



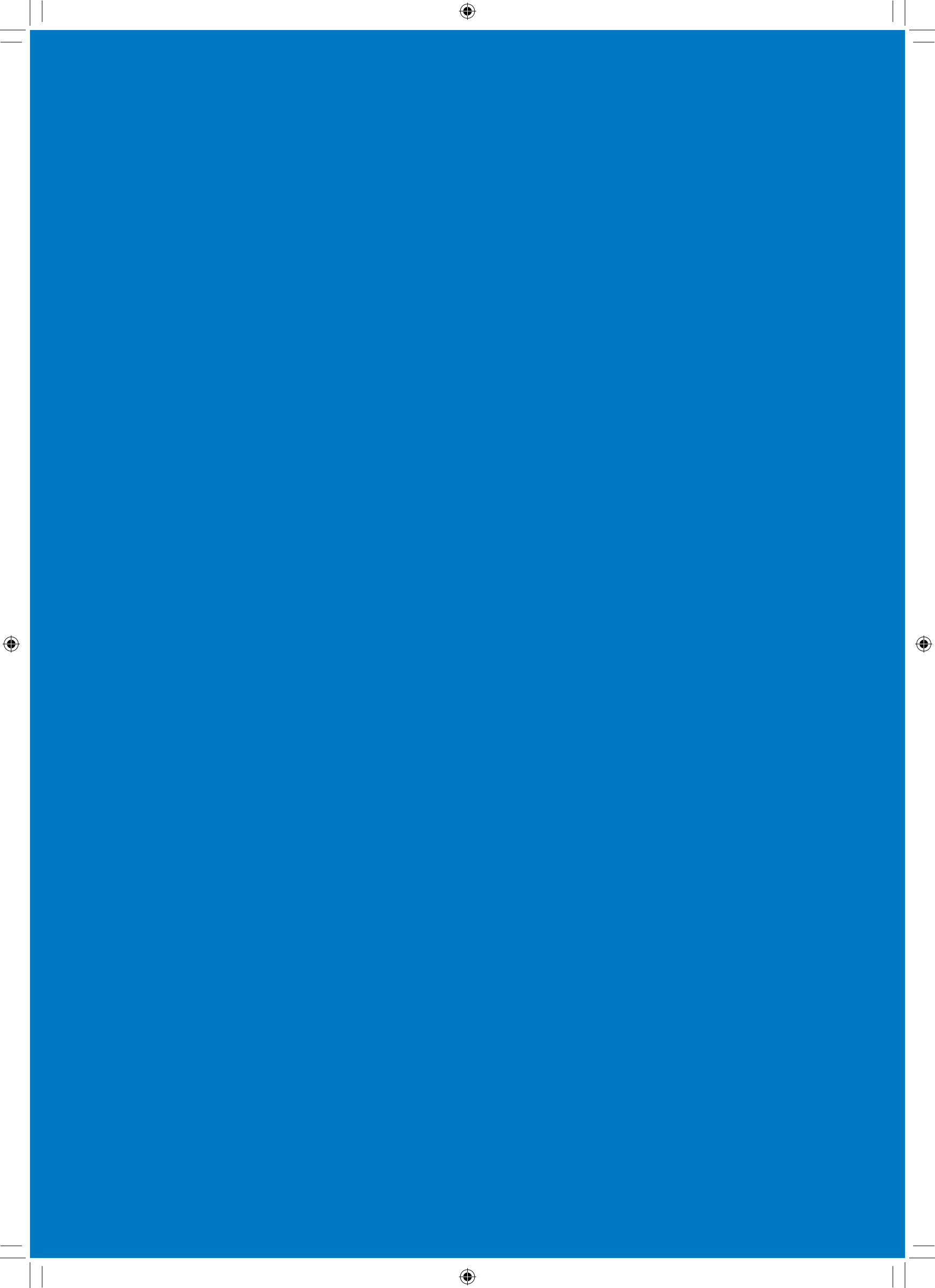
International Inner Wheel

GOVERNING BODY MEETING

OCTOBER 2018

Minutes







Governing Body Meeting

Mottram Hall Hotel and Conference Centre, Mottram St Andrew, Cheshire UK
Wednesday 3 – Friday 5 October 2018

Present	
Chris Kirby	President in the chair
Phyllis Charter	Vice President
Kapila Gupta	Immediate Past President
Azhagu Annamalai	Treasurer
Corinne Dalleur	Constitution Chairman

Alan Phillips
Elaine Hathaway

In attendance
In attendance (partial)

Administrator
Assistant Administrator

Board Directors	
Grace Adekoya	Marilyn Armstrong
Trish Douglas	Muna Sweiss
Roshani Peiris	Joanne Gaudin
Miriam Fisher	Beatrice Kramer Andreotti
Margareta Momkvist	Gabriele Schruempf
Ebe Panitteri	Helene Torkildsen
Francine Beij Mos	Gulgun Dolunay
Lene Kruger Schade	Sissy Avgerinou

Welcome and President's opening remarks:

Introductions and welcome from President Chris Kirby.

Chris Kirby welcomed Board Directors to the meeting of the IIW Governing Body for the current IW year. By definition, as members of the Governing Body are about the business of Inner Wheel for each and every member around the world. In this business, (and we ARE the business of IIW), facts and figures will, of necessity, take precedence over emotion, because it is the job of the Exec and BDs to work factually in order to provide proper outcomes and guidance for IW members.

It was stated that any deliberations taken here in this room are to remain here and that it was the OUTCOMES of the deliberations by attendees that will be advertised to members, but only ONCE THE MINUTES ARE PUBLISHED. That is the duty to our members.

That said, Chris hoped that all would enjoy the Governing Body experience and take the opportunity to get to know fellow Board Directors as everyone worked together – assisting each

other towards positive development and the growth of our wonderful organisation. Chris promised that it will be a rewarding experience.

Attendees were advised that if they needed help, to please ask. For questions on Non District Clubs, the first port of call, with apologies to her, was to be through VP Phyllis. She would then redirect the enquiries if necessary, or sort you out! Something that she's said to be very good at!

All other matters should be addressed to Administrator Alan.

Apologies

- No apologies were received.

Minutes of previous GB Meeting

- Miriam Fisher proposed acceptance the minutes; seconded by Sissy Avgerinou;

Matters Arising

- None reported.

Correspondence

- No Issues reported.



REPORTS OF THE EXECUTIVE COMMITTEE

(Reports: to be taken as read from now onwards)

PRESIDENT'S OPENING ADDRESS:

A British philosopher once said *"the mind is like a garden; if we plant good seeds we will have a great garden, if we plant poisonous plants, that is what we will reap and if we do not plant anything at all, it will be idle and the weeds will take over"*.

Chris stated that this is our time, as members of the IIW senior collective, to 'plant good seeds' – to nurture and empower our members, to stick our necks out so that our Clubs, our Districts, and our entire Organisation, will evolve in a positive direction.

