GOVERNING BODY MEETING
OCTOBER 2017
Minutes
President Opening Remarks
President Kapila welcomed everyone to the first Governing Body Meeting of 2017-18, in a Golden Jubilee year of IIW’s formation. She hoped that they all had a comfortable journey to Manchester. She felt that they all brought so much positive energy with them so IIW felt strong and vibrant. She thanked them.

President Kapila reminded them that they were all here as elected members of IIW Governing Body and not representing their country, so the discussions and decisions were to be made on and as the IIW Governing Body, from an international point of view. She once again reminded them that all the matters were confidential and she asked them to refrain from discussing the meeting back in their country until the Minutes were officially published.

Before she started with proceedings of the meeting, she shared the news of the passing of PIIWP Margaret Spenning of Norway. She requested that there was a moment of silence as a mark of respect for those who had lost their lives whether in the IW family or through natural disaster and to pray for peace in the world.

Minutes of the previous Governing Body meeting
Proposed Thelma Pacsooo
Seconded Janet Dionigi
Approved.

Matters arising
None

Correspondence
None
REPORTS:

PRESIDENT

The President explained where she had been and showed a series of photographs to illustrate relating to her visits. These included pictures showing:

1. Installation as 50th IIWP — 2017/18
2. Invited as Chief guest at installation of National President — India
3. Warm welcome by home District & Home Club
4. Chief Guest at Rotary Function
5. Polio Campaign — at Slum areas
6. At district Assembly — 7th July — D301 — a Unique feature of D301 — To have joint installation of all club officers at District Assembly
8. At IWC District Vikas — Inaugurated eco friendly Park, Toilets for girls. Awareness on Sanitation & Hygiene — a WASH Campaign of UN.
9. Organ Donation Awareness Programme — D314. Pledge to take this project at national Level was taken
10. At IWC District North — Scholarships to 80 students, hand Pump installed at a needy school for fresh water
11. At IWC District Noida — Inducted 50 new members at a time. Inaugurated a Vocational centre for women.
12. D322 — At AGM — New Team Introduced, Club Presidents of 2016-17 — presented their reports. All Clubs were given IIWP Flag as motivation.
13. D301 — fellowship function — at work & no play make every one dull.
14. At IWC Williamstown — members were told about IIW & UN Members were also encouraged to register for IIW Convention
15. Meeting with LCC — Planning For Convention
16. Zonal meets at all four corners of India — To promote IW. Undertook several service projects — to anime — D311, D303, D329, D298 were hosts to these meets — Eco friendly Rally — Donation of Umbrellas to vendors Installation of Sanitary Napkins Machines at colleges, schools. Car Rally — Save girl child campaign Media Promotion — Cycles, Scholarships to girls, Toilets for girls.
17. At D301 — Joint project of donating colposcope to a women ward
18. IWC Ratlam — D304 — for silver Jubilee — donating school bags to girls
19. At IMA — Being chief guest for flag Hoisting
20. At IWC District Mid Town — Delivery kits to pregnant women. School bags to girls Mid day Meal — Sanitary Napkins to girls on subsidised rates.

22. Computer Lab at a school — D329
23. At IWC Lorenskog, Norway — at National rally Stavern — Norway
24. At D310 India
25. At D248 Bulgaria — National event of Training programme for Club Officers

Vice President Non Districted Clubs, United Nations + Appointment of UN Reps 2017-2018

Vice President Chris Kirby explained that she was working on her theme and logo for her coming year and was hoping to attend the UN in New York to attend meetings there. She explained that it was difficult to correspond with people in Europe as it had been the holiday period in Europe particularly, since taking up office in July. She had however received reports from representatives in NY and Vienna.

In New York the Committee on the Status of Women had focused upon increasing membership, financial transparency and more participation from NGO’s. They had also been trying to encourage younger members and the use of social media along with looking at women’s rights and gender equality in work. There had been 430 parallel events and they were building a feminist network to take the work forward.

In Vienna there was an open ended working group on Ageing with extensive interactive discussions. The numbers of older persons was increasing dramatically and the highest growth rate was in developing countries. Sadly rights diminished with age with an estimated 1 in 6 older people being abused, totalling 141 million globally with up to 80% of cases never being reported. Autonomy and independence were what was particularly needed in this area.

In Geneva the UN representative had not been well. It was hoped that Karin Rivollet who would be mentored by Beatrice Lombard a former UN rep would be able to report in September.

The Board Directors asked how appointments were made to the UN and it was explained that the organisation was very grateful to those living nearby the UN centres who had volunteered as Representatives. It was explained that some worked at the UN in other capacities — e.g. as translators to the committees. It was agreed that some had been relied upon for many years and IIW should also think about succession planning. It was explained that the organisation might be able to register more additional representatives so individuals might be able to shadow the UN Reps and learn the systems, perhaps before taking a more active role. Miriam Fisher Board Director suggested an individual who might be willing to assist at NY.

Before the Vice President ended her report — she proposed the names of appointing of IW members — Ceja Gregor-Hu and Ulrike Nemling for Vienna, Martine Gayon for NY & Genevieve Toriani and Karin Rivollet for Geneva.
Proposed Christine Kirby
Seconded Gabriele Schruempf

Update from Board Directors

The Board Directors gave an update of their contacts with Non Districted Clubs and Districts without NR.

