



**Minutes of the Meeting of the  
BOARD OF TRUSTEES  
held on Monday, 11 September 2006 at 5.00 pm**

Present : Sir John Chisholm (Chairman)  
Mr Nick Baines  
Cdre Barry Brooks  
Mrs Jean Brownsword  
Dr Nigel Burton  
Mr Bill Denny  
Mr Barry Dobson  
Mr Chris Earnshaw  
Professor Andy Hopper  
Professor David Howard  
Mr Gabriel Izienicki  
Mr John Loughhead  
Mr George O'Neill  
Mr George Robb  
Sir Robin Saxby  
Mr Iain Sturrock  
Professor William Webb

By invitation: Ms Kate Duroux (Northstar Research) (Minute 124)

Mr Ed Almond (Director of Corporate Strategy and Planning) (Minutes 124-142)  
Mrs Alison Bunnell (Board of Trustees Executive) (Minutes 124-142)  
Mr Richard Cherry (Director of Marketing) (Minutes 124-142)  
Mr Peter Davenport (Market Research & Information Manager) (Minutes 124-142)  
Mr Tony Henderson (PR and Media Relations) (Minutes 124-142)  
Mr Paul Jackson (Director of Professional Operations) (Minutes 124-142)  
Mr Steven Mair (Director of Publishing) (Minutes 124-142)  
Ms Jo McClinton (Director of Human Resources) (Minutes 124-142)  
Dr Alf Roberts (Chief Executive) (Minutes 124-142)  
Mr Nick Slowe (Director of IT) (Minutes 124-142)  
Ms Michelle Richmond (Director of Qualifications) (Minutes 124-142)

**123. Trustees Business**

The Trustees held a short meeting without staff present.

**124. IET Web Development Programme**

124.1 Ms Duroux gave a presentation on the findings from a recent Market Research study conducted among different users of the IET website. The conclusions and recommendations are attached to the Minutes.

124.2 Following discussion, Dr Roberts reported that web strategy and policy documents had been produced and would be reviewed by the Executive in the following week, before being presented to Trustees. The target date for the launch of a re-engineered website was the end of Quarter 1 2007. It was acknowledged that there was a lack of uniformity in the look of the present website and that a more disciplined policy was needed for the way in which content would be presented.

124.3 The Board agreed that a senior staff member should be assigned to the Web Development project.

## **125. Apologies for Absence**

Apologies for absence were received from The Rt Hon Lord Trefgarne.

## **126. Minutes**

The Minutes of the meeting held on 10 July 2006 (T(06)M8) were approved and signed as a correct record.

## **127. Actions Taken or Outstanding**

127.1 The Board noted a report on actions taken or outstanding since the previous meeting of the Board (T(06)81).

127.2 With reference to Minute 113 of T(06)M7, Mr Almond reported that a PowerPoint Presentation had been produced and would be available to Trustees in due course.

## **128. Charter and Bye-laws Review**

128.1 Mr Earnshaw gave an oral report on the progress of the Charter and Byelaws Review Working Party.

128.2 The Working Party members were making good progress and had cohered in to a positive group. A first draft of the proposals for amended Charter and Bye-laws had been produced and a second draft would be worked on at the next meeting. There were a number of details that some members felt impassioned about which were not appropriate for inclusion in the Charter, but could be considered for embedding in the Institution's Regulations.

128.3 The principle issues currently under discussion were:

- The relationship between the Board of Trustees and Council. The Chairman of Council was viewed as a vital link between Council and the Trustees and there were calls for more transparency of how Trustees were nominated as candidates for election by the Nominations Committee.
- That the Chairman of Council should have continuous interaction with the President to support Council's remit as an acknowledged source for advice.
- That the Chairman of Council should be a member of the Nominations Committee, and represent the views of Council on that Committee.
- The name of membership categories and the voting rights of each category were under consideration.

- There was a general consensus among the Working Party members that the terminology relating to post-nominals in the Charter and Bye-laws was confusing.
- The Working Party had proposed that the Institution should consider the future award of titles such as Chartered Electrical Engineer, Chartered Manufacturing Engineer, etc.
- The Board of Trustees had been asked to consider changing the Regulations for Ballots to allow publication of the full voting figures and calculation sheets for the election of Trustees and members of Council, in the interests of transparency.

128.4 It was agreed that the full voting figures and calculation sheets should be presented to the Board at its next meeting and also that Council should be asked to consider at its meeting in November 2006 whether it agreed that this information should be published each year.

## **129. Membership Subscription Rates**

129.1 Dr Roberts introduced the report on a life membership option (T(06)82). During discussion the following points were noted:

- The paper did not take in to consideration variable life membership fees, based on the age of the applicant.
- Research had not been conducted to see if this option would be an attractive package for an employer/business partner.
- There were issues surrounding the EC<sup>UK</sup> registration fees which were separate to membership fee.

129.2 The Board agreed that further investigation into the degree of demand was required and, if the demand proved to be significant, then a lifetime membership fee should be introduced.

## **130. IET First Prize**

130.1 Mr Jackson introduced a proposal for the establishment of the IET First Prize (T(06)83). Mr Jackson confirmed the name was a working title and that consideration of a permanent title with the appropriate gravitas was underway. The Trustees were invited to suggest a name and send suggestions to Mr Jackson.

130.2 The Board approved the establishment of the IET First Prize and the proposed terms of reference, subject to the Board's approval of a name for the award.

## **131. Nominations Committee**

131.1 The Board noted a report on the Recommendations for the Constitutions of Boards and Committees for the Session 2006/07 (T(06)84).

131.2 Mr Baines commented that he had not supported those recommendations for which he had no information about the background of the members nominated.

131.3 Following discussion the Board approved the recommendations and agreed that, in future, the Nominations Committee should be asked to consider evidence of the suitability, length and continuity of service of candidates proposed to be appointed to Boards and Committees.

**132. Finance Report**

The Board noted a Finance report as at 31 July 2006 (T(06)87).

**133. Risk Register**

The Board noted a report on the Risk Register (T(06)88).

**134. Key Parameters**

The Board noted a report on Key Parameters (T(06)89).

**135. Student Recruitment**

The Board noted a progress report on the recruitment of Students (T(06)90).

**136. Younger Members Board**

The Board noted a report from the Younger Members Board (T(06)91).

**137. Awards and Prizes**

The Board noted a report on getting more PR value from the Institution's awards and prizes (T(06)92).

**138. Press Office**

The Board noted a report on Press Office, PR and Media Relations Activity (T(06)93).

**139. Public Policy Issues**

The Board noted a report on public policy issues (T(06)94).

**140. Dinner Guest**

The Board considered matters to discuss with Dr Roberts at the dinner following the meeting.

**141. Vote of Thanks**

It was agreed to record a Vote of Thanks to Lord Trefgarne, Mr Barry Dobson and Professor Andy Hopper for their service as Trustees over the previous years.

**142. Global Community of Engineers and Technologists**

Mr Baines proposed the setting up of a Working Party of Trustees and senior staff to examine how to achieve the goal of linking to a Global Community of Engineers and Technologists as recommended in the IET Strategic Plan. It was agreed that this should be an Agenda item for discussion at the next meeting.

**143. Date of Next Meeting**

Wednesday, 4 October 2006 at 5.00 pm.