

**MINUTES OF THE 18TH MEETING OF
THE IFFTI EXECUTIVE COMMITTEE
HELD ON 11TH AND 12TH OCTOBER 2007 AT
HONG KONG POLYTECHNIC UNIVERSITY, HONG KONG**

The following institutions were represented at the meeting:-

SNO	INSTITUTION	REPRESENTATIVE	DESIGNATION
(A)	London College Of Fashion, UK.	Ms. Elizabeth Rouse	Chairperson
(B)	Bunka Women's University, Japan	Dr. Satoshi Onuma	Deputy Chairperson
(C)	Amsterdam Fashion Institute, The Netherlands	Ms. Nannet van der Kleijn	Alternative Representative
(D)	Dong Hua University, P.R. China	(i) Prof. Li Keling (ii) Ms. Gu Tong Yu	Member Interpreter
(E)	The Hong Kong Polytechnic University, Hong Kong	Dr. K.F Au	Member
(F)	Institut Francais de la Mode, France	Ms. Sylvie Ebel	Member
(G)	School of Fashion & Textiles, Royal Melbourne Institute of Technology, Australia	Ms. Tina Guglielmino	Alternative Representative
(H)	Ryerson University, Canada	Prof. Linda Lewis	Member
(I)	University of Huddersfield, UK	Ms. Diane Ayre	Alternative Representative
(J)		Prof. Edward Newton	Member Emeritus
(K)	North Carolina State University, USA	Prof. Trevor Little	Special Invitee
(L)	IFFTI	Commodore Vijay (Retd.)	Secretary

AGENDA ITEM NO 1

WELCOME REMARKS

Ms. Elizabeth Rouse welcomed the Executive Committee Members and hoped that the Committee would be able to resolve all the pending issues.

AGENDA ITEM NO 2

ATTENDANCE

- 2.1 The Secretary informed the Committee that Dr. Reginetta Haboucha, FIT had arrived in Hong Kong on 11th October 2007 to attend the meeting but had to return to New York with in a few hours because of an emergency at home. She had apologized for not being able to attend the meeting.
- 2.2 The Committee took note of the apologies by FIT and NIFT.

Action: Secretary

AGENDA ITEM NO 3

ADOPTION OF THE MINUTES OF THE 17TH MEETING OF THE EXECUTIVE COMMITTEE AND THE 9TH ANNUAL MEETING OF THE IFFTI GENERAL COUNCIL

- 3.1 **Decision:** The minutes of the 17th meeting of the Executive Committee and the 9th Annual Meeting of the IFFTI General Council were adopted as circulated.

Action: Secretary

AGENDA ITEM NO 4

STATUS OF NEW MEMBERSHIP

- 4.1 The Committee expressed satisfaction at the large number of institutions wishing to become members of the foundation.
- 4.2 Membership Committee explained that they had visited Institute of Vocational

Education, Hong Kong, on 10th October 2007 and thereafter reviewed their application for membership. The Membership Committee recommended that IVE, Hong Kong be offered 'Regular' Membership.

4.3 **Decisions:**

4.3.1 IVE, Hong Kong is to be offered 'Regular' Membership.

4.3.2 Membership of Georgian Institute is to be terminated.

4.3.3 Henceforth a nominal fee of USD 100.00 is to be charged for processing applications from potential members to be paid at the time of submission of Membership Application.

Action: Secretary

AGENDA ITEM NO 5

PROPOSALS OF THE 'VISION REVIEW' COMMITTEE

5.1 The recommendations submitted by 'Vision Review' Committee were discussed. The Committee decided to slightly amend **Objective E** to read, "To establish 'International Student Awards' as part of the International Conference". This was done to allow for more than one award for students.

5.2 The remaining 'Vision, Mission, Aims and Objectives" were approved as recommended.

5.3 Detailed discussions were also held on the desirability of expanding the scope of types of membership to include 'Corporate', 'Individual' and 'Emerging Institution' as members.

5.4 **Decisions:**

5.4.1 The Committee agreed, in principle, to create two new categories of membership. One for 'Corporate' and the other for 'Individual' members. The draft criterion prepared by the Membership Committee for these two types of membership is placed at **Annexure 1 (page 10)**.

5.4.2 It was agreed that, if the category of corporate and individual members was agreed, the balance of membership of any sub committee should be 75% 'Regular' members and 25% 'Corporate' and 'Individual' members.