Chris then implored "let's get down to the business!" Chris asked that before things began, that she wished it be minuted that a correction to a profile article written and published about her be made.

It was incorrectly stated in the article that she worked on Proposal 17 for the Turkey Convention. She has apologised to IWA PP Yvonne Cavazzi and IIW PP Lovise Richardson; to the architects of Proposal 17 and their clubs – Kalgoorlie/Boulder and Sutherland who supported and empowered the proposal.

PRESIDENT'S REPORT

From 1st July, the IIW Executive was pleased to welcome Alan Phillips as full time Administrator to IIW following the retirement of Elaine Hathaway from full time employment. For many years Elaine has been IIW's Administrator and guiding light for successive Executives and we are grateful to her for her many years of exceptional service.

For the time being, Elaine will continue to assist Alan on a part time basis and more importantly to chronicle some of that essential information that remains stored only in her memory. A most important task in this process was the provision of professional employment contracts drawn to the satisfaction of IIW and Alan and Elaine and this has now been arranged.

For some time, the IIW Media manger/Editor Sandra has made it clear to the IIW Executive that the increasing duties required of her dual roles have become too much for one person. Vice President Phyllis and Christine received a concerning report from Sandra that the volume of work for her IIW position has developed over time and impacted her paid employment (particularly as her attendance at IIW meetings means she has to employ a replacement to work in her business) and especially her health. Phyllis and Christine met with Sandra in June and suggested that in addition to IIW Administration loading edited articles onto the IIW Website, as per her request, the growing role of Media Management might also become the responsibility of IIW Administration, leaving Sandra the still substantial work of arranging for and editing articles for the Website, and newsletters.

Sandra immediately transferred the Facebook Administration to Christine's responsibility as a temporary measure with Alan and Elaine having access to the site, and it is a voyage of discovery for Administrator Alan, Administrative Assistant Elaine and Christine as they navigate the Facebook and social media processes.

Using this social medium Chris has acknowledged and celebrated UN days of celebration added interesting IW projects and recently began an International Conversation on Facebook that encourages members to post a short message on what Inner Wheel means to them. It is hoped that using our members' dialogue the conversation will attract interest. The Executive and the Administrative team will be reviewing the way forward and the expectation is to transfer the Facebook Admin as soon as possible.

To create a more professional IIW office presentation some additions have been arranged for the IIW office reception space. The IIW flag will be permanently displayed beside the logo, along with a banner archive of past IIW Presidential banners. Photos of these banners are also being filed as a historical reference in IIW's website along with the past Presidents' details and themes. Magazines received by IIW from NGBs and Districts are to now have a place in a colourful wall library for visitors to browse.

The aim for the Executive is:

- To try to control expenditure on behalf of our members;
- The most efficient use of IIW assets and
- Wider distribution of IW information.

This year Executive meetings are being held at the IIW office, saving the extra cost of venue hire and built in add-ons and for this purpose the Executive has agreed to invest in a foldaway table and stackable chairs. This initiative has the added bonus of returning the meetings to the headquarters location of all IIW archives and current information. This Executive meeting will be held at the IIW headquarters, Altrincham instead of Mottram Hall.

Continuing on this cost saving theme, it is proposed that the Executive meeting scheduled for February 2019 will be the first to be held by electronic communication rather than a physical gathering in Manchester and Administrator Alan will be guiding the Executive through the process.

Depending on the success of this meeting it may be possible to commence the preparations for an additional meeting of the Governing Body before the end of this Inner Wheel year. With the centenary of Inner Wheel approaching in 2024, serious consideration is now being given to the IIW celebration and an appropriate permanent community commemoration in Manchester of Margarett Golding and our great organisation.

After a number of enquiries received by IIW, the Constitution Committee is beginning to examine procedural guidelines to further assist those Districts who are looking at setting up an IW E-Club.

Planning has also begun on a Frequently Asked Questions section of the IIW website to highlight to members those Constitutional and IW questions that can sometimes occur.



Additionally a project profile section will be opened on the website, beginning with a selection of those extra reports on interesting IW projects requested by Christine of the Board Directors for this meeting.

Prior to attending the meeting of this Governing Body, Chris will have travelled via Jaipur, India meeting with IIW Treasurer, Administrator Alan and the local Convention Committee for the inaugural preparatory meeting of the 2021 Convention. The meetings over 3 days will take the form of site inspections and the necessary budgetary and strategic staging requirements. To this end the Executive is revising the Convention Blueprint in the light of comments and recommendations recently received from the 2018 Convention Coordinator. Amendments to the Blueprint will be implemented quickly to assist the local Convention Committee and Administrator Alan with continuous planning towards a successful Convention.

To date, Chris's visits have been local to her in Australia, where she was guest at the Changeover of her District, A51, and a wonderful reception to honour her IIW Presidency, a function to support the farming community of NSW that is suffering greatly from drought and the Rotary Inspirational Women luncheon celebration.

Future travel to the end of November will include the charter of IWC Caen; visiting with members of FAMAT; joining members of D 199 Switzerland and Lichtenstein; the charter of IWC Odessa Black Sea; Czech Republic; the National celebrations of the District of Macedonia and the charter of IWC Lys Europea, Belgium.

VICE PRESIDENT'S REPORT – UN

Phyllis has been in contact with the UN Reps. but as it is the summer break for committee meetings she has only received the replies as below:-

Ceja invited Phyllis to the Meeting on Ageing being held in Vienna on 1st October but had to decline owing to the Executive and Governing Body Meeting.

The points below are a precis of the Committee Meetings but Phyllis has the full reports with her, if any member wishes to read them or if required she is willing to forward by email.

Ceja Gregor Hu – Vienna.

Ceja attends meetings of the NGO Committees on – Ageing – Status of Women – Sustainable Development. The Ageing meeting is being held on 1st October. Status of Women session is in March 2019. Events in the planning for Human Rights Day on December 10th and 16 days against Gender Based Violence from November 25th until 10th December.

Sustainable Development. This is a new initiative to bring together people in and outside the UN working on projects dealing with ecological/environmental topics, waste management, and climate change and wildlife crime.

Urban development is of paramount importance and is the key to transforming the world as set out by the UN in its Agenda 2030. The committee is planning a webinar on Urban Development and Sustainable Cities for Nov. 2018. A statement is being prepared for the 24th UN Convention on Climate Change in December 2018 in Katowice, Poland.

Gulru Erdier – Geneva.

As Gulru is District Chairman of D242, Turkey, her position as UN Rep is withheld according to C&H – a member cannot hold two positions either elected or appointed.

Martine Gayon – New York.

High-level political forum on sustainable development, Convened under the auspices of the Economic and Social Council.

The Forum meets annually including a three day segment and is due to meet once every four years.

The theme – Transformation towards sustainable and resilient societies – this year's forum focused on 6 of 17 goals.

Goal 6 – To ensure availability and sustainable management of water and sanitation for all.

Goal 7 – To provide access to affordable, reliable, sustainable and modern energy for all.

Goal 11 – To make cities and human settlements inclusive, safe, resilient and sustainable.

Goal 12 – To ensure sustainable consumption and productive patterns.

Goal 15 – To protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and biodiversity loss.

Goal 17 – To strengthen the means of implementation and revitalize the Global Partnership for Sustainable Development, that will be considered each year.

The 9th Session of the Open-ended Working Group on Ageing was held in July.

Not many years ago it was only a handful of countries that considered the issue of Ageing as important. Now the number of persons aged 60 and over is increasing at an unprecedented pace, the anticipated rise from the current 740 million to reach 1 billion by the end of the decade.

Today, 2/3 of the world's older people live in the low and middle-income countries and this proportion will rise to 80% by 2050.

A breakthrough came at the 9th Session when delegates discussed elements starting with the rights to equality and non-discrimination and to freedom from violence, abuse and neglect.



Two new topics were chosen for the 10th Session in 2019 – the rights to social protection and to education. Work is already planned with international conferences on the right of older people being held in Seoul, South Korea and Vienna, Austria in November.

APPOINTMENT OF UN REPRESENTATIVES

Phyllis Proposed Ceja Gregor Hu and Ulrike Hemling for Vienna – Martine Gayon for New York and Karen Rivollet for Geneva.

VICE PRESIDENT'S REPORT – NON-DISTRICTED

The Board Directors were allocated their list of Non Districted Clubs – 6 Board Directors are returning for a second year therefore some were given the same clubs but found that some BD's had 5 or 6 ND Clubs which left another BD with only 1 NDC and noting the language difficulties between BD's and NDC's Phyllis tried to share the clubs equally.

The Board Directors have worked hard to contact their respective clubs and where little or no information was available found other methods such as Facebook – Twitter etc., to find names of club President or Secretary.

Some BD's have forwarded information of all their activities and replies from their NDC's. Hopefully there will be 16 reports received all with interesting reading.

It was felt that personal contact was the best way forward if possible for contacting NDC's and Phyllis thanked all the Board Directors for their input into contacting the Non Districted Clubs, some clubs being easier to contact and receive information from than other clubs. It makes interesting reading of their activities.

IMMEDIATE PAST PRESIDENT REPORT

Extension Activities

A good morning was extended to all by IIWPP and stated that after a lot of travelling in the previous year, extension responsibility was an interesting task.

As the period from July to August is in European countries is holiday period, Inner Wheel life starts again on 1st September, so that in Europe and UK it would take some months more when we get new clubs formed.

Good news was stated first

D331- Singapore has got one new club now leading to four clubs , a good sign of growth now and may go ahead to having own District.

Hatyai - Thailand has scope of survival, 4 members are still there and they promise to revive the club. PBD Pearl endeavours in this regard are noted.

D330 - has also added new club IWC Alor star, members of this club are also helping through the motivation of Hatyai members.

Pakistan has two new Districts and is growing fast, inducting new clubs. It was noted by IIWPP though with overlapping of District boundaries, NR or HQ would need to check to which District each particular club needed to allotted.

There are also several new clubs. One each in:

France, Italy, Nepal, Greece, Germany.

Ukraine is trying to expand, however, IIW need to first check logistics.

India sends dues for new clubs along with annual fees of old clubs by end of September. Up to this point in time, 3 clubs on record with IIW but according to latest information received telephonically – 10 new clubs already have sent fees to Association, three of which were in IIWPP's home district.

India

As on now to news of 6 new clubs that have started, two already in IIWPP's Home District. Hope was expressed that more information would be made available along with first remittance, then able to get more statistics by the end of month.

Recognition was given to the help of Past BD Pearl through PDGs and efforts are still on to strengthen IW in Taiwan.

Sad News

The number of disbanded Clubs had only been reported in GB & I, twenty-two, which it was stated should be a great concern for each one of us as well at GB & I.

IIWPP said that she had made many contacts last year in many countries motivating members for expansion to create new clubs but that this cannot be a solitary effort. The cooperation of all BDs, past and present and PIIWPs, who are still actively involved in IW work would be sought and encouraged, wherever or whenever anyone can get opportunities, they must encouraged for new clubs or new members.

IIWPP expressed her hope of the possibilities of expansion in the South Asian countries, Eastern part of Europe as well as in the USA and Canada, to which she is a frequent visitor. For Eastern Europe, help was acknowledged from Sandra, Aneta (PDC Macedonia rep) or Present BDs Gabi and Sissy and now Egypt and Turkey, Sri Lanka have representation at IIW too. Their assistance was recognised in helping to bring in expansion in their respective countries.

Some contacts had already been made, now it is hoped by IIWPP that this is the time to continue and to achieve some of the goals.



During her travels last year, countries like Mexico and South Africa have also been motivated to try all ways of extension. It was hoped that by the year end that there would be more good news to report

Communication:

Communication had always been a priority for IIWPP and was very happy for the e-bulletin to be released last year and was instrumental in updating IIW website as per the need of the day.

On all of her many trips and in each of her speeches, she had always put the accent on communication and the use of social media and especially the website and the fantastic work our editor/media manager was doing for it.

Social media had helped in communication and interaction with members from around the globe. However, some countries are disadvantaged in getting into the mode because of their language. During IIWPP visits to some countries, it was revealed that they don't visit the website often. They were always missing out on information to be derived from downloads. And that IIW still needed 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. IIWPP stated that she was always grateful to receive news and information for inclusion on the social media and website of our organisation.

IIWPP extended her best wishes to President Chris for safe journeys ahead and her greetings to each one of you on forthcoming festivals -- now onwards in India and Asian countries and Christmas and new year, later in Dec to all .

Report by Admin/ RMS on FB, Website

As can be seen, IIW HQ are finding items to Tweet on nearly every working day. Where possible, they are turning these into news reports that can be posted onto the website and by extension, on Facebook as well.

MEDIA MANAGER REPORT

IIW Editor/Media Manager, expressed her gratitude for the opportunity to serve as IIW Editor/Media Manager for the second IW year. From the beginning her motivation was high to help move the organisation forward towards greater communication and awareness across the globe.

From the 1st July 2018 IIW Editor/MM D&R has been changed and since then, the role is editing the News Reports.

Therefore this report will covers the following area based on activities: communications, editing and general queries, not IIW website review, Social media review, Resources and Time management.

A brief summary of the year to date follows:

Communication

Communication is vital for any organisation to succeed. Communication is two-way process. High quality information to be provided, so that excellent information can be presented to the world about the extensive friendship, Service and International work that is happening from all countries, Non Districted clubs, Districts and clubs. IIW website needs to be updated regularly 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 communicate, visual identity, etc.

Thought needs to be given on how we communicate and how we use modern technology. It is important to send a clear and strong message to the world and about design which is important in delivering the message. In a minute on the Internet, using smart phones, tablets etc., access can be gained to millions of messages on Facebook, YouTube, not to mention over a million of photos from all over the world. **Over 2.5 billion people use social networks.**

It is important to state that for an organisation like IIW which has a global membership to use these means correctly and sensibly.

Lines of communication continue to be open between all parties, Editor, IIW HQ, Executive, Board Directors and National Representatives. IIW Publishing Protocol and News Report templates were issued to all Board Directors and National Representatives at the beginning of IW year. News reports and information for inclusion on IIW website are also welcomed by the Editor and so far thus IW year, 14 Reports have been received and published on IIW website.

Although some news reports were received from Club Presidents not from NR's, the correct protocols were outlined for future reference. And that it been proposed that NRs D&R include mandatory report every 3 months at least, so IIW website can be up to date.

IIW Website

The aim is to keep the website constantly up to date, so best endeavours are made in editing reports and images to IIW administrator to be published onto the IIW website, in a timely manner.



Collection of material: It has been requested that reports are sent in the format that has been outlined to Board Directors and National Representatives and should have been communicated through to all clubs. Images are to be restricted to those of good quality.

International Coverage: It would be beneficial to have more reports from ALL around the world, so encouragement should be given from all levels to countries not featured on the website to send in reports.

- Service projects
- New club formation and charter
- Celebration of milestones
- Awards and celebrations

Facebook

This is no longer within the responsibilities of the Editor since 1st July 2018.

Facebook continues to be a major source of social media interaction. The Facebook page is still generating much interest and is being followed by many with an encouraging growth in the number of likes, comments and views of content that is presented on the page. This indicates that there is an interest for much more content to be provided to our members, in order to keep their interest and enthusiasm. Much effort and resources have previously been deployed to create a more visible awareness of International Inner Wheel on Facebook, which is needed to ensure that IIW is visible in a professional manner and that it is vital that we are able to control the content of the page.

Find below table of FB results for previous five years.

	Beginning of IW year	Ending of IW year	New followers
2014	1515	2771	1256
2015	2771	4036	1265
2016	4036	4748	712
2017	4748	6500	1752

Summary

During the northern hemisphere summer months, there is little activity. Modern technology helps to bring the world of Inner Wheel closer together but there are still many steps to be taken to ensure that our organisation is seen as **the world's largest voluntary service organisation**. It could be an IW objective to see that every country, district and club can make the most of the modern technology on hand and use these tools effectively to promote and celebrate the great work that each are striving to achieve. To be up to date, immediate information on activities is needed and not just from few Districts, some great stories are not coming to light, unfortunately.

CONSTITUTION CHAIRMAN REPORT – TRUSTEES & LAWYERS

Appointment of Trustees

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.

- 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.
- The International Governing Body shall indemnify the Trustees against all liabilities, costs, claims and demands incurred by them as Trustees.
- The International Governing Body shall have the power to appoint or dismiss Trustees.
- A Trustee must be a Past Board Member/Board Director, 1 from Great Britain and Ireland and 1 from another country.

Trustees 2019-20 = Dr Brenda Taylor GB&I IIW PP 1989/90 and Carole Buchanan Australia IIW PP 2001/02

Proposed: Corinne Dalleur
Seconded: Marilyn Armstrong

Appointment of Lawyer

SAS Daniels 2019-2020 were appointed.

Proposed: Corinne Dalleur
Seconded: Gulgun Dolunay



TREASURER – REPORT

FINANCIAL REPORT FOR THE YEAR JUNE 2017- JUNE 2018

PRESENTED BY AZHAGU ANNAMALAI – IIW TREASURER 2018-19.

Treasurer acknowledged Madam President Christine Kirby, Vice President Phyllis Charter, Immediate Past President Dr Kapila Gupta, CCC Chairman Corinne Dalleur, and Board Directors for the year 2018-19.

It was considered an honour as the IIW Treasurer to present the Financial Report of International Inner Wheel for the year 2017-18.

At the outset, thanks were given to 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 our Finances. Gratitude was expressed to Book Keeper and the present Admin Mr Alan Phillips for his coordination in the day to day affairs of the IIW Headquarters and for the maintenance of the accounts and to the Assistant to Admin Elaine Hathaway for her continued contribution to the smooth functioning at the IIW Headquarters with her quick responses and methodical manner of execution.

Receipts for all payments received have been acknowledged and treasurers around the world were appreciative of the prompt acknowledgement. This facilitated and assisted reference to payments when required.

The year gone by has been one of great experience and friendship especially with the wonderful success of the IIW Convention at Melbourne

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

The figures of 2017-18 can be compared with the figures of 2016-17.

The Income and Expenditure summary has been presented below.

Income: There has been a slight increase in the capitation received, as the membership has been increased through the call for extension from our Immediate PIIWP Dr Kapila Gupta and there has also been a slight increase in the amount deposit interest received while compared to 2016-17.

Expenditure has been more than 2016-17 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 is provided in the next pages.

After taxation on deposit interest, the surplus for the year 2017-18 is **£50,032**.

Publication Costs: The expenditure under publication is much more than last year due to the additional costs of printing undertaken for use at the Melbourne Convention such as agendas, voting booklets, minutes etc., though various methods have been adopted to cut down the cost, for example the printing for India and its neighbouring countries such as Sri Lanka, Nepal, Pakistan, Bangladesh, Malaysia and Singapore has been done in India thereby ensuring that all the clubs received the printed matter and more over, printing in India costs comparatively much less.

Accommodation: This category of expenditure was much less than that of last year. The cost of Insurance has been almost the same as last year. The rentals show 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 are being held). Lighting and Heating has shown a slight increase when compared to last year. There has been comparatively no change in the expenditure for the repairs at the office and depreciation of property.

Administration: There has 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 2016-17.

UN Representation: It shows more than what was sanctioned. This includes the travel of the IIW President and IIW Vice President to the UN on invitations. Payments have been also been made towards the travel and accommodation of the UN Representatives and towards the membership fee of the various committees of the UN where the IIW UN Representatives represent IIW.

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

Badges & Regalia: The amount spent was slightly more than the allotted budget.

IIW President's Expenses: The amount spent this category has exceeded the sanctioned budget.

Executive meeting and GBM: The Expenditure for the Executive Meetings was well within the sanctioned budget although the Expenditure for the Governing Body Meeting exceeded the sanctioned budget. This can be attributed to the distances travelled by the Governing body members as it varies from year to year.

Extension: This has been divided into three categories which are, Visits to Non Districted clubs, Rotary Convention and visit of Immediate Past IIW President to new countries to create new clubs and amounts were budgeted for each. The amount spent for extension was well within the allotted budget. The expenditure of the three categories under Extension has been compiled together and presented.



Postage, Telephone & Fax: There has been a very small increase in expenditure in the year 2017-18 than what was sanctioned due to rising costs, though it was less than what was spent in 2016-17.