Some had been successful, others had not heard back. Vice President Christine Kirby reiterated that a lack of success as far as the individual was concerned was not necessarily seen as that by IIW who needed to know which areas of the world were experiencing difficulties or where we had not been informed officially of disbanded/lost clubs.

**AUSTRALIA**
BD: Kay Morland
Mauritius
Vaurepive
Quartre Bornes
Rodrigues (NON FUNCTIONING)

Australia
Canberra-Belconnen

**AUSTRIA/ CZECH REPUBLIC**
BD: Gabriele Schruempf
Albania
Korca
Tirana

Bosnia
Banjaluka

Hungary
Budapest
Metszalka (NO DETAIL)

Slovenia
Lubljana
Maribor

**DENMARK**
BD: Lene Kruger Schade
Lithuania
Kaunas
Silute
Vilinus
Taurage (NO DETAIL)

**FINLAND**
BD: Maija Leena Virta Kangas
Uganda
Jinja (NON FUNCTIONING)
Kampala
Mbarbara (NON FUNCTIONING)
Mengo

**GB&I**
BD: Thelma Pacsoo
Spain & Kenya
CONTINUING EXISTING CONTACT

**GERMANY**
BD: Stefani Roeders Arnold
North Cyprus
Girbasar Gire
Lefkosa Sarayu

Croatia
District 191

**GREECE**
BD: Sissy Avgerinou
Canada
St George

Russia
Togliatti
St Petersbourg

**ITALY**
BD: Janet Dionigi
Zimbabwe
Malawi
Malta

**MALAYSIA/ SINGAPORE**
BD: Pearl Jai Mohan
JAPAN
TAIWAN
THAILAND

**NETHERLANDS**
BD: Nina Kalt
Serbia
Belgrade
Belgrade Sinoidunum
Zrenjanin
Korce (NO DETAIL)

**NEW ZEALAND**
BD: Di Patchett
Guyana
Georgetown
Georgetown Central (NO DETAIL)

Iceland
District 136

**NORWAY**
BD: Helene Torkildsen
Portugal
Cascais Estoril
Madeira

West Africa
District 909

**SOUTH AFRICA**
BD: Monica Wood
Bahrain
Bahrain

UAE
Dubai Downtown

Romania
District 224

Bahamas
East Nassau

Trinidad &Tobago
St Augustine

Central Africa
District 915

**SWEDEN**
BD: Christine Berggren
Poland
Lublin

Georgia
Tbli (NO DETAIL)

Colombia
Bogota

**SWITZERLAND**
BD: Beatrice Kraemer Andreotti
French Guyana
Cayenne
Remire Montjoly

Martinique
Schooler and Lamentin Clubs

**USA**
BD: Miriam Fisher
The Board Directors would continue to seek information and report again.

Proposed Christine Kirby
Seconded Stefani Roeders Arnold
EXTENSION AND COMMUNICATION – IPP OLUYEMISI ALATISE

Extension

The number of disbanded Clubs had reduced compared with last year and previous years’ statistics. We have only 12 Disbanded Clubs so far as against 33 last year. United Kingdom 9 Clubs, and 3 from Netherlands.

However new Clubs have emerged, fourteen in India, four in Bangladesh, two in Pakistan, two in Italy, two in Malaysia, one in Germany, two in France, one in Reunion Island, one in Cameroun, one in Bulgaria and one in Belgium. There was one provisional Club in D.913 Nigeria.

She had been in communication with Uganda, and a new Club would soon emerge. They were planning their first meeting in October. The West Africa country of Benin Republic would soon send in their application to charter a new Club. The contact for Ecuador was very much in progress, she hoped they shall send in their application soonest.

She had enquiries from Bahrain and Mongolia. She had exchanged letters of encouragement and given them the website address and also forwarded links on how to join or form a Club. An enquiry also came from Berlin for information to set a Club up in China.

Communication

The social media had helped in communication and interaction within members from around the globe. However, some countries are disadvantaged in getting into the mode because of their language. Her visit to some Franco-phone countries revealed that they don’t visit the website often. They were always missing out on information to be derived from downloads. We still need to keep sending hard copy information to these countries.

Lines of communication continued to be open between the Editor, the IIW Administrator, Executive, Board Directors and National Representatives. She was always grateful to receive news and information for inclusion on the social media and website of our organisation.

IIW Website Review

At the changeover and beginning of July the Editor/MM met with RMS to discuss the changes on design that needed to be made to the website and she produced a working document with them to make these changes.

Her aim was to keep the website constantly up to date, and to update stories and images onto the IIW website as soon as time allowed.

• Collection of material: To assist her with this task she asked that reports were sent in the format that had been outlined to Board Directors and National Representatives and should have been communicated through to all clubs. There was quite a process involved in loading these onto the website so manipulation of images etc. could take quite some time. Please restrict images to ones of good quality.

• International Coverage: She would like to have more reports from ALL around the world, so would encourage countries not featured on the website to send in reports.
  o Service projects
  o New Club formation and charter
  o Celebration of milestones
  o Awards and celebrations

Social Media Review

Facebook

She had been working consistently to create a more visible awareness of International Inner Wheel on Facebook. The IIP believed that we need to ensure that IIW was visible in a professional manner and that it was vital that we were able to control the content of the page. The Editor/MM was trying to ensure that content placed onto the page fitted with our branding guidelines and that there were good, clear posts with interesting images and interesting stories.

Twitter

Tweets were linked directly to our Facebook feeds.