5.4.3 The Committee rejected the notion of special category for 'Emerging Institutions' and suggested that faculty from such institutions could apply to join as 'Individual Members'

Action: Membership Committee
Finance Committee
Secretary

AGENDA ITEM NO 6

PROPOSALS OF THE 'INITIATIVES' COMMITTEE

6.1 The proposals submitted by the Initiatives Committee were discussed in detail.

6.2 **Decisions:**

6.2.1 The Committee decided to offer two travel scholarships on competitive basis to current Post Graduate students, including PhD students, of IFFTI member institutions to participate in IFFTI Annual Conferences. Owing to time constraints this initiative will be implemented from 2009 Annual Conference onwards.

6.2.2 Keeping in view the diversity in practice and legal requirements of different countries, it was agreed to encourage IFFTI members to provide support to students of member institutions who are undertaking internships/ placements in each other countries at mutually agreed terms on a bilateral basis.

Action: Ms. Ann Priest
Members
Secretary

AGENDA ITEM NO 7

PROPOSALS OF THE 'RESEARCH' COMMITTEE

7.1 Prof. Trevor Little made useful suggestions to enhance research activity in IFFTI including a proposed time line for reviewing of papers to be presented at Annual Conference.

7.2 Publication on the papers presented at the Ryerson Conference was circulated to members. This publication had been edited in London and printed under the supervision of Ms. Felix Lam of 'The Centre for Learning & Teaching in Design & Art' (cltad), London. Members opined that the publication was well edited and tastefully designed and would enhance the brand equity of IFFTI.

7.3 Thereafter the proposal for “IFFTI to help, promote and encourage institutions to participate with Open Course Ware development as well as in a centralized Distance Learning Consortia” forwarded by Elaine Polvinen, Buffalo State College, USA, was discussed. It was noted that Buffalo State had not yet joined IFFTI.

7.4 **Decisions:** After detailed discussion, the Committee took following decisions:-

7.4.1 The below mentioned proposals of Prof. Trevor Little regarding publishing of conference papers are to be discussed further at the next General Council Meeting:-

7.4.1.1 IFFTI should develop suitable process to referee papers, which would be acceptable for the requirements of different countries in terms of the recognition for research.

7.4.1.2 In order to include a variety of contributions, the conference organizers could categorise the papers as ‘refereed’, ‘scholarly’ and ‘invited’, depending upon the quality of the paper and status of the author.

7.4.1.3 If all papers are published in the proceedings, IFFTI should waive copyright to allow authors to publish the papers in other reputable journals. The lists of renowned publications/journals are to be provided by the conference hosting institution which should also collaborate/ assist publication of IFFTI papers in those journals.

7.4.1.4 The time line for reviewing papers placed at **Annexure 2 (page 12)**.

7.4.2 The style and quality of the Ryerson Conference publication should be replicated in future conference proceedings.

7.4.3 The coordinators of the selected topics are to be requested to initiate interaction on the ‘Research Blog’.

7.4.4 To obviate junk mail, the Secretary is to provide an ‘institution password’ to the authorized representatives of member institutions to access the ‘Research Blog’.

7.4.5 A Sub- Committee comprising Prof. Trevor Little and Ms. Julia Gaimster, LCF, was convened to examine the proposal of Elaine Polvinen in greater detail before submitting it to the General Council.

Action: Prof. Trevor Little
Ms. Julia Gaimster
Coordinators of Research Blog Strap lines
Dr. Philip Taylor
Lucia Artoni
Secretary

AGENDA ITEM NO 8

PROPOSALS OF THE 'FINANCE' COMMITTEE

- 8.1 Dr. Satoshi Onuma endorsed the proposal of the Membership Committee to induct 'Corporate' members in to the foundation as this would increase our income substantially.
- 8.2 He also recommended that the Budget projections should indicate separately the anticipated income and expenditure in the concerned year.
- 8.3 **Decision:** The Committee asked the Secretary to henceforth project 2 types of Budget. One should be a long term rolling budget for a period of 3 years. The second budget should be for the current year indicating the anticipated income and expenditure during that particular year.