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

Nomination & Ballot Papers: The amount spent in was 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 has appointed RMS, a PR company to take care of the IIW Website and all related work. The proximity of their office has made working easier. RMS is on a regular monthly payment since its appointment in 2014-15. Previously the IIW Editors had to put in a lot of hard work to update the website, therefore once RMS was appointed and the new website became operational, RMS now updates the database and which can be accessed online. We pay server charges too. The amount spent in 2017-18 exceeded the sanctioned budget as a decision was taken during the year 2017-18 to upgrade and redesign the IIW Website to suit the present trends worldwide, thus making it lively and very interactive.

Computer Expenses: Expenditure under this category was well with in the budget.

Depreciation of Office Furniture and Equipment: An Amount is 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.

All the expenses under the above three in this category were within budget.

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

The surplus for the year 2017-18 after taxation is **£50,032**

Convention Costs is **£112,464**

There was no change in the value of the Norwegian Kroner, therefore no gain or loss.

The loss for the year is **£62,432**.

Page 3 of the financial statement shows the Detailed Income and Expenditure.

Pages 4-5 of the financial statement shows the details of the Balance sheet as of 30th June 2018 with the detailed Income and Expenditure of the IIW Convention held between 11th and 14th of April 2018.

Page 6 of the financial statement shows the details of the Balance sheet as of 30th June 2018 with the details of the Fixed and Current Assets, Creditors and Reserves, (Items numbered 2 to 8).

The Tangible assets have shown a decrease due to the depreciation of the IIW Office.

Current assets are the Bank Deposits, Bank Balances and Stocks.

Debtors are the payments done in 2017-18 with regard to expenditure for 2018-19.

Creditors are the Income received in advance for the Directory, the Corporation Tax, the accruals (payments of 2017-18 done in 2018-19) and the Bank balances. Total assets less Current Liabilities show us an amount of £1,534,759.00

The Reserves as on June 30th 2018 is £1,534,759.00 and split in three categories.

- The Office Equipment Replacement Fund: £8,447.00
- The Convention Business meeting Fund: £69,777.00
- General Reserve: £1,456,535.00

Pages 7, 8, 9 and 10 show the notes to the Financial Statement for the year ended 30th June 2018.

Item 1 shows the Accounting Policies

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

Item 3 shows the Debtors and Prepayments

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

Item 5 shows the Creditors List.

Item 6 shows the Office Equipment and Replacement Fund.

Item 7 shows the Convention Business Meeting Fund.

Item 8 shows the General Reserve – 2018 £1,431,503.00 as on 1st July 2018, added with the surplus of the year after taxation – £50,032.00 and after the deduction of the transfer of the Convention Business meeting fund of £25,000, the Total is £1,456,535.00.

Madam President and fellow members, that concludes the Financial Report of the Accounts of International Inner Wheel for the year ending 30th June 2018.

It should be noted that there is an amount due to be credited from the Victorian Town Council with regard to the Melbourne Convention which is still pending which will be credited to IIW. Therefore the amount shown as loss after



all expenses of the Convention that were incurred by IIW will be a little less than what has been reported.

Thanks were expressed to Mr John Moss, our Accountant for the speedy completion of the Financial Statement and to Book Keeper and now admin at the IIW Headquarters Alan Phillips and to the present Assistant to Admin Elaine Hathaway for their kind cooperation in preparing this report.

Proposed: Azhagu Annamalai
Seconded: Muna Sweiss

PRESENTATION OF THE BUDGET FOR THE YEAR 2019-2020.

Prior to the presentation of the Budget for 2019-2020, it was highlighted that an email was sent in July 2018 to all National Treasurers, National Representatives, District Treasurers, and Treasurers of Non-districted clubs giving instructions for payment of Capitation dues.

This year the receipt of Capitation dues has been a little slow till date. Dues have been received from D555 Canada, D81 Germany, D344 Pakistan, F.A.M.A.T, GB & I and from the Non-Districted clubs of Beirut in Lebanon, Georgetown in Guyana, Blantyre in Malawi and Curepipe in Mauritius. IIW has also received dues for the new clubs formed in F.A.M.A.T, Italy, Nepal and Pakistan.

The receipt of all payments received has been acknowledged.

BUDGET PRESENTATION FOR 2019-2020.

The following presentation of the proposed budget for the year 2019-2020, was approved at the EC meeting held on the 2nd of October 2018.

The tables show the Budget and Actuals of 2015-16, 2016-17 and 2017-18 and the budget figures of 2018-19 and 2019-2020.

ESTIMATED EXPENDITURE:

1. **Governing Body Minutes:** The printing of the Financial Statement and the Minutes of the Governing Body are being covered under this category as both are part of the GBM. The amount allotted remains the same.
2. **Convention Minutes/ Agenda/Booklets/ Proposal booklets /Voting Books:** The same amount has been budgeted as of last year even though the amount spent in 2017-18 was more than that allotted as it was the convention year and more printing than usual was undertaken. 2019-2020 being non convention year, no unforeseen expenditure is expected.
3. **Constitution & Hand Books:** For last year, even though the amount spent in 2017-18 was above the allotted budget and this was due to the printing of the new C & H books.
4. **Newsletters and Mailshots including Postage:** The expense for Newsletters and Mailshots have been clubbed together therefore taking into consideration the expense that occurred in 2017-18, a slight increase has been now been incorporated for 2019-2020. The postage is also covered in this amount.
5. **IIW Directories:** The cost of printing and mailing the Directories is covered in this allotted amount, since the cost is much less than that budgeted in the previous years, the amount budgeted for 2019-2020 is the same as what was budgeted for 2018-19, besides an income will be received from the sale of the Directories.
- 6-7-8-9-10-11-12. **Accommodation:** Based on the figures of 2016-17 and 2017-18 budgets, the expenditure in these categories are covered quite comfortably so therefore the amounts allotted remain the same except for Rental charges and cleaning for which the funds allotted have been reduced.
13. **Salaries:** The amount budgeted has been reduced for 2019-2020 as we have only Admin Alan Phillips working full time in the office with Assistant to Admin Elaine Hathaway coming in thrice a week besides the actual expenditure in this category in the 2016-17 and 2017-18 shows that it was well within the budget allotted.
14. **Badges and Regalia:** The amount budgeted for the year 2019-2020 has been retained as the same the budget of 2018-19.
15. **President's Theme lapel pins & Banners:** An amount of £2000 has 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 has been increased to £24,000 for t 2019-2020, as the amounts spent under this category in the years 2016-17 and 2017-18 was much more than the amount budgeted.
17. **IIW Vice President's Expenses:** The amount budgeted has been increased for the year 2019-2020, so that this amount can be utilised by the Vice president for her travels to the UN.
18. **UN Representative and Committees:** The amount budgeted remains the same as what was budgeted for 2018-19.
19. **Executive Meetings:** The cost of travel of the Executive members and the rent of the meeting hall has been within the budget sanctioned, therefore the amount budgeted remains the same at £25,000.00.
20. **Governing Body meetings:** The amount budgeted is the same as what was for 2018-19 that is £32,000 even though the expense for GBM has exceeded the budget by about £6,751 in 2017-18, considering that the



expenditure under this category had exceeded the budget in 2016-17 and 2017-18. The Executive Committee has taken few steps to reduce the expenditure in the hope that much less is spent in future.

