

ANNEXURE I

**MINUTES OF THE 19TH MEETING OF THE EXECUTIVE COMMITTEE HELD AT
ROYAL MELBOURNE INSTITUTE OF TECHNOLOGY, MELBOURNE, AUSTRALIA,
AT 1100 HOURS ON 10TH MARCH 2008**

The meeting was presided over by Ms. Elizabeth Rouse, Pro Rector Academic Development and Quality, University of Arts London, London College of Fashion, U.K. and Chairperson IFFTI.

2. The following Executive Member Institutions were represented at the Meeting:-

<u>S. No.</u>	<u>Institution</u>	<u>Representative</u>	<u>Designation</u>
(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. Liesbeth in't Hout	Member
(d)	Dong Hua University, P.R. China	Prof. Li Jun	Alternative Representative
(e)	Fashion Institute of Technology, USA	Dr. Reginetta Haboucha	Member
(f)	The Hong Kong Polytechnic University, Hong Kong	Dr. K.F.Au	Member
(g)	Institut Francais de la Mode, France	Ms. Veronique Schilling	Alternative Representative
(h)	National Institute of Fashion Technology, India	Ms. Monika Garg	Alternative Representative
(i)	Royal Melbourne Institute of Technology, Australia	Ms. Tina Guglielmino	Member
(j)	Ryerson University, Canada	Prof. Linda Lewis	Member
(k)	University of Huddersfield, UK	Ms. Rosemary Varley	Alternative Representative
(l)	North Carolina State University, USA	Prof. Trevor Little, Chairperson, Research Committee	Special Invitee
(m)	Nottingham Trent University, UK	Ms. Ann Priest, Chairperson, Education Initiative Committee	Special Invitee
(n)	International Apparel	Mr. Vassilis Masselos,	Special Invitee

	Federation, The Netherlands	Managing Director	
(o)	Manchester Metropolitan University, UK	Ms. Angela Peers, Chair, IAF Education Wing	Special Invitee
(p)	IFFTI	Commodore Vijay Chaturvedi (Retd.)	Secretary

3. The Committee took on record the apology of Prof. Edward Newton, Member Emeritus.

WELCOME REMARKS

4. Ms. Elizabeth Rouse welcomed the Executive Committee Members. She was happy to note that all the Executive Committee member institutions were being represented at the meeting. She hoped that the Committee would engage in meaningful deliberations on issues concerning the Foundation.

COLLABORATION BETWEEN IAF AND IFFTI

5. The Chairperson welcomed Mr. Vassilis Masselos, Managing Director, IAF and thanked him for accepting the invitation to come and discuss the modalities of collaboration between the two esteemed organizations.
6. Mr. Masselos explained the framework and objectives of IAF and his desire to create links at international level both with the industry and academia. He hoped that collaboration with IFFTI would provide IAF the necessary educational inputs.
7. Thereafter, various avenues of cooperation were explored. Mindful of diversity of each others' objectives and priorities, it was mutually decided to gradually develop the areas of cooperation between the two organizations.

Decision.

8. To begin with, it was decided to proceed as follows:-
- (a) IAF and IFFTI will try to co-locate conferences to facilitate participation by members in each others' conferences. Mr. Vassilis Masselos opined that perhaps the conferences in 2011 could be co-located in Paris.
- (b) IAF will include the details of IFFTI members in the 'Educational Directory' being published by them.
- (c) It was agreed that the Chair of each organisation, or their designated representatives, would be invited to attend the Annual Conference of the other organisation.

9. Thereafter, Mr. Vassilis Masselos and Ms. Angela Peers withdrew from the meeting.

Action: (i) Ms. Liesbeth in't Hout
(ii) Secretary

THE MINUTES OF THE 18TH EXECUTIVE COMMITTEE MEETING

10. At the outset the NIFT representative stated that the minutes of the 18th Executive Committee Meeting had been received at NIFT only on 03 March 2008. It was clarified that the minutes had been forwarded to all the members, including NIFT, on 1st November 2007. Representative NIFT also objected to the manner in which the decision to phase out Founding Members was taken at the last Executive Committee Meeting. The Chairperson clarified that since no representative from NIFT had attended the 18th Executive Committee Meeting, it was inappropriate for NIFT to raise objections on the proceedings thereof.
11. Thereafter the observation made by Prof. Linda Lewis, Ryerson University, Canada was discussed.

Decisions.

12. IFFTI will support the publication of papers presented at future IFFTI Annual Conferences. The exact amount of contribution by IFFTI will be decided on case to case basis after examining the statement of case presented by each institution.
13. The draft minutes are to be suitably amended to incorporate the aforementioned decision.