LinkedIn

The Editor/MM wanted to encourage the use of LinkedIn as a discussion area — where members could post questions and start conversations. This was a professional site and much better suited for discussions.

Instagram

The Editor/MM had tried to revive IIW Instagram account and increase visits — Check out our Instagram account — international_inner_wheel

Proposed Oluyemisi Alatise
Seconded Monica Wood
FINANCE - APPOINTMENT OF ACCOUNTANTS/AUDITOR

At the outset she thanked the Auditor Mr Ian Wynn and his team at Royce Peeling Green for auditing the accounts and to the Accountant Mr John Moss for his assistance and advice for the management of the Finances. She wanted to express gratitude to Book Keeper Alison Bagshaw for her coordination for the maintenance of the accounts and to Admin Elaine Hathaway for her quick responses and methodical manner of Execution.

The year gone by had been one of great experience and Friendship.

All the entries against the receipts had been checked by the Auditors Royce Green Peeling.

The figures of 2016-17 could be compared with the figures of 2015-16.

The Income and Expenditure summary had been presented on Page 1.

Income

There was a slight increase in the capitation received, though the strength of the membership remained more or less the same and there had been a drop in the amount of deposit interest received.

Expenditure had been more than 2015-16 because of an increase in the cost of services and air fares coupled with a small increase in salary and Insurance. A detailed sheet giving expenditure was provided on the next page.

After taxation on deposit interest, the surplus for the year 2016-17 was £71,212.

Publication Costs

The expenditure under publication had been much less compared to last year, as various ways had been tried to cut down the costs... for example the printing for India and its neighbouring countries such as Sri Lanka, Nepal and Bangladesh had been done in India thereby ensuring that all the clubs received the printed matter. Moreover printing and postage in India cost much less. Similarly the printing for the requirement of the Clubs in Nigeria and a few other African Nations was done in Nigeria so a considerable amount had been saved.

Accommodation

This category of Expenditure remained the same as last year. The cost of Insurance had been almost the same as last year. The Rentals showed a lower figure in comparison to last year because of the difference in charges in the rent of the meeting room (depending on where the meetings were being held). There had been no change in the expenditure for Electricity, Office repairs and Depreciation of Property.

Administration

There had been an increase in the expenditure in this category some headings have shown an increase while others show lower figures or no change at all when compared to 2015-16.

UN Representation: It showed more than what was sanctioned. Payment was made towards the travel and accommodation of the UN Representatives and towards the membership fee of the various committees of the UN where the UN Representatives represent IIW.

Salaries & Insurance: The amount spent for Salaries was well within the allotted amount.

Badges & Regalia: An increase in expenditure could be noted in this category, due to which it was recommended that an amount was allotted in the budget for 2018-19 for the purchase of IIW President’s Theme lapel Pins, Banners and other promotional items relating just to her year.

IIW President’s Expenses: The amount spent in this category had exceeded the sanctioned budget, due to various factors.

Executive meeting and GBM: The Expenditure for the Executive Meetings was well within the sanctioned budget although the Expenditure for the GBM Meeting exceeded the sanctioned budget. This could be attributed to the distances travelled by the Governing Body Members as it varies from year to year. A small amount was spent on a publication containing articles contributed by the GB members and compiled by Immediate Past IIW President Yemisi and it was released at the GBM.

Extension: This had been divided into three categories and amounts were budgeted for each. An amount allotted under the heading Rotary convention was utilised for the part payment towards the cost of the Coffee Table book complied and published by Immediate Past IIW President Yemisi and distributed among members worldwide.

A considerable amount was spent on extension, in areas hitherto not traversed so far. The expenditure of the three categories under Extension had been complied together and presented as one figure.

Postage, Telephone & Fax: There had been an increase in expenditure than what sanctioned due to rising costs, though it was less than what was spent in 2015-16.

Printing & Stationary: The amount spent was well within the sanctioned budget.

Nomination & Ballot Papers: The amount spent was more than 2015-16 but well within the sanctioned budget.

Leasing & Maintenance of Office Furniture: The amount spent was marginally more than last year but within the sanctioned amount.
**IIW Website and Database:** IIW had appointed RMS, a PR company to take care of the IIW Website and all related work. The proximity of their office had made working easier. RMS was on a regular monthly payment since its appointment in 2014-15. The IIW Editors had put in a lot of hard work to update the Website therefore once RMS was appointed and the new website became operational, RMS was now updating the database which can be accessed online. IIW pay server charges too. The amount spent in 2016-17 was marginally more than the sanctioned budget.

**Communication:** An amount had been spent in the past two years (2015-16 & 2016-17) for printed communication by way of pamphlets and other material to aid marketing. Though nothing was sanctioned for this, the expenditure got accommodated along with other printing jobs.

**Computer Expenses:** Expenditure under this category was well within the budget.

**Depreciation of Office Furniture and Equipment:** An amount was budgeted as defined by the law.

**Audit and Accountancy:** Divided into three categories

- Audit & Accountancy work
- Counting of Ballots (President-Vice President- Editor)
- Book keeping and related advice: Includes the appointment of Alison Bagshaw, our Book Keeper at HQ who now comes in twice a week to administer the weekly accounts. There is an increase in expense on Book keeping due to salaries, though the expense on Audit and Accountancy was as budgeted.

The Legal & Professional fees are always budgeted, but thankfully a need for it never arose.

