

AGENDA

THE 31ST MEETING

OF

THE IFFTI EXECUTIVE COMMITTEE

ON

27TH JANUARY, 2014

AT

BUNKA GAKUEN UNIVERSITY
JAPAN

I F F T I
INTERNATIONAL FOUNDATION OF FASHION TECHNOLOGY INSTITUTES

AGENDA OF 31ST EXECUTIVE COMMITTEE MEETING

Notice for the 31st Executive Committee meeting was issued vide IFFTI Secretariat mail dated 18th April, 2013. The meeting will be held at 1400 hours on Monday, 27th January, 2014 at the Bunka Gakuen University Japan.

Chair: Ms.Tina Guglielmino

Secretary General: Commodore Vijay Chaturvedi (Retd.)

1		ATTENDANCE	
		<i>To note</i>	
	1.1	Attendance Confirmed:	Secretary
		(a) <u>Acting Chairperson</u>	
		<ul style="list-style-type: none"> • Ms. Tina Guglielmino, School of Fashion and Textiles, RMIT, Australia – Chair, Membership Sub-Committee 	
		(b) <u>Regional Members</u>	
		<ul style="list-style-type: none"> • Prof. Frances Corner, London College of Fashion, U.K. – Chair, Education Initiative Sub-Committee 	
		<ul style="list-style-type: none"> • Ms.Sylvie Ebel, Institut Francais de la Mode, