 6 Small Craft Surveyors Forum (Petersfield)
- 13 International Maritime Club – Presentation of Maritime Excellence Award
- 18 Plymouth University Graduation Ceremony
- 24-27 ICCAS 2019 (Rotterdam)

Oct

- 3-19 Singapore – Australia – Singapore - Malaysia (see Visits Report)

Trevor Blakeley

Enclosure: Visits Report

VSITS REPORT

3 – 5 Oct – Singapore

During this visit, I met with the Dean and staff of Newcastle University (Singapore Campus) to discuss the changing relationship between the University and Singapore Institute of Technology) and also the impending accreditation of their Masters' courses. I also gave a presentation to the first year students on the activities of the Institution and the benefits of Student Membership. Free Student Membership is given to students at the University, and an annual RINA – BAE Systems Award presented. Given that the Singapore Joint Branch is the second largest Joint Branch, such links with the University and SIT are essential to membership growth.

6 – 12 Oct – Australia

I attended the Pacific 2019 Maritime Exposition in Sydney, where I manned the Institution's stand, assisted by members of the Australian Division. The stand provided the opportunity to meet with members, potential members, potential Corporate Members, potential advertisers and contributors to the magazines. The Institution has been exhibiting at the Pacific Maritime Exposition since its introduction in 2000 and is well respected there.

During the Exposition, I met with the Technical Director of the University of Adelaide to discuss accreditation of naval architecture courses to be introduced. I also met with the Director of TAFE SA (a "polytechnic") to discuss membership of students. I believe that there is considerable scope in Australia for membership at IEng and EngTech levels.

I was also present at the Institution's Pacific 2019 International Maritime Conference, where I chaired a session. The conference, organised locally by the Australian Division with the support of Headquarters, was very successful with a high attendance and quality of papers presented over the three days. The IMC was introduced in 2000 at the request of the organisers of the Pacific Maritime Exposition, and is valued by them.

12 – 19 Oct – Singapore

During my second visit to Singapore, I attended the undergraduate and post graduate Graduation Ceremonies of students completing their courses at Newcastle University (Singapore Campus) as the guest of SIT,

I met with staff at Ngee Ann Polytechnic, and gave a presentation on the activities of the Institution and benefits of Student Membership. Free membership is offered to students at the polytechnic, and RINA – Keppel Student Awards made annually.

Knowing I was in Singapore, I was invited to visit Sembcorp Tuas Shipyard, where I met with members and potential members. Such an invitation reflects the standing of the Institution in Singapore. The visit to this new shipyard, the 'flagship' yard of the Sembcorp Group, yielded material for the publications, including Significant Ships, and potential members

I was a guest of the Singapore Joint Branch at its Annual Dinner, where I presented the Lifetime Achievement Awards, as well as having the opportunity to meet with members.

I met with the Chairman of the Institute of Engineers of Singapore (IES) and staff of the IES, to discuss mutual recognition of Registration with the EC, as proposed in the MOU which I signed during my last visit to Singapore. Reciprocal membership is covered by the MOU, but the difference in academic requirement complicates reciprocal registration.

15 Oct – Malaysia

I visited the Universiti Teknologi of Malaysia (UTM) in Johor Bahru, where I met with staff to discuss the overdue re-accreditation of their courses. Whilst still keen to have their courses accredited, funding of the required visit of the Accreditation Panel is a barrier. I undertook to examine how cost might be reduced by training local Accreditors. I also gave a presentation to students on the activities of the Institution and benefits of Student Membership, which is offered free to UTM students. I later met with members of the Malaysian Joint Branch (Johor Bahru Section).