The surplus for the year 2016-17 after taxation was £71,212/-. An advance payment of £13,891/- has been made to LCC of IIW Convention 2018, Melbourne Australia.

There was an increase in the value of the Norwegian Kroner to the tune of £7,500/- in the year 2015-16 but for the year 2016-17 the increase was much less at £2,400/-. Total recognised gain for the year 2016-17 was £39,111/-. Debtors were the payments done in 2016-17 regarding 2017-18 (as some payment had been made to Board Directors for their travel for the GBM of 2017), and towards the advance payment towards the venue for the GBM 2017.

Creditors were the Income received in advance for the Directory, the Corporation Tax, the accruals (payments of 2016-17 done in 2017-18) and the Bank balances.

Total assets less Current Liabilities showed us an amount of £1,597,191.00. This amount – the Reserves as on June 30th 2017 was £1,597,191.00 and split in three categories.

- The Office Equipment Replacement Fund: £8,447.00
- The Convention Business meeting Fund: £157,241.00
- General Reserve: £1,431,503.00

Pages 7, 8, 9 and 10 showed the notes to the Financial Statement for the year ended 30th June 2017.

**Item 1** showed the Accounting Policies.

**Item 2** showed Tangible Fixed Assets of Leasehold land and buildings, and Cost of Office furniture and Equipment.

**Item 3** showed the Debtors and Prepayments.

**Item 4** Bank Balances and Cash held at HSBC Bank (Current account, Deposit account and Credit Cards Deposit), National Westminster (Current account, The Liquid Manger account, Direct Business Reserve account, Norwegian Kroner account, and Euro account).

**Item 5** showed the Creditors List.

**Item 6** showed the Office Equipment and Replacement Fund.

**Item 7** showed the Convention Business Meeting Fund.

**Item 8** showed the General Reserve -2017 £1,403,501.00 as on 1st July 2016, added with the surplus of the year after taxation - £71,212.00 and increase in the value of the Norwegian Kroner £2,400. After the deduction of the transfer of the Convention Business meeting fund of £25,000 and the prior period adjustment-under reserve for Newsletter Postage in 2016 of £20,610.00, the Total is £1, 431,503.00.

She expressed thanks Mr John Moss, our Accountant for the speedy completion of the Financial Statement. She also wanted to once again express her gratitude to Book Keeper Alison Bagshaw and Admin Elaine Hathaway for their kind co-operation in preparing this report.

**Proposed: Azhagu Annamalai**
**Seconded: Kay Morland**
BUDGET PRESENTATION FOR 2017-18

An email was sent to all National Treasurers, National Representatives, District Treasurers, and Treasurers of Non-districted clubs giving information on annual Fees. We have received the dues so far from Canada, Germany, India, Nigeria, Reunion Islands & Madagascar and Non-Districted clubs in Pakistan, Philippines, Dubai Downtown, Nassau, Bahamas & Baton Rouge USA. We have also received dues for the new clubs in F.A.M.A.T and Italy.

The receipt of the same has been acknowledged.

She then presented the proposed budget for the year 2018-19, which was approved at the EC meeting on the 2nd of October 2017.

The tables showed the Budget and Actuals of 2015-16 and 2016-17 and the budget figures of 2017-18 and 2018-19.

ESTIMATED EXPENDITURE:

1. Governing Body Minutes:
   The printing of the Financial Statement and the Minutes of the Governing Body were being covered under this category as both were part of the GBM. The amount allotted remained the same.

2. Convention Minutes/Agenda/Booklets/Proposal booklets/Voting Books:
   The same amount had been budgeted as of last year as being the Convention year, the various Printed material would have to be done.

3. Constitution & Hand Books:
   The amount budgeted was the same as that which was budgeted for last year. There was no expense under this category as C&H books were not printed.

4. Newsletters and Mailshots including Postage:
   The expense for Newsletters and Mailshots had been clubbed together therefore taking into consideration the expense that occurred this year a slight increase had been incorporated. The postage was also covered in this amount.

5. IIW Directories:
   The cost of printing and mailing the Directories was covered in this allotted amount, since the cost was much less than that budgeted in the previous years, the amount budgeted had been reduced, as an income would be received from the sale of the Directories.

6–12. Accommodation:
   Based on the figures of 2015-16 and 2016-17 budgets, the expenditure in these categories were covered quite comfortably so therefore there was no increase in allotment of funds. Only Insurance had shown an increase therefore the budget for that had been increased by £1000.

13. Salaries:
   The same amount as last year had been budgeted as we have only Admin Elaine working full time in the office and this would take care of any increment or extra payments.

14. Badges and Regalia:
   The amount budgeted had been increased as a considerable amount was spent above the sanctioned amount in 2015-16 & 2016-17. The money allotted will be used to purchase IIW Board Director Badges and Margarette Golding Awardee Badges.

15. President’s Theme lapel pins & Banners:
   An amount of £3000 had been budgeted, keeping in mind that these pins and banners are made for distribution by the President during her travels.

16. IIW President’s Expenses:
   The Budget for the IIW President’s Reimbursement had been increased to £22,000, for the year 2018-19, taking into consideration the distances that would have to be covered as the President for the year 2018-19 was from Australia. Besides the expenses under this category was much more than the budget in the year 2016-17.

17. IIW Vice President’s Expenses:
   The amount budgeted had been reduced while compared to 2017-18.

18. UN Representative and Committees:
   The amount budgeted had been reduced to £3000.00 from £5,000.00 that was budgeted for 2017-18 because the amount spent in 2016-17 was well within budget.