Action: Secretary

THE NEW EXECUTIVE COMMITTEE

14. The Committee held detailed discussions on the modalities of convening the next Executive Committee. The issues raised in DG NIFT letter number NIFT/DG/DO/16/2008 dated 29th February 2008 were also considered.
15. The Chairperson stated that last year the Executive Committee had decided to review the entire structure of the foundation. Accordingly, it had framed the new more pragmatic 'Mission Statement' with achievable 'Objectives' and expanded the categories of membership. With the change in Executive Committee imminent, this was perhaps the opportune time to review its composition. She opined that with the focus on consolidation and structured growth of the foundation it was essential that the Executive Committee should comprise members who were willing to shoulder greater responsibility and make meaningful contributions to the development of IFFTI. As the membership increased, it was important that all members had an equal opportunity to serve on the Executive Committee. It was, therefore, necessary

to review the practice of granting permanent places to the 4 Founding Members on the Executive Committee.

16. After detailed discussions, the Committee reiterated its opinion that the new Executive Committee should comprise fewer members, all of whom should be elected / nominated. The criteria for election should primarily be based on the member's potential and willingness to undertake specialized tasks. The existing practice of providing permanent seats to the 4 Founding members is to be dispensed with. However, the geographical representation from the four main regions of Americas, Europe, Asia and Oceania are to be kept in mind while deciding the overall composition of future Executive Committees. The Committee was, however, of the view that the proposal to phase out permanent members should be approved by the General Council before it is implemented.
17. To ensure that the new Executive Committee is elected according to the revised guidelines, the committee was of the unanimous opinion that the tenure of the present Chairperson, Deputy Chairperson and the Executive Committee should be extended by one year.

Decision.

18. It was unanimously decided that the following proposal, for the revised composition and procedure for election / nomination of members to future Executive Committees, be tabled for the approval of the General Council at its next meeting scheduled to be held at 1500 hours on 10th March 2008 :-
 - (a) The tenure of the existing Executive Committee, the Chairperson and the Deputy Chairperson should be extended by one year.
 - (b) The existing practice of permanent membership of 4 Founding Members to the Executive Committee be withdrawn. Accordingly, HKPU, Hong Kong, FIT, USA, IFM, France and NIFT, India should no longer be permanent members to the Executive Committee. Henceforth, these institutions will also be required to be elected / nominated like all other aspirants.
 - (c) The composition of future Executive Committee should be as follows:-
 - (i) **Four Regional Members** : One representative each from the geographical areas of Americas, Europe, Asia and Oceania. These 4 members are to be elected by 'Regular' IFFTI Members from their respective regions. For example, the existing 'Regular' members from the Americas namely FIT, FIDM, NCSU, Ryerson and UAM will vote to elect one member from the region of Americas. Similarly, Regular Members of other 3 regions will vote to elect one member each from their respective regions.
 - (ii) **Chairs of Sub Committees** : The Chairpersons of the Sub-Committees convened by the Executive Committee to undertake special tasks.

Presently four such Sub-Committees are in operation. The Chairpersons of these Sub-Committees are Prof. Trevor Little, NCSU, USA - Chairperson Research Sub Committee, Ms. Ann Priest, NTU, U.K. - Chairperson, Education Initiatives Sub Committee, Dr. Satoshi Onuma, Bunka, Japan - Chairperson, Finance Sub Committee and Ms. Liesbeth in't Hout, AMFI, The Netherlands - Chairperson, Membership Committee.

- (iii) The Authorized Representative of the institution hosting the next IFFTI Annual Conference, in case the institution is not a member of the Executive Committee.
- (d) The tenure of each Executive Committee member will be 4 years.
- (e) The replacement of members will be staggered to provide continuity.
- (f) Accordingly, the changes in the Executive Committee will take place by retiring four members every 2 years.
- (g) The tenure of the existing Executive Committee will expire on 31st March 2009 by which time the four new Regional Members will be elected. These four new members will hold office till the 2013 Annual Conference.
- (h) Whereas, the existing Chairs of the aforementioned four Sub Committees, namely, Prof. Trevor Little, Ms. Liesbeth in't Hout, Ms. Ann Priest and Dr. Satoshi Onuma, will continue to hold office till 2011 when they may be replaced on the Executive Committee by the new Chairpersons of the Sub-Committees. In case a Chair of a Sub-Committee is changed before 2011, then the new incumbent will replace the outgoing Chair on the Executive Committee.

Action: Secretary

THE NEW CHAIRPERSON AND DEPUTY CHAIRPERSON

19. The new Chairperson and the Deputy Chairperson will be elected by the new Executive Committee.

Action: Secretary

NEW MEMBERSHIP

20. Ms. Tina Guglielmino briefed the Executive Committee about the process of evaluation of the applications received from prospective New Members. She informed the Committee that the recommendations of Membership Sub Committee were as follows:-

S.No.	Institution	Recommendation
(a)	Institute of Vocational Education, IVE, Hong Kong	Recommended for 'Regular' Membership
(b)	Otago Polytechnic, New Zealand	Recommended for 'Regular' Membership
(c)	Duksung Women's University, Korea	Recommended for 'Associate' Membership
(d)	ArtEZ Institute of the Arts, The Netherlands	Recommended for 'Regular' Membership
(e)	Saxion Universities, The Netherlands	Evaluation not yet completed.
(f)	Whitehouse Institute Pvt Ltd, Australia	Not recommended for IFFTI membership.