Action: Secretary

AGENDA ITEM NO 9

PROCESS FOR NOMINATION/ ELECTION OF THE MEMBERS TO THE NEW EXECUTIVE COMMITTEE

- 9.1 Detailed deliberations took place on various aspects of the composition and formation of the new Executive Committee. The discussions included a proposal for doing away with 'Permanent' membership of the four 'Founding' members as the circumstances had substantially changed since the inception of IFFTI.
- 9.2 **Decisions:**
- 9.2.1 **Composition of next Executive Committee:-** the next Executive Committee will comprise 8 members. This would allow co-opting of Chairpersons of various Sub- Committees and the authorized representative of the institution hosting the next conference, in case they are not members of the Executive Committee.
- 9.2.2 The distribution of membership should be geographical and not pro rata. Hence, the new Executive Committee will comprise two members each from the regions of Americas, Europe, Asia and Oceania.
- 9.2.3 The 'Permanent' category of 'Founding' members should be phased out gradually to maintain continuity.

9.2.4 Nomination forms are to be simplified and forwarded to all members seeking nominations to the Executive Committee. The revised nomination form is placed at **Annexure 3 (page 13)**.

9.2.5 The new Executive Committee will be convened through nomination by the existing Executive Committee as hither to. However, in case of special circumstances, voting by General Council may be resorted to.

Action: Secretary

AGENDA ITEM NO 10

PROCESS FOR NOMINATION/ ELECTION OF THE NEXT CHAIRPERSON AND DEPUTY CHAIRPERSON

10.1 **Decisions:**

10.1.1 The Committee decided that the next Chairperson and Deputy Chairperson will be elected by the New Executive Committee.

10.1.2 The new Chairperson and Deputy Chairperson will assume office at the 20th Executive Committee Meeting scheduled to be held at Dong Hua University, P.R. China, in October 2008.

Action: Secretary

AGENDA ITEM NO 11

EXTENSION OF THE TENURE OF SECRETARY IFFTI

11.1 The Committee agreed that Commodore Vijay Chaturvedi (Retd.) was doing a good job and fulfilling need of IFFTI. It was therefore decided to extend his tenure for a further period of 3 years from 1st August 2008 to 31st July 2011.

Action: Secretary

AGENDA ITEM NO 12

REPORT FROM RMIT ON THE PREPARATIONS FOR THE 10TH ANNUAL CONFERENCE

12.1 Ms. Tina Guglielmino gave a short presentation on the preparations for the 10th IFFTI Annual Conference. The following schedule was agreed:-

- (a) **8th & 9th March 2008** Annual Conference. Presentation of papers on the theme of the Conference.
- (b) **10th March 2008**
 - (i) **Forenoon Session:** Executive Committee Meeting
 - (ii) **Afternoon Session:** General Council Meeting
Session I- Discussion on Agenda Points
- (c) **11th March 2008** General Council Meeting- Session II-
Keynote Speeches, Panel Discussions and
Presentations by Sub- Committees

Action: Ms. Tina Guglielmino
Secretary

AGENDA ITEM NO 13

REPORT FROM AMFI ON COLLABORATION WITH IAF

- 13.1 Ms. Nannet van der Kleijn, AMFI informed the Committee that IAF were very keen to collaborate with IFFTI.
- 13.2 Prof. Edward Newton gave the background about the initiative. He explained that when he was Chairperson of both IAF and IFFTI, he had recommended that IFFTI should become the 'Educational Arm' of IAF instead of creating a separate infrastructure.
- 13.3 The Committee asked AMFI to discuss this issue in greater detail at the Executive Committee Meeting of IAF scheduled to be held in Taiwan shortly.

AGENDA ITEM NO 14

ACCOUNTS FINANCE AND BUDGET

14.1 Detailed deliberations took place on accounts, finance and budget presented by the Secretary.

14.2 **Decisions:**

14.2.1 The Balance Sheet as at 31st March 2007 was adopted.

14.2.2 The proposed budget for the year 2007 was approved. The Secretary was given powers to incur expenditure up to USD 80,000 per annum. For expenses more than this amount, the Secretary is to obtain prior approval of the Chairperson.

Action: Secretary

CONCLUDING REMARKS

In conclusion, Ms. Elizabeth Rouse, Chairperson, thanked the members for their useful contributions and free and frank discussions. The Chairperson also thanked Hong Kong Polytechnic University for making excellent arrangements for members.