19. Executive Meetings:
   The cost of travel of the Executive members and the rent of the meeting hall had been within the budget sanctioned, therefore the amount budgeted remained the same at £25,000.00.

20. Governing Body meetings:
   The expense for GBM had exceeded the budget by about £1,000 in 2016-17 therefore the budget for the GBM had been increased to £35,000 for 2018-19.

21–23. Extension:
   The budget for Rotary Convention had been reduced to £1,000 from £2,000 from that was allotted for 2017-18, as for the past few years as we have not been invited by Rotary International to the Rotary Conventions. The budget for visits to Non-Districted Clubs and for the travel of the IPP to create new clubs remained the same.

24. Postage, Telephone/Fax:
   The actuals of the last two years had exceeded the budgeted amount therefore the budget had been increased to £2,000.00 for 2018-19.
25. Printing and Stationary:
The amount spent under this category had been much less than the amount budgeted for the last two years, therefore the budget for the same had been reduced for 2018-19.

26. Nomination & Ballot Papers:
The amount remained the same.

27. Leasing & Maintenance:
The amount allotted remained the same as it was necessary to renew and update the office equipment.

28. IIW Website & Database:
RMS, the PR Company had been appointed by IIW on a monthly payment in addition to yearly payments for Server charges. RMS maintain and update the IIW Website. The amount allotted should cover all costs comfortably.

29. Computer Expense:
The amount spent in 2016-17 was much less than the amount sanctioned therefore the budget for it had been reduced to £7,000.

30. Depreciation of Office Equipment:
The amount had been reduced as of that which was budgeted last year.

31–33. Audit & Accountancy, Counting of Ballots, Bookkeeping:
The amounts budgeted were required due to the costs that were likely to increase in these categories. The amount budgeted for Bookkeeping had been raised to £15,000 from £10,000 as it could be noted that the expenditure in 2015-16 & 2016-17 had been much more than the budgeted amount.

34. Legal & Professional Fees:
The amount budgeted had been reduced.

35. Indemnity Insurance:
The same amount was being retained as it was necessary to cover our responsibility.

36. Bank Charges:
The amount had been increased slightly while compared to 2016-17 and 2017-18.

37. Miscellaneous/General Expense:
This covered small expenses occurring at the Office.

The Above description of the Budget was for the Expected Expenditure.

INCOME

1. An Estimated Income from Capitation by way of Dues collected from 100,000 members at £3.50 per member should give us £350,000/- as the growth is positive in many parts of the world.

2. Sale of Directories - £12,000

3. Sale of Constitution & Hand Books - £1,000

4. Interest net from Corporation Tax - £2,000 though the amount received in 2016-17 was much less than that which was received in 2015-16.

After taking into consideration all the estimated expenditure we would have a surplus of £11,550.

She explained that the Capitation fees could not be calculated exactly since the dues were collected in as Full year dues and Half year dues. Half year dues were collected from members joining after December 31 and new clubs inaugurated after the 31st of December. We should all strive to increase the membership worldwide as our membership had been almost around the same number for the past few years.

She thanked everyone for their attention during her report.

Proposed: Azhagu Annamalai
Seconded: Diane Patchett

Every year the Auditors have to be approved and appointed for the next year. In the Executive Committee meeting held on the 2nd of October 2017, a resolution was adopted, which reads as:

Resolution to Appoint the Auditors for the year 2018-19.

The Executive has approved and appointed ROYCE PEELING GREEN LIMITED as the Auditors for the Accounts of INTERNATIONAL INNER WHEEL for the year 2018-19.

Hence “It has been resolved to appoint ROYCE PEELING GREEN LIMITED (RPG) of Stockport as the Auditors for the accounts of International Inner Wheel for the year 2018-19”.

Proposed: Azhagu Annamalai
Seconded: Nina Kalt

CONSTITUTION REPORT CONSTITUTION CHAIRMAN
PHYLLIS CHARTER

The Constitution Chairman explained that she was now into her second year as Constitution Chairman – a position that she was enjoying – being in contact with so many members around the world. She looked forward to putting faces to names next year at the Convention.

She explained that the Constitution Committee consisted of the President, Vice President and Constitution Chairman.

As we have 11 new Board Directors she explained the role of the Constitution Chairman. The main role being to
interpret and explain the Constitution & Handbook. Her day to day work was varied and interesting, she received many emails and phone calls and she liked to reply to these as soon as possible.

The queries were wide ranging and covered all aspects of the Constitution & Handbook, local bye-laws and nomination queries for international officers. Information was also required for Club and District officers with queries coming from Clubs, Districts, National Governing Bodies and National Representatives.

At this time of year the nominations for International positions had arrived at IIW Office and Elaine forwarded them to the Constitution Chairman to check if all the necessary documents and signatures were correct.

Many Districts were reported to be having a problem finding suitably qualified Proxy Vote Holders for the Convention.

Some Amendments would have to be refused as incorrect information was supplied. With the approval of the Executive she advised that the Governing Body should provide amendments where it was felt necessary. The wording of these was discussed as part of long and general discussions of all the Proposals along with the systems for proposing seconding and opposing. Proposers and Seconders for the Convention would be allocated once all the Amendments had been received. She would be in touch with the Board Directors about the proposals they would be speaking to individually.