21-22-23. Extension: The budget for Rotary Convention has not been budgeted for 2019-2020 as the amount remains unutilised besides the IIW President has not been invited to attend Rotary Conventions for the past few years. The budget for visits to Non-Districted Clubs has been increased and the amount for the travel of the IPP to create new clubs has been retained as the same as that was budgeted in 2018-19.

24. Postage, Telephone /Fax: The amount budgeted has been reduced.

25. Printing and Stationary: The amount spent under this category has been much less than the amount budgeted for the last two years, therefore the budget remains the same.

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

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

28. IIW Website & Data base: RMS, the PR Company has been appointed by IIW on a monthly payment in addition to yearly payments for Server charges. RMS maintains and updates the IIW Website. The amount allotted should cover all costs comfortably. Though the amount spent in 2017-18 was much more than the allotted budget because of the upgrading and redesigning of the IIW Website.

29. Computer Expense: The amount spent in 2017-18 was much less than the amount sanctioned therefore the budget for it has been reduced to £5,000.

30. Depreciation of Office Equipment: The amount has been increased for the year 2019-2020 from what was budgeted for 2018-19.

31-32-33. Audit & Accountancy, Counting of Ballots, Bookkeeping: The amounts budgeted are required due to the costs that are likely to increase in these categories. The amount budgeted for Audit and Accountancy has been increased to £10,000 from £6,000, Ballots counting remains the same, and £10,000 has been budgeted for Book keeping.

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

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

36. Bank Charges: The amount budgeted is the same as the amount budgeted for 2018-19, though the amount

spent in 2016-17 and 2017-18 was much more than what was budgeted. More stringent measures will be followed in the future.

37. Miscellaneous/General Expense: The amount budgeted covers small expenses occurring at the Office.

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

INCOME:

1. An Estimated Income from Capitation 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 – £2000.00 though the amount received in 2017-18 is a little more than that which was received in 2016-17.

After taking into consideration all the estimated expenditure, the expected surplus is £10,850.00

It should be noted that the Capitation fees cannot be calculated exactly since the dues are collected in as Full year dues and Half year dues. Half year dues are collected from members joining after December 31st and new clubs inaugurated after the 31st of December. Best endeavours should be used by all to strive to increase the membership worldwide, though a special mention should be made that the membership has increased slightly in 2017-18 due to the call given by immediate PIIW President Dr Kapila Gupta who had asked all clubs to invite like-minded friends to join IIW. A special mention should be made of the growth in Eastern Europe and the Balkan States.



	BUDGET DESCRIPTION	2019-2020	2018-2019	2017-2018		2016-2017		2015-2016	
		Budget	Budget	Budget	Actual	Budget	Actual	Budget	Actual
		EXPENDITURE (£)							
PUBLICATION COSTS									
1	Governing Body Meeting Minutes	8,000.00	8,000.00	8,000.00	3,416.00	8,000.00	3,136.00	8,000.00	2,209.20
2	Convention minutes/Agenda,/Proposal Booklet/ Voting Books	6,000.00	6,000.00	6,000.00	8,846.00	6,000.00	722.00	12,000.00	-
3	Constitution Handbooks	2,500.00	2,500.00	2,500.00	5,512.00	1,500.00	-	1,500.00	2,095.00
4	Newsletter (including postage & packing) & Mailshot	55,000.00	55,000.00	50,000.00	67,884.00	50,000.00	52,999.00	55,000.00	70,321.00
5	Directories & Postage	12,000.00	12,000.00	15,000.00	9,424.00	15,000.00	9,690.00	18,000.00	9,730.00
ACCOMODATION									
6	Rental Charges including Rent of Meeting Room at HQ	6,000.00	6,000.00	7,500.00	5,053.00	7,500.00	5,029.00	7,500.00	5,077.19
7	Rates	6,000.00	6,000.00	6,000.00	195.00	6,000.00	4,340.00	5,000.00	6,077.75
8	Insurance	4,000.00	4,000.00	4,000.00	4,918.00	3,000.00	4,935.00	3,000.00	4,458.31
9	Electricity (heating & lighting)	1,000.00	1,000.00	1,000.00	913.00	1,000.00	802.00	1,000.00	806.83
10	Repair & service charges	750.00	750.00	750.00	75.00	750.00	75.00	750.00	75.00
11	Depreciation of Property	6,000.00	6,000.00	6,000.00	5,943.00	6,000.00	5,973.00	6,000.00	5,942.95
12	Cleaning	500.00	500.00	600.00	-	600.00	-	600.00	-
ADMINISTRATION									
13	Salaries & National insurance	65,000.00	65,000.00	70,000.00	59,882.00	70,000.00	55,650.00	62,000.00	55,806.92
14	Badges & Regalia -including MG Awards	1,500.00	1,500.00	600.00	803.00	600.00	3,040.00	600.00	5,809.47
15	President's Theme Lapel Pins and Banners	2,000.00	2,000.00	-	-	-	-	-	-
16	IIW President's Expenses	24,000.00	24,000.00	20,000.00	24,750.00	18,000.00	22,936.00	18,000.00	17,968.00
17	IIW Vice President's Expenses	3,000.00	3,000.00	3,000.00	-	1,000.00	-	1,000.00	2,200.00
18	UN Representative & Committee fees	3,000.00	3,000.00	5,000.00	5,322.00	1,000.00	2,058.00	1,000.00	2,909.48
19	Executive meeting at Headquarters	25,000.00	25,000.00	25,000.00	17,972.00	26,000.00	23,504.00	26,000.00	18,182.29
20	Governing Body meeting	32,000.00	32,000.00	30,000.00	36,751.00	30,000.00	35,337.00	30,000.00	29,811.23
21	Extension - Visit to Non Districted Clubs	5,000.00	5,000.00	4,000.00	1,241.00	4,000.00	10,296.00	4,000.00	2,130.74
22	Extension - Rotary Convention	0	-	2,000.00	-	6,000.00	-	6,000.00	-
23	Extension - IPP travel to create new clubs	2,000.00	2,000.00	3,000.00	-	3,000.00	-	3,000.00	-
24	Postage, Telephone and Fax	1,200.00	1,200.00	1,200.00	1,243.00	1,200.00	1,556.00	1,200.00	2,651.08
25	Printing and stationary	5,000.00	5,000.00	5,000.00	2,030.00	5,000.00	2,430.00	5,000.00	5,160.97
26	Nominations & Ballot Papers	4,000.00	4,000.00	4,000.00	3,355.00	4,000.00	2,764.00	4,000.00	1,576.80
27	Leasing & maintainance of office equipment	5,000.00	5,000.00	5,000.00	3,827.00	5,000.00	4,457.00	5,000.00	4,003.64
28	IIW Website & Database	20,000.00	20,000.00	20,000.00	29,550.00	20,000.00	20,160.00	20,000.00	19,800.00
29	Computer expenses	5,000.00	5,000.00	10,000.00	3,742.00	10,000.00	2,345.00	10,000.00	2,845.20
30	Depreciation of Office Equipment & Furniture	4,000.00	4,000.00	4,500.00	-	4,500.00	-	4,500.00	1,212.30
31	Audit & Accountancy	10,000.00	10,000.00	6,000.00	7,200.00	6,000.00	6,000.00	6,000.00	6,000.00
32	Ballots counting	5,000.00	5,000.00	5,000.00	4,620.00	5,000.00	5,844.00	5,000.00	4,644.00
33	Book keeping	10,000.00	10,000.00	15,000.00	9,769.00	10,000.00	17,740.00	10,000.00	15,960.00
34	Legal & Professional Fees	10,000.00	10,000.00	10,000.00	-	10,000.00	-	10,000.00	-
35	Indemnity insurance	1,500.00	1,500.00	1,500.00	896.00	1,500.00	880.00	1,500.00	876.00
36	Bank Charges	1,200.00	1,200.00	1,200.00	3,132.00	1,200.00	1,317.00	1,200.00	909.70
37	Miscellaneous / General Expenses	1,000.00	1,000.00	1,000.00	327.00	1,000.00	710.00	1,000.00	370.02
-	Promotion	1,000.00	1,000.00	-	747.00				
TOTAL		354,150.00	354,150.00	359,350.00	329,338.00	349,350.00	306,695.00	354,350.00	307,621.07



