

FOUNDED 1860 INCORPORATED BY ROYAL CHARTER 1910

# RINA

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## THE ROYAL INSTITUTION OF NAVAL ARCHITECTS

Chief Executive: Trevor Blakeley CEng FRINA FIMarEST FIMechE



Sec/Board26July2017

2 August 2017

The Chairman and members of the Board of Trustees

Dear Trustees,

### BOARD OF TRUSTEES MEETING – 26 July 2017

The draft minutes of the Board meeting held on 26 July 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 26 July 2017

## **THE ROYAL INSTITUTION OF NAVAL ARCHITECTS**

### **Minutes of Board of Trustees meeting held on 26 July 2017**

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

1. The Chairman opened the meeting by welcoming R Birmingham and C Savage to their first meeting since appointment to the Board.

#### **MINUTES OF MEETING 20 June 2017**

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

#### **ACTIONS ARISING**

3. Action 4/2017: Chief Executive to commission independent review of the Investment Policy
4. Action 5/2017: Chairman to provide LR assistance with the Internal Audit.

**Complete**

**Complete**

#### **FINANCE**

##### **Departmental Report**

5. The May 2017 Departmental Report was noted. The Chief Executive undertook to advise the Board of the content of "Other Expenditure" for the Professional Affairs Department.

*Post meeting note: Other Expenditure comprises mainly of postage costs (for journals provided as a benefit of membership) and student sponsorship (for conferences)*

##### **Cashflow and Investments**

6. The Chief Executive reported that cash held in the bank at 30 Jun 2017 was £770K and the value of investments at 30 Jun 2017 was £4.35M.

##### **Review of Investment Policy**

7. The Chief Executive reported that the independent review of the Investment Policy had been carried out and that he and the Treasurer would be meeting with the Consultant to discuss the review on 1 Aug 2017.

#### **COUNCIL MATTERS**

8. The Chairman reported that no issues for the Board had been raised by Council at its meeting earlier in the day.

## **INTERNAL AUDIT**

9. The Treasurer reported that the Internal Audit had been carried out on 20 July and he would be submitting a Report. On behalf of the Internal Audit Committee he stated that the support from Paul Hayes of Lloyd's Register had been extremely helpful and a number of recommendations made by him on the Internal Audit process would be included in the Report.

## **RISK REGISTER**

10. The Risk Register was reviewed and reissued without amendment.

11. Following discussion on the risks associated with Branch activities, it was agreed that Divisions and Branches should be a standard item on the Board meeting agenda.

12. There was also discussion on the risk associated with contact with the Press. The Treasurer noted that both Branch activities and contact with the press had been raised at the Internal Audit and it was likely that both would feature in the Internal Audit Report.

## **MEMBERSHIP SURVEY**

13. The Chief Executive reported that the Membership Survey had been issued.

## **CHIEF EXECUTIVE'S REPORT**

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

15. He outlined the actions being taken to ensure that the Institution would comply with the General Data Protection Regulations (GDPR) in respect of the holding and processing of personal data when it replaced the Data Protection Act in May 2018. These included the introduction of "informed consent" (e.g. for the receipt of eNewsletters), increased protection of personal data held outside Headquarters (e.g. membership information provided to Branches) and more comprehensively documented procedures/policies. With respect to this requirement, he stated that he was drafting a Data Protection Policy.

## **STRATEGIC PLAN**

16. It was agreed that further discussion on the Strategic Plan would await the outcome of the Membership Survey. The Chief Executive was actioned to arrange a special Board meeting in Nov/Dec to discuss the Strategic Plan.

## **DATE OF NEXT MEETING**

17. The next Board meeting will be held at 14:00 on 18 Oct 2017 following the Council meeting.

## **ACTIONS ARISING/OUTSTANDING**

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

Enclosure:

Chief Executive's Report

Enclosure to minutes of Board meeting held on 26 July 2017

## **BOARD OF TRUSTEES' MEETING – 26 JULY 2017**

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

This report covers the period 19 June – 25 July 2017

#### **STAFF**

Staff appointments include the Editorial Assistant (of *The Naval Architect*) and the Technical Manager.

The current Technical Manager has informed me of his intention to resign, following his acceptance on the MOD Graduate Training Programme. However, the MOD is unable to give him a start date, which may be 1 Sept, 1 Oct or 1 Nov 2017! Clearly he does not wish to give me his notice until he has a start date, but I cannot afford to have a gap in that position with ICCAS (in Singapore) coming up. I have therefore appointed his successor, to commence 1 Aug, and will have to accept a turnover period which could be up to three months with additional staff costs.

*Post Report Note. The MOD have now given him a start date and he will leave on 21 Aug.*

#### **IT**

TSG have completed the development of Tribe to make it compatible with the new Content Management System (CMS) platform on which is built. This will enable the latest version of Tribe, which includes the Events module, to be installed. That will then enable Intergage to complete the work required to update the Tribe/website interface, which in turn will allow data from Enterprise (which Tribe has replaced and is still being used for events management) to be migrated to Tribe and events managed from Tribe. It is expected that this work will be completed by mid Aug.

The video conferencing facilities in the Scott Russell and Froude Rooms, and audio conferencing facility in the Denny Room have been installed and commissioning is expected to complete mid Aug.

#### **DIARY**

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

#### **Jun**

30: QinetiQ Schools Powerboat Challenge (Gosport)

#### **July**

5: Smallpeice Trust Dinner (Plymouth)

10: Student Presentation (Newcastle University – Singapore Campus students)

11: Solent University Graduation Ceremony (Southampton)

12: Solent Autonomous Test Facility launch (Portsmouth)