Appointment of Trustees C&H 2015 Page 17

The International Governing Body shall have the power to appoint 2 Trustees in whom shall be vested the responsibility for properties of International Inner Wheel.

1. On behalf of the membership, the Trustees shall be responsible for the general management of the property vested in them, and shall authorise major repairs and alterations as needed.

2. The International Governing Body shall indemnify the Trustees against all liabilities, costs claims and demands incurred by them as Trustees.

3. The International Governing Body shall have the power to appoint or dismiss the Trustees.

4. A Trustee must be a past Board Member/Board Director, 1 from Great Britain & Ireland and 1 from another country.

The 2 Trustees must be appointed annually. This is a legal requirement in the UK in relation to property owned.

Trustees for 2017-18
Dr Brenda Taylor, GB&I IIW PP 1989/90 and Carole Buchanan, Australia IIW PP 2001/02.

Proposed Phyllis Charter
Seconded Sissy Avgerinou

Although IIW had not had to consult the lawyer recently it was also necessary to have legal representation if the need arose.

Appointment of Lawyer 2018-19
SAS Daniels

Proposed Phyllis Charter
Seconded Pearl Jai Mohan

EDITOR/MEDIA MANAGER REPORT

Sandra Neretljakovic was pleased to be invited to the meeting. She was sure the few days we have together will be enlightening, rewarding and enjoyable. She was hopeful that everyone would work together as a team to Leave a Lasting Legacy and move forward to a happier future for IIW.

As the IIW Editor/Media Manager for the 2017-18 year she promised lots of passion and determination to help move the organisation forward towards greater communication and awareness across the globe. As she was new in IIW media manager role in the first quarter of this IW year she had struggled with some things. There was really lots of work to do and she had spent hours and hours in learning and putting everything together. She wanted to use our social media and website to improve communication to the global Inner Wheel community and beyond and would like to move on with our new and modern visual image.

She provided a brief summary of the year to date:

Communication

Communication was vital for any organisation to succeed. She had a good and clear communication with our Administrator Elaine. She had sent to all Board Directors and National Representatives the Publishing Protocols to encourage reports and images to be sent in the correct manner for inclusion on the website and media.

Communication was a two-way process. We require high quality information to be provided to us so that excellent information can be presented to the world about the extensive friendship, Service and International work that was happening from all countries, Non Districted clubs, Districts and clubs. Our page needed to be updated, used on a very regular basis and promoted in order to keep information fresh and the Facebook algorithms working for us to push its reach further into communities and increase our presence on Facebook globally. To keep a professional, well organised and present website, it costs to ensure safety, security, accuracy and efficiency of all the information and be up to date with modern way of communicating, visual identity etc.
Everyone needed to think about how we communicate and how we use modern technology. We have to send clear and strong message to the world and about design which is important in delivering the message, “the less is more”. There were various means of communication which were very fast. In a minute on the Internet, using smart phones, tablets etc, we can access millions of messages on Facebook, YouTube, not to mention over a million photos from all over the world. Over 2.5 billion people used social networks. This explained how important it is in this context, for an organisation like ours which had a global membership to use these means correctly and sensibly.

IIW Website

At the changeover and beginning of July we met with RMS to discuss the possibility on changes on design that needed to be made to the website and the Editor/MM produced a working document with them to make these changes. Her aim is to keep the website constantly up to date. So she did her best to update stories and images onto the IIW website as soon as time allows.

- **Collection of material**: To assist with this task she asked that reports were sent in the format that had been outlined to Board Directors and National Representatives and should have been communicated through to all clubs. There was quite a process involved in loading these onto the website so manipulation of images etc could take quite some time. We should restrict images to ones of good quality.

- **International Coverage**: She requested more reports from ALL around the world, so would encourage countries not featured on the website to send in reports.
  - Service projects
  - New club formation and charter
  - Celebration of milestones
  - Awards and celebrations

Facebook

Facebook continued to be our major source of social media. The Facebook page was still generating much interest and was being followed by many with an encouraging growth in the number of likes, comments and views of content that was presented on the page. This indicated that there was an interest for much more content to be provided to our members, in order to keep their interest and enthusiasm. She had been working consistently to create a more visible awareness of International Inner Wheel on Facebook, she believed that we need to ensure that IIW is visible in a professional manner and that it is vital that we were able to control the content of the page. She was trying to ensure that content she placed onto the page fitted with our branding guidelines and that there were good, clear posts with interesting images and interesting stories.

She explained that she shared many posts from clubs around the world. When she shared posts, she would sometimes do an edit of a post that she found on their pages, cut down the number of images and ensured that the images that were used were engaging and interesting. She had also been trying to use consistent hashtags (#) which were a useful tool to ensure further reach of our page feeds.

She did get a little frustrated when people posted some great images yet do not tell us what the service project or event was. She would not repost something onto our page unless it had this basic information.

