

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/14Jul2015

1 Nov 2015

The Chairman and members of the Board of Trustees

Dear Trustees,

BOARD OF TRUSTEES MEETING – 27 Oct 2015

The draft minutes of the Board meeting held on 27 Oct 2015 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 27 Oct 2015

THE ROYAL INSTITUTION OF NAVAL ARCHITECTS

Minutes of Board of Trustees meeting held on 27 Oct 2015

Present: B Rosenblatt (Chairman)
D J Andrews
F Spencer
J De Rose
P Wrobel
A King (Tele-link)
A Marsh (Tele-link)
R Gehling (Tele-link)
A Pattison (Tele-link)
T Blakeley (Chief Executive)

MINUTES OF MEETING 14 July 2015

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

ACTIONS ARISING

2. Action 18/2014: Chief Executive to produce an Operating Policies & Procedures Manual. **Outstanding**
3. Action 6/2015 (Para 8): Chief Executive to add marking scale to Risk Register **Complete**
4. Action 7/2015 (Para 11): Chief Executive to forward Operations procedures **Complete**
5. Action 8/2015 (Para 14): Treasurer to provide Internal Audit programme. **Outstanding/Superseded by Action 9/2015**

FINANCE

Departmental Report

6. The Chief Executive reported that progress continued to be in resolving the accounts related problems resulting from the introduction of the replacement IT system.
7. He reminded members that a September Departmental Report was not normally submitted, since its outcome was reflected in the Annual Audit. However, the 2014-15 Budget and Forecast figures were included with the 2015-16 proposed Budget for comparison. He further reported that the Forecast operating deficit (of £7500) had been revised since the proposed Budget was forwarded to £5500 operating surplus.
8. He noted that whilst positive, this forecast end of year figure nonetheless represented a reduction of £55,000 on the budgeted surplus. This net reduction in surplus was attributable to reduced advertising and conference revenue, and exceptional items resulting from the IT problems.

Cashflow

9. The Chief Executive reported that the cash assets stood at £220,000, and that the final approved transfer of £100,000 had been transferred to investments.

Post meeting note: The value of the Institution's investments at 30 Sep 2015 was ££3,770,653.53

2015-16 Budget

10. The Chief Executive presented his proposed 2015-16 Budget, which was approved.

RISK REGISTER

11. The Chief Executive reported that he had added a range of marking for Probability and Impact ratings. The Risk Register (July 2015) was reviewed and reissued without change to the Controls.

INTERNAL AUDIT

Policy & Procedures Manual

12. The Chief Executive stated that he was waiting for the Internal Audit to show any deficiencies in existing procedures before formatting all corrected and additional procedures into a single Policy and Procedures Manual.

Internal Audit Committee Programme

13. The Chief Executive was actioned to provide a programme for completing the 4-phase Internal Audit in 2016, commencing with Operations in Jan.

COUNCIL MATTERS.

14. The Chairman stated that he had no Council matters to report.

CHIEF EXECUTIVE'S REPORT

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

APPOINTMENT OF TREASURER

16. Following the resignation of A Marsh, J Frier was appointed as the Treasurer.

17. The Chairman recorded the thanks of the Board for the invaluable service which A Marsh had given to the Board and the Institution as the Treasurer over the past 10 years.

FREQUENCY OF MEETINGS

18. It was agreed that the Board should continue to meet five times per year.

19. The Chairman was actioned to recommend to the Council that it reviewed its frequency of meetings

DATE OF NEXT MEETING

21. The next Board meeting will be held at 14:00 on 9 Feb 2016

ACTIONS ARISING/OUTSTANDING

21. Action 18/2014 (Para 2): Chief Executive to produce an Operating Policies & Procedures Manual.

22. Action 19/2015 (Para 13): Chief Executive to provide Internal Audit programme for 2016.

23. Action 20/2015 (Para 19): Chairman to recommend that Council reviews the frequency of its meetings.

Enclosure:

Chief Executive's Report

BOARD OF TRUSTEES' MEETING – 27 OCT 2015

CHIEF EXECUTIVE'S REPORT

This report covers the period 14 July – 27 Oct 2015

STAFF

Resignations have been received from the Assistant to the Professional Affairs Manager and Events Manager (Career move). Replacements have been appointed. A temporary replacement for the Publication Sales Manager (Maternity leave) has been appointed.

IT

Significant progress has been achieved in resolving most of the major problems experienced following the introduction of the replacement Management System (Tribe). In particular, Accounts are now being managed in the new system. However, the introduction of the Events Management and Publication Sales modules remains outstanding, and continue to be managed by the old system, which remains operational.

Work by the website provider to allow members to view and directly amend their membership record and record their interests at www.rina.org.uk/MyRINA has been completed. Work to introduce Discussion Forums to www.rina.org.uk remains outstanding.

Work has also been commissioned to provide an online Student Member and Associate Member application form, which will automatically complete the membership record on the management System (Tribe), with significant saving in manual imputing.

CHANGES TO THE BY LAWS

Proposed changes to the By Laws, consequent to the Resolutions passed at the SGM, have approved by the Privy Council, and the Order in Council is awaited.

VISITS

1-3 Oct: Singapore

I visited the Singapore Campus of Newcastle University, where I met with Department staff and gave a presentation to First Year students. I also visited potential venues for the 2017 International Conference on Computer Applications in Shipbuilding, which the Institution will be organising in Singapore.

4 - 11 Oct: Australia (Sydney)

I attended the International Maritime Conference, organised jointly by the Institution, IMarEST and Engineers Australia, in association with the Pacific 2015 Maritime Exposition held in Sydney, NSW. At the Conference Reception, I presented the Walter Atkinson Award to Dr Roger Neill on behalf of the Australian Division. The Walter Atkinson Award is presented for the best written paper presented to a forum of the Australian Division.

I manned the Institution's stand at the Pacific 2015 Maritime Exposition, meeting many members (and future members) as well as potential advertisers.

11-14 Oct: Australia (Perth)

Following Pacific 2015, I visited Perth, where I met members of the WA Section. I also attended a meeting of the AOG Conference Committee of the WA Section who are organising the RINA conference on *Developments in Fixed and Floating Structures* in conjunction with the Australian Oil & Gas Show in Perth in Feb 2016.

14-16 Oct: Singapore

On my second visit to Singapore, I met with the Chairman and members of the Singapore Joint Committee. I also met with members at local companies.

24 Oct: Chennai

I visited the International Maritime Academy to complete the accreditation of its degree course by viewing the facilities. I also gave a presentation to staff and students.

DIARY

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

July:

27: Lloyd's Register - Graduate Workshop (Southampton)

September:

10: HIS Maritime & Trade Beyond Compliance - Panel Discussion
14-17: ICSOT 2015 (Busan, Korea)
21: Hong Kong Institute of Engineers Reception.
25: Lloyds Register – Graduate Workshop
28: ENSTA ParisTech – Graduate Workshop (Paris)

October:

1-3: Singapore (See Visits Report)
4-11: Sydney (See Visits Report)
11-14: Perth (See Visits Report)
14-16: Singapore (See Visits Report)
24: Chennai (See Visits Report)

Trevor Blakeley
26 Oct 2015