IFFTI - DRAFT CRITERIA FOR CORPORATE AND INDIVIDUAL MEMBERSHIP

1. **'Corporate' Membership**

1.1 Criteria.

1.1.1 In order to apply for membership a corporation should be recommended by IFFTI member of either category.

1.1.2 The Company should be of good repute and standing including financial standing and business ethics.

1.1.3 Fees: \$6,000 per year.

1.2 Benefits include:-

1.2.1 Free conference attendance for two delegates.

1.2.2 Opportunity to participate in IFFTI sub-committees.

1.2.3 Receive copies of all IFFTI publications.

1.2.4 Access to global network of educational institutes.

1.2.5 Global recognition.

1.2.6 Listed on IFFTI website.

1.3 Corporate members are to be referred to Membership Committee for approval.

1.4 Corporate Members will not have voting rights

2. **Individual Membership**

2.1 Criteria.

2.1.1 Be introduced by a member.

2.1.2 Should have professional interest in fashion or be a senior faculty of an emerging fashion education institution.

2.1.3 Fees: USD 100 per annum.

2.2 Benefits include:-

2.2.1 Individual members to be on IFFTI distribution list.

2.2.2 Receive copies of conference proceedings and IFFTI publications at reduced costs.

2.2.3 Participate in sub-committees.

2.2.4 Can attend IFFTI activities and annual conferences at reduced cost.

2.3 Individual members are to be referred to Membership Committee for approval.

2.4 Individual members have no voting rights.

_____X_____

Annexure 2

IFFTI CONFERENCE- TIMELINE FOR REFEREED CONFERENCE			
Host Institution decided by IFFTI	-104		
Conference financial issues decided by IFFTI	-52		
Conference theme presented and approved	-52- -36-		
Conference website goes online	-36		
Conference dates, location, accommodation finalized	-36		
Conference fee structure finalized	-36		
Conference Brochure planning begins, Mailing list	-34		
Host issues 1 st Call for Abstracts	-30		
IFFTI issues 1 st Call for Junior Papers	-30		
Design Competition Announced	-30		
Posters Sessions Announced (if applicable)	-30		
Conference Brochure & Conference materials sent	-30		
Host issues 2 nd Call for Abstracts	-20		
IFFTI issues 2 nd Call for Junior Papers	-20		
Conference Reviewers Invited, Review Team(s) formed	-20		
Website enabled for Abstract Submission & Registration	-20		
Keynote, Invited and Plenary Speakers Finalized	-20		
Abstracts Received, Reviewed and Full papers requested	-20		
Conference Plan completed [#days, #sessions, times]	-20		
Website enabled for submissions of Full papers	-18		
Promotional mailing with conference plan	-18		
Conference events, tours, catering, logistics, hotels finalized	-18		
Session Chairs Invited and Selected	-16		
Junior papers received	-16		
Full papers received	-16		
Junior papers reviewed and authors notified	-14		
Full papers reviewed and authors notified	-14		
Full paper revisions received to meet Conference Deadline	-6		
All Speakers, Authors, Presenters, Session Chairs Register	-6		
Final Promotional Mailing with Final Conference Agenda	-6		
Early Registration Closes (Fee increase)	-4		
Design Entries Received	-3		
Poster Content Received (for proceedings)	-3		
Proceedings of Conference Compiled	-2		
Registration closes via website- host decision	-0.5		
Presentations received & preloaded in Conference rooms	-0.5		
Conference begins	0		
Design Entries Judged	0		
Design Winners Announced and Notified	0		
Reviewed Papers Published	12		
NOTE: Papers publication should be announced in advance			

NOMINATION FORM

Form of nomination for election to the post of Member Executive Committee of International Foundation of Fashion Technology Institutes (IFFTI)

1. _____ (*name of the 'Regular' member institution*) hereby nominates Mr./Ms./Prof./Dr. _____ as a nominee for election to the Executive Committee to be held in the year 2008.
2. Please attach a short CV of the nominee and a statement about his/her contribution to IFFTI activities including meetings attended/ contributions made (papers presented, participation in panel discussions, membership of committees etc.)
3. It is confirmed that _____ (*name of the nominee*) has the support of the Institution and that the Institution will fund and support:
 - (a) Travel of _____ (*name of the nominee*) to attend two IFFTI meetings every year at locations decided by the foundation.
 - (b) Allow _____ (*name of the nominee*) to participate in the activities of IFFTI including tasks assigned to Sub- Committees.
 - (c) Will be willing to host an Executive Committee Meeting.

Head of Institution / Signature of Authorised Signatory _____
Name of the Institution _____
Designation _____
Address _____

Dated this _____ day of _____ 20__

I _____ (*name of the nominee*) of _____ (*name of the Institution*), agree to stand for the election to be held in the year 2008 for the post of Member Executive Committee of the Foundation.

I agree to abide by the provisions of the Rules & Regulations and Election Bye-laws of the Foundation.

Signature of the Nominee _____

Name in full _____

Designation _____

Dated _____

Name of Institution _____