

## 2<sup>nd</sup> Day Executive Meeting by Zoom 06/10/20

### Attendees

<b>IIW Executive</b>		
Bina Vyas	President	BV
Ebe Panitteri Martines	Vice President	EM
Liz Thomas	Treasurer	LT
Phyllis Charter	Past President	PC
Corinne Dalleur	Constitution Chairman	CD
Samir Kalia	MD – MCI-GeTs	SK
Aman Kalra; Shilpi Kumar	Assistants	
<b>IIW Office Admin</b>		
Alan Phillips	Administrator	AP
Elaine Hathaway	Admin Assistant	EH

### Opening Remarks

BV- Welcomed attendees to 2<sup>nd</sup> day meeting. Explained there was 1 item left from the Agenda to go through before the presentation by MCI.

### Checking of Nomination Paperwork by the Constitution Committee

CD - The nomination papers for the Board Director nominees and Constitution Chairman were scrutinised. The Constitution Chairman was very concerned that, in her opinion, a number of forms were incorrectly completed. She considered that it was up to the nominating Districts to get these items correct by following the instructions.

#### Items that were highlighted:

- Nominees putting themselves forward rather than going through the correct nomination process.
- Nominees being put forward by the Club rather than the District.
- Signatures were missing or typed, rather than handwritten and the document then scanned/photographed for submission.
- District Committee Minutes were not included in paperwork submitted.
- Official forms were not used, despite them being downloadable from the website.
- Forms being returned directly by the candidate rather than via the District or National Representative.
- A misapprehension that the District Executive Committee can nominate a candidate, where the C&H stipulates it must be confirmed by the whole District Committee at a District meeting, not a District Executive meeting.
- Multiple nominations coming from countries with more than one District. An internal election should take place or discussions between the Districts to choose the final nominee put forward.

CD - There were three acceptable nominations for Constitution Chairman, for the International Governing Body to vote upon on 08/10/20. A nomination booklet for the IGB to read would be created. (EH)

### Presentation by MCI suggesting possible format for a virtual Convention.

With the cancellation of the IIW Convention in March 2021 alternative formats for an event were being investigated for onward agreement by the International Governing Body at the meeting to be held 7 October 2020.

BV- Introduced the Executive to Samir Kalia (SK) and his team Aman and Shilpi

SK - Explained that the MCI team had been working hard to put together a presentation of their suggestions for a virtual Convention.

(MCI is a Swiss based company with a strong presence all over the world - particularly in Europe, USA and India.)

The presentation gave an overview of taking the physical Convention and replicating the experiences of a visitor to a physical event in the virtual world.

### Friendship Goes Digital.

- 1) How to replicate the experience.
  - 2) The technical requirements.
  - 3) How to generate the registrations to cover event costs.
- Experiencing the platform
  - Registration process – simple one page
  - Straightforward Login
  - Transfer the individual as if they have arrived in Jaipur at the Convention centre with various halls as if the individual is there in person.

### Proposal for A Five-part event

- Inaugural (Opening) ceremony
- Business Sessions
- Global Friendship events
- Gala experience
- Closing ceremony

Inaugural event could include: -

Flag ceremonies from around the world, converged together to form seamless event. Green screen videos of IIW Exec and Board Directors raising flags.

Opening speech of President. Various formats and styles of presentation suggested.

[Welcome address](#) – walk through with alternative backgrounds e.g., Jaipur Fort, Jaipur Palace.

[Business Sessions – initial suggestions](#)

A training programme for Proposers, Seconders, Voters would be provided in advance of the event.

- Pre recorded explanation of Standing Orders.
- Pre recorded Proposer and Secunder input.
- Discussions from a selection of delegates – approximate numbers of members involved to be discussed and agreed with For and Against arguments.

Live Voting segment.

Suggested that approx. 2,000 voting delegates get voting functionality. Given 5-minute warning to complete their vote. Result calculated, shown and announced. Results could be audited.

[Global Friendship – Opportunities to connect with other “attendees” and networking event.](#)

- For example: registrants get an advance invitation to a virtual country room with activities from that country – e.g., recipe to cook along with others.
- For example: registrants fill in simple questionnaire and are then linked with others who have similar interests, activities, hobbies from other parts of the world.
- For example: create a friendship anthem. With the help of professional musicians create a song from attendees’ ideas and lyric suggestions and then perform it together.
- For example: Break out Rooms for friends to chat.

[Virtual Bazaar](#)

On-line shopping from trusted vendors able to ship worldwide of Indian products. Possibly spices, jewellery, clothing and shoes, rugs etc.

[Gala Entertainment, Potential Speakers](#)

- A variety of entertainment styles were showcased.
- A few suggested Speakers were profiled. As IIW would not be flying and accommodating a person into the event it was suggested that it might be possible to have a very famous international speaker provide the keynote speech.

## Possible Constraints

### Time zones and attendee fatigue

MCI were concerned that there should not be too much programmed for each day and because of the time differences worldwide suggested events should be scheduled to take place in the evening (Indian time) to provide the widest coverage for attendees worldwide. Many items could be accessed after the timetabled event on catch up, so could be watched at leisure/ more suitable time for attendee.

### Preparation

Everything would have to be ready at least 1 month before the actual event, so if the event were to take place in March 2021 decisions would need to be taken promptly.