21. The Executive Committee approved the recommendation of Membership Sub-Committee.

Action: Secretary

VENUES OF FUTURE IFFTI MEETINGS

22. The Executive Committee thanked London College of Fashion, U.K. for offering to host the 2009 Annual Conference at such short notice.
23. Dr. Reginetta Haboucha stated that Fashion Institute of Technology, U.S.A. was willing to host the 22nd Executive Committee Meeting in October 2009. The Executive Committee thanked her for the gracious offer.

Decision

24. The committee decided to accept the offers of London College of Fashion, UK and Fashion Institute of Technology, USA, to host the 11th Annual Conference and the 22nd Executive Committee Meeting respectively.

Action: Secretary

PROPOSALS OF 'INITIATIVE' SUB-COMMITTEE

Decision.

25. The Executive Committee decided to rename the Initiative Sub Committee as 'Education Initiatives' Sub Committee. The role of the Sub Committee was enlarged to supervise the conduct of workshop sessions on issues relevant to IFFTI including the education strand, pedagogical issues and short listing of imminent speakers for IFFTI Conferences.

Action:

- (i) Ms. Ann Priest, Chairperson 'Education Initiatives' Sub-Committee
- (ii) Secretary

PROPOSALS OF 'RESEARCH' SUB-COMMITTEE

26. Prof. Trevor Little explained that the Research Sub-Committee had worked on the following over the past year :-

(a) **Research Blog** : The Research Blog is operational on the IFFTI website. The Research Committee and IFFTI members need to begin using the blog to network in terms of research and projects. Members should however be mindful of not infringing the copyright of information displayed on the blog.

(b) **The Copyright of Papers present at IFFTI Conferences** :

- (i) The recommendation of the Research Sub-Committee is that Copyright of Conference materials should belong to IFFTI and this should be made clear in all announcements soliciting Abstracts, Papers, etc.
- (ii) Copyright applies only to materials selected for inclusion in the Conference
- (iii) The purpose of Copyright is to manage the materials so that Conference materials are not used for commercial gain by unapproved entities.

(c) **The issue of "Student Copyright"**: We need to investigate this topic further as students may have differing agreements with their academic institutions.

27. Prof. Little stated that the RMIT's Conference methodology for peer review of the papers at the conference is to be commended. The experience will be important to develop conference guidelines.

28. He further stated that the IFFTI Annual Conference is a major event for IFFTI. The goal should be to continually improve the conference in ways that cater to the needs of the different interests represented by IFFTI members. The Research Committee feels that two documents can assist in this endeavor :-
- (a) A Conference Calendar to provide a conference activity schedule.
 - (b) Guidelines outlining the expectations of authors, presenters, participants and the Conference host. The Guidelines should provide procedures for the conference materials in terms of publication, conference proceedings, etc.

Decisions.

29. After detailed deliberations the Committee asked the Research Sub-Committee to :-
- (a) Develop the Conference Guidelines
 - (b) Develop Copyright/Intellectual Property guide/policy
 - (c) Work to make the Research Blog more active
30. The Committee requested the 'Research' Sub-Committee to complete the aforementioned tasks before the next Executive Committee Meeting.

Action: (i) Prof. Trevor Little, Chairperson, 'Research' Committee
(ii) Secretary

AGENDA FOR THE 10TH IFFTI GENERAL COUNCIL MEETING

31. While perusing Agenda No 12 regarding expanding the scope of IFFTI membership, the draft criteria for the 'Corporate' and 'Individual' Membership was once again discussed in detail and the Committee decided to incorporate following changes to the draft criteria placed at Annexure IV (page 23 & 24) of the Agenda for the General Council Meeting:-
- (a) **Corporate Membership.**
 - (i) Sub Para 1.1.2. Add "The latest Annual Report is to be provided in support there of."
 - (ii) Sub Para 1.1.3. is to read "Fees:\$6000 per year for a minimum of 3 years."
 - (iii) Sub Para 1.2.2 Delete. Renumber the subsequent sub-paragraphs accordingly.

- (b) **Individual Membership.** It was decided to initially offer 'Individual' Membership only to IFFTI delegates who have made significant contribution to the foundation but were no longer connected with an IFFTI member institution. The criterion for 'Individual' Membership was redrafted accordingly.
32. The Secretary was ask to table the revised criteria for both new types of memberships for the approval of the General Council.
33. The Committee approved the remaining Agenda for the 10th Annual Meeting of the IFFTI General Council.
34. There being no further points, the meeting concluded with a vote of thanks to the Chair.

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