	BUDGET DESCRIPTION	2019-2020	2018-2019	2017-2018		2016-2017		2015-2016	
		Budget	Budget	Budget	Actual	Budget	Actual	Budget	Actual
INCOME (£)									
1	Capitation Fees @ GBP 3.50 FOR 100000 MEMBERS	350,000.00	350,000.00	350,000.00		350,000.00		350,000.00	--
	Capitation Fee @GBP 3.50 for the current membership		-	-	372,700.00	--	367,423.00	--	364,499.00
2	Sale of Directories	12,000.00	12,000.00	12,000.00	8,849.00	12,000.00	9,382.00	12,000.00	8,933.00
3	Sale of Constitution Hand books	1,000.00	1,000.00	1,000.00	562.00	1,000.00	366.00	1,000.00	3,376.00
4	Interest net of Corporation Tax	2,000.00	2,000.00	2,000.00	1,538.00	2,000.00	920.00	2,000.00	2,818.00
TOTAL		365,000.00	365,000.00	365,000.00	383,649.00	365,000.00	378,091.00	365,000.00	379,626.00

SURPLUS (£)	10,850.00	10,850.00	7,650.00	54,311.00	15,650.00	71,396.00	10,650.00	91,470.47
--------------------	------------------	------------------	-----------------	------------------	------------------	------------------	------------------	------------------

Madam President, I conclude the presentation of the Budget for the year 2019-2020 and propose its adoption.

Proposed: Azhagu Annamalai
Seconded: Muna Sweiss

Every year the Auditors have to be approved and appointed for the next year. At the Executive Committee meeting held on the 2nd of October 2018, a resolution was adopted, which reads as:

Resolution to Appoint the Auditors for the year 2019-2020.

The Executive has approved and appointed ROYCE PEELING GREEN LIMITED as the Auditors for the Accounts of INTERNATIONAL INNER WHEEL for the year 2019-2020.

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 2019-2020".

Proposed: Azhagu Annamalai
Seconded: Grace Adekoya

President Chris Kirby proposed that all the previous Executives' Reports be accepted, which was duly seconded by Helene Torkildsen.

Office Administration

It was stated by Chris Kirby that the protocol of communicating with the Executive Committee should be followed more correctly and that if it could be re-iterated by both NRs and DCs, that would be very much appreciated by the Executive Committee.



BOARD DIRECTORS' REPORTS

Each Board Director provided an update regarding their activities with their ND clubs, which were insightful and compelling. Vice-President Phyllis was most grateful for all the work undertaken, with some innovative methods and great tenacity shown in connecting with Non-Districted clubs around the world. The support of all members of the Executive Committee with this important task within IIW was reiterated once more.

IIW Board Directors	Non-Districted Clubs
Trish Douglas	Serbia; Bahrain;
Joanne Gaudin	Cayenne, Georgetown, Jamaica.
Francine Beij Mos	Uganda, Dubai, Iceland.
Marilyn Armstrong	Canberra, Australia; Mauritius.
Muna Sweiss	Georgia, Martinique, Mombasa, Kenya
Helene Torkildsen	Portugal, Kenya.
Roshini Peiris	Lithuania, Taipei West, Thailand
Miriam Fisher	USA ND Clubs
Gabriele Schruempf	Bosnia & Herzegovina, Slovenia, Hungary.
Gulgun Dolunay	Albania,
Ebe Martines Panitteri	Skopje, Malta, Macedonia, Northern Cyprus.
Lene Kruger Schade	Poland, Lithuania
Grace Adekoya	Bahamas; Zimbabwe; Trinidad & Tobago.
Sissy Avgerinou	St George, Canada; Madeira, Marbella.
Margareta Momkvist	Northern Cyprus, Ukraine
Beatrice Kraemer Andreotti	Central African; French Guyana.

There was then an open forum to discuss the best methods for contacting ND clubs, problems experienced and how the process could be improved to make it more successful and productive. It was suggested that ND clubs should be assigned a Board Director to assist in the transition from ND to full IW club and whether it was possible / practicable for a BD to be allocated to a newly chartered club.

It was highlighted that the process of handover of clubs from outgoing BDs and incoming BDs, needs to be improved, so that the incoming BDs can "...hit the ground running..." And that the ND clubs are made aware of the change of personnel.

Elections

President Chris Kirby summarised the profiles of each candidate for the role of Constitution Chairman; voting papers were distributed / collected.

Board Directors then left the room whilst the vote counting took place and President Christine Kirby duly announced that Corinne Dalleur would be Constitution Chairman for 2019-2020.

Second GB Meeting – Tele-conferencing

It is planned that there will be a further GB meeting before the end of the IW year, which will be held virtually. Alan Phillips gave a brief overview of how the teleconferencing could work and would investigate the most practical and cost effective methods that this could be enacted.

Elevator Pitch

BDs were divided into teams to prepare an 'Elevator Pitch' on a variety of topics:

What is IIW?

Helene, Miriam, Beatrice, Roshini.

Why should I belong to IW?

Gabriele, Lene, Gulgun, Francine.

IW Empowers – how?

Sissy, Ebe, Joanne, Margareta.

What is IW?

Trish, Grace, Marilyn, Muna.

IIW Lines of Communications

VP Phyllis Charter stressed that for IIW and IW to function efficiently, the protocols of communications should be adhered to.

The National Representative is the link between the District, National Governing Body and IIW and all communications must be forwarded through the N. Rep. to IIW. The N. Rep. must translate in full all Minutes and communication sent from IIW and not a precis of these Minutes etc. The District Chairman is in charge of the District.