### How would the event be costed/budgeted?

The costs do need to be covered by registrations so IIW are not committed to very high costs. There would need to be a very high number of registrations to cover the costs of all the items suggested and most expensive speakers/entertainers booked but spending could be reduced in some areas if required.

SK – suggested a broad agreement upon the % spent on each area, to be divided:

- Entertainment 5%
- Technology 50%
- Management 25%
- Speakers 5%
- Marketing 5%
- Miscellaneous 5%
- HQ/Admin 5%

SK - suggested that with the expected 10,000 registrants all the items showcased could be provided.

From experience MCI considered that the pattern of registrations for such events were 25% early adopters, 60% mid-point take up, 15% late adopters.

They would aim for registration fee 5,000INR (£50) up to Nov 20, 7,500INR (£75) to Dec 20 and 10,000 INR (£100) to Jan 21.

As this was a chance for everyone who had never attended a physical Convention because of the high cost financially and time commitment it was felt that it would attract many who previously would not consider attending. It would need large scale marketing to encourage people to sign up via website, FB, Instagram etc and as early as possible.

Questions from the IIW Executive / IIW Admin regarding the presentation.

AP – Technical questions regarding OTP – one time password and EDM- electronic mailer.

PC- Queried the time differences.

SK- responded that 6pm India would provide the greatest flexibility worldwide, though conceded it would be late for Australia and NZ 10.30 pm. It would only be the Voting that would have to be done “live”. But if run over a number of days it could be done separately in two time zones. In all probability most would not watch all day at all hours, although some avid attendees would wish to watch everything.

CD - queried the way the Proposals and Amendments would be run. She was concerned that the spontaneity of people coming up to speak on issues would be lost if done virtually.

BV - pointed out that President often had to cut short discussions because of the repetitions and individuals wanting to speak for personal promotion at a physical Convention.

SK - suggested that Voting delegates could be questioned on the things they wanted to speak on in advance and an equal number of Fors and Againsts could then be chosen by CC to provide a balanced discussion. After that the Vote could take place.

LT – queried that if an individual could not sit through a whole session there would be a chance to revisit the session later on. SK – confirmed that there would be a “hall” that is live and one where individuals can catch up on missed items. He also suggested that the event be spread over 4 days to reduce the visual overload of watching so much content.

LT - reiterated that it was an international Convention, and it would be good to use people and content from all over the world so that it was representative of the membership.

LT - Asked at what point they would decide on how much could be spent? Asked how the budgeting was going to be planned. SK - The major decision would be at the close of Early-bird registrations. If there were a lot more registrations then the spend could be increased on certain items.

BV - suggested that it might then be possible to reduce the hours each day but increase the number of days the event is held over. SK - suggested that maybe it could be a “Friendship Week” spread over 5-7 days.

EM - was concerned at the workload and time constraints for herself to cope. SK - reflected that MCI has a large team to do the work and provide guidance and take guidance on specific items of concern.

AP - With reference to the voting systems asked whether MCI would bring in specialist software partner? SK - MCI would do the software in-house with some third-party input. Because it has to be customised to IIW’s needs it can’t be bought off shelf. It is a complex voting system so would work with an expert who has worked on exam system software.

CD - still concerned about business sessions and members being able to provide real time reactions. SK - Record Proposer and Seconder by arrangement. List goes to Voting Delegates. Do they want to react? Yes. For? Against? If 40 members all wanted to discuss, there would need to be a ‘filtering’ process implemented. Fix date/time to record their comments.

Attendees see seamless video of Proposal, Secunder, Discussions. Maybe live chat room for 5 mins. Everyone would be prompted to vote at the appropriate moment.

LT – pressed for an idea of actual costs. SK - If there were 10,000 registrations that would cover all the ideas shown in the presentation. He reiterated that there is not the time to prevaricate so would need a quick decision.

CD - queried voter security. BV - explained that e-voting had been used widely in India and the system used worked well. She emphasised that voters would be given training.

AP - requested specification/cost breakdown. Need for projected costs versus deliverables. SK - would start on that as soon as given go ahead with timeline and costings for each activity. PC - queried if training costs included in registration fee? SK - confirmed training included. He was aware that event had to pay for itself.

EM - requested written instructions as she found it difficult to follow or remember on screen instructions. Not confident with technology so needed additional help. SK - Confirmed all complex items would have full instruction kit in advance. Any request for video input would come with full instructions to optimise the quality of the recorded material – e.g. placement of person being filmed so audience would see whole face of speaker.

BV – Thanked the MCI team for the presentation and their time.

*Any Other Business.*

There was a further practice voting using Zoom in preparation for IGB meeting.

*N/D Clubs*

EM - explained that a problem had arisen when she had suggested at short notice that n/d Clubs in Hungary should be encouraged to attend training session being run by BV. The Board Director looking after these Clubs considered that she should have been informed / be the one to issue the invitation. EM had tried to solve the issue equably. She did suggest it would be useful if IIW collected Club President contact details. It was pointed out that this could have implications for GDPR compliance.

BV - Confirmed that EM had acted correctly. She reminded everyone that many n/d Clubs do not wish to constantly monitored by Board Directors. The BD election cycle did not necessarily facilitate strong connections.

LT - pointed out that it was very difficult to persuade n/d Clubs to up-date their communication contact details.

*Preparation for Governing Body Meeting*

AP- queried the items that the Executive wanted issued to the Board Directors for their meeting and the associated timings.

BV – made her closing remarks and gave her thanks to all for their input.