<table>
<thead>
<tr>
<th>Facebook page likes</th>
<th>1st July</th>
<th>1st August</th>
<th>1st Sept</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>1515</td>
<td>1640</td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td>2771</td>
<td>2887</td>
<td>2928</td>
</tr>
<tr>
<td>2016</td>
<td>4036</td>
<td>4250</td>
<td>4378</td>
</tr>
<tr>
<td>2017</td>
<td>4748</td>
<td>5363</td>
<td></td>
</tr>
</tbody>
</table>

| Website analytical statistics July 1st - Sept 27th |
|----------|-----------|-----------|-----------|-----------|
|          | July      | August    | September 1st-27th |
|          | Sessions  | Visitors  | Sessions  | Visitors  | Sessions  | Visitors  |
| 2014     | 2738      | 2095      | 4867      | 3443      | 5767      | 4122      |
| 2015     | 9041      | 5921      | 5772      | 4121      | 5747      | 4081      |
| % compare 2014-15 | 230% | 183% | 19% | 20% | 0% | -0.1% |
| 2016     | 8072      | 5700      | 6119      | 4355      | 5345      | 4018      |
| % compare 2015-16 | -9.6% | -3.7% | 6% | 5.6% | -7% | -1.5% |
| 2017     | 9497      | 6633      | 6860      | 5108      | 6943      | 5053      |
| % compare 2016-17 | 17% | 16% | 12% | 17% | 28% | 25% |
Twitter
Tweets are linked directly to our Facebook feeds. There was no change here.

LinkedIn
She would like to encourage the use of LinkedIn as a discussion area — where members could post questions and start conversations. This was a professional site and much better suited for discussions.

Instagram
This was being used throughout the 2015 Convention but after convention not so much. She would try to revive IIW Instagram account and increase visits. She continuously uploaded Instagram photos and had increased the number of followers.

She urged that everyone to check out our Instagram account – international_inner_wheel

Summary
July was the time to make changes and to take time to do the sorts of activity to make the more major changes to the website content and to upload reports and images of changeover events. Also to start reporting the IIW Presidents travels and news.

August and September were the months when many IW countries are on summer vacation and getting started for the year of activity ahead. It was a good time to be loading the Presidents travels, and to continue with the major changes, if any were to be made. It was time for two Presidents Bulletin which she had fully prepared and published. It took more than 8 working hours on each.

In October she saw a steady stream of news and service projects coming in from around the globe and sharing reports and images from the IIW Presidents Travels.

In past three months she provided;

- 34 reports from countries on activity and service projects and President’s visits from July-Sept 2017
- A Convention 2018 slider for home page
- Two Presidents Bulletins/July and October issue
- New images, lots of designed posts for FB and Instagram

Breakdown of her hours of work on IIW website July 2017 – October 2017.

<table>
<thead>
<tr>
<th>Website technical (hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
</tr>
<tr>
<td>Aug</td>
</tr>
<tr>
<td>Sept</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
<tr>
<td>Average</td>
</tr>
</tbody>
</table>

She had enjoyed her time serving IIW as the International Editor/Media Manager. She found the role to be hard work and challenging yet exciting and inspiring with lots of working hours. There was a great deal of potential to help our International persona grow and for greater brand awareness to be created globally. Modern technology helped to bring the world of Inner Wheel closer together but there were still many steps to be taken to ensure that the organisation was seen as the world’s largest voluntary service organisation. It would be her aim to see that every country, district and club could make the most of the modern technology on hand and use these tools effectively to promote and celebrate the great work that they were striving to achieve. She hoped we would move on with new design and new visual image.

Proposed Thelma Pacsso
Seconded Janet Dionigi
Approved
CONVENTION 2018

President Kapila informed all that IIW Convention information was available as an app.

To download the app: Go to the App Store. Search for and download: Ignite event portal and add code: IIW2018

The LCC was working very hard on planning and implementation of arrangements to give a best Convention 2018. To date — No of Registrations was 928 from 36 countries.

Promotional Videos were shown and the Board Directors encouraged to promote the Convention as widely as possible. Board Director Kay Morland gave a brief overview of the Convention centre, the south Wharf and hotel availability in the immediate vicinity of the Convention centre. She explained that the Convention Hotel was the Hilton Hotel (now called Pan Pacific Hotel) beside the centre.

The Board Directors were encouraged to fill in the paperwork for Registration so Administrator Elaine could get them on the systems with the LCC.

OFFICE ADMINISTRATION

2017–18 Directories distributed. Future office requirements explained.

<table>
<thead>
<tr>
<th>IIW Board Directors</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sissy Avgerinou</td>
<td>Service activities in my country</td>
</tr>
<tr>
<td>Christine Berggren</td>
<td>Group leader feedback</td>
</tr>
<tr>
<td>Janet Dionigi</td>
<td>Group leader feedback</td>
</tr>
<tr>
<td>Miriam Fisher</td>
<td>How you as BD can help growth of IW in such a big country – USA</td>
</tr>
<tr>
<td>Pearl Jai Mohan</td>
<td>Group leader feedback</td>
</tr>
<tr>
<td>Nina Kalt Leenslag</td>
<td>New Idea for membership growth</td>
</tr>
<tr>
<td>Beatrice Kraemer Andreotti</td>
<td>Why IW Switzerland content with only one District</td>
</tr>
<tr>
<td>Lene Kruger Schade</td>
<td>European meetings – how successful for IW growth?</td>
</tr>
<tr>
<td>Kay Morland</td>
<td>Melbourne Convention</td>
</tr>
<tr>
<td>Thelma Pacso</td>
<td>Decline in membership – at GB&amp;I – major setback?</td>
</tr>
<tr>
<td>Diane Patchett</td>
<td>How two IW neighbouring countries can promote IW growth</td>
</tr>
<tr>
<td>Stefani Roeders Arnold</td>
<td>Friendship in IW feedback</td>
</tr>
<tr>
<td>Gabriele Schruempf</td>
<td>Future of IW in my small country</td>
</tr>
<tr>
<td>Helene Torkildsen</td>
<td>Role of PPs at all levels in promoting IW growth in my country</td>
</tr>
<tr>
<td>Maija-Leena Virta-Kangas</td>
<td>NR reports</td>
</tr>
<tr>
<td>Monica Wood</td>
<td>What is holding us back – IW in SA?</td>
</tr>
</tbody>
</table>

The reports received would be collated and put in the Library section of the website.