If a District does not have an elected NR then the District Chairman communicates with IIW.

The Board Director does not represent her country – she works on behalf of IIW and has no official role in her own country. At functions and social events the NR, DC or President of NGB takes precedence over all other attendees. The BD must be fluent in English and have a thorough knowledge of the Constitution & Handbook. If a BD is invited to be a guest – it is an honour – but it is not her right to expect or be given special treatment. BD's are not involved in IW matters in own country and must remain impartial.

BD's are responsible for promoting the growth of IIW and must support all decisions taken by the Governing Body. A BD cannot



travel in her official capacity but she can visit other countries at her own expense.

A NR or BD cannot hold another position at the same time either elected or appointed.

BD’s – briefing / discussions on one charitable project

IIW Board Directors	Charitable Projects
Trish Douglas	Sight Box Initiative
Joanne Gaudin	Look Good, Feel Better
Francine Beij Mos	Project Team Up
Marilyn Armstrong	Hygiene kits for global distribution;
Muna Sweiss	Cell Therapy Centre in Jordan
Helene Torkildsen	Safe Motherhood Project, Ethiopia
Roshini Peiris	Oral Cancer Awareness
Miriam Fisher	Redding East – Recovery from wild fires
Gabriele Schruempf	Mentori Project
Gulgun Dolunay	‘Symirna to Izmir ‘Education Project
Ebe Martines Panitteri	Parabolic Antenna for hospital
Lene Kruger Schade	Greenlandic Project
Grace Adekoya	Karomajiji – building classrooms
Sissy Avgerinou	Recovery from wild fires – Attica, Greece
Margareta Momkvist	Mobile Youth Centre.
Beatrice Kraemer Andreotti	Project Mamamundo

Vote of Thanks

Phyllis stated that she had great pleasure in proposing the Vote of Thanks to our President Chris. What a wonderful few days we have spent together – working and getting to know one another a little better with President Chris leading and conducting an interesting Governing Body Meeting. She also thanked the Executive Members for their input into the meeting as well as the Board Directors for their enthusiasm in all aspects of the meeting – especially their acting skills in the Elevator Pitch. She wished everyone a safe journey home.

President

Date

Elevator Pitch

Highly entertaining and very informative presentations were made by each of the four teams on their allocated topic. These were subsequently video recorded for future use.

FAQs

An open discussion forum was initiated by President Christine Kirby on the topic of whether there should be an increase in Capitation Fees, as these have remained unchanged since 2006, with there having been no account taken for rate of inflation; it was agreed that it was not an unreasonable proposition that there should be a small increase in Cap Fees to be made on a more regular basis.

Closing Remarks.

President Christine reminded the Governing Body not to talk about confidential matters until the Governing Body Minutes were published.



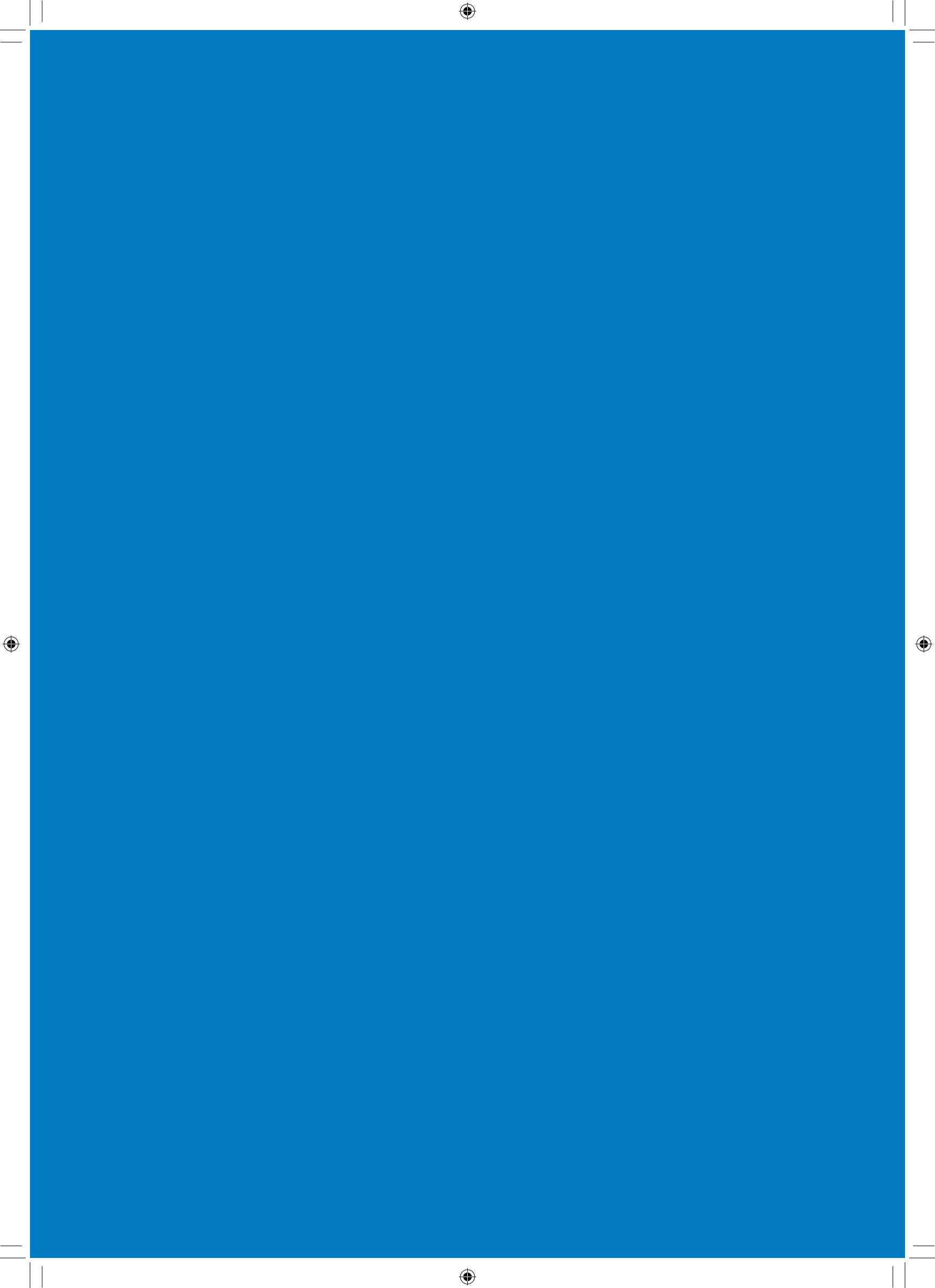
NOTES

A series of horizontal dotted lines for taking notes.



NOTES

A series of horizontal dotted lines for taking notes, spanning the width of the page.





International Inner Wheel
20 Market Street
Altrincham
Cheshire
WA14 1PF
United Kingdom