BOARD DIRECTORS GROUP WORK AND INDIVIDUAL PRESENTATIONS

1. Pearl, Gabriella, Nina, Monica
   Group Leader - Pearl

2. Janet, Stefani, Lene, Maija
   Group Leader - Janet

3. Thelma, Sissy, Helena, Beatrice
   Group Leader - Thelma

4. Christine, Miriam, Diana, Kay
   Group Leader - Christine

Topics for Discussions

a. Friendship & Ethics in IW – 1
b. Training Programmes for IW Leaders – at all levels – 2
c. Happier future- better lives – Analysis of IIW Social Project 2012-18 – 3
d. Find solutions to systemic problems at home country & International – 4

Feedback was provided by the leader.
NATIONAL REPRESENTATIVE REPORTS 2016-2017

These reports had been circulated. There were some missing reports and a few were still not in the requested format. However they gave a comprehensive picture of the work of Inner Wheel worldwide and were gratifying reading.

Maija Leena Virta Kangas summarised them and provided a verbal report.

International Social Project

The Governing body discussed the International Social Project for 2018-21. There was discussion regarding the wording of the theme and the possible logo. IIW Editor/MM suggested that she look at designing a suitable logo.

The theme and logo would be unveiled at the Convention in April 2018.

Nominations for IIW Office -2018-19

The following were single nominations for a position so would be elected unopposed.

IIWP 2018-19 – Chris Kirby – Australia
IIWVP 2018-19 – Phyllis Charter – GB&I
IIW Treasurer 2108-19 – Azhagu Annamalai – India
IIW CCC 2018-19 – Corrine Dalleur Van Der Drift – Belgium & Luxembourg

Elections would be held as usual for the following positions:

IIW Board Directors 2018-19

and

IIW Editor/MM 2018-19

ANY OTHER BUSINESS

Query by Gabriele Scruempf regarding Honoured Active Members relating to nominating an honoured active member — who could nominate such member?

IIW President Kapila informed that as the present constitution stood only a club may nominate a member as honoured active member of a club and a District could not do so. Constitution Chairman Phyllis Charter endorsed this view.

Query by Sissy Avgerinou – regarding a Club/ District/ Nation holding unofficial meetings

President Kapila explained that IIW should be informed of meetings that had been organised.

These were not to be politically motivated or for personal gain.

I IW had no borders. Decisions were taken at Club, District and National level, not at ad hoc meetings and unofficial get togethers.

It was explained that the term “Europea” had been misconstrued by some members.

It was considered that the use of the term Europea for Club names was being misapplied. These were for new Clubs only to attract new members who wanted to particularly become involved with the cross cultural aspects of worldwide membership and cross border understanding. It had been felt that expansion in Eastern European countries might particularly benefit from closer collaboration across borders. Also with people travelling and working abroad as ex-pats much more than in the past, this particular club format was hoped to be attractive to someone coming new into an area and being welcomed by others with similar experiences or backgrounds.

These clubs had to follow the same rules as all other clubs, had no special status or privileges within IIW or their own country. They were in essence an exercise in extension and the follow on nomenclature from the New Generation and Next Generation clubs of the early 2000’s which had particularly targeted the daughters and nieces of current members.

If the use of this name continued to be a cause of conflict it would be discontinued in future and clubs applying for a charter with that suffix would be directed to choose an alternative name.

What happened to Council of Legislature motion taken at IIW Convention 2012?

Ref to Minutes of June meeting 2013–14 and later in October Executive Committee meeting 2015–16 Constitution Chairman Gunder Lannoy clearly stated why this issue was not being taken in practice.

It was noted that the reasons for not continuing with this suggestion were not publicised enough. These were:

1) Feedback received considered the planned use of a Constitutional Council was undemocratic because it would take away voting rights of the Clubs.

2) If voting delegates were deprived of their right to vote they would not attend the Convention in any capacity. Without participants the event could not take place.

3) Lengthening the Convention would increase all costs and more particularly the registration and accommodation costs by approximately 40%–50%. This was deemed unaffordable, particularly in destinations that were considered expensive to start with.

4) Bid paperwork and date planning meant that changes to duration and structure of the event had to be provided long before anyone started on the bid process (at least 5 years in advance of the Convention). Bids had to be formulated in advance of knowing what might be voted upon at the previous Convention in relation to such a scheme.
PRESIDENT CLOSING REMARKS

President Kapila reminded the Governing Body not to talk about confidential matters until the Governing Body Minutes were published and the protocol of IIW only entering into communication with National Representatives was again emphasised.

President Kapila thanked the Board Directors for coming to the meeting. She felt it had been worthwhile and looked forward to seeing them all in April 2018 with a view to making the Convention a fabulous occasion. She asked them to work upon leaving a lasting legacy and wished them a safe journey homewards.

Vote of Thanks

Vice President Christine gave the formal vote of thanks. The Board Directors responded with their own informal vote of thanks to the whole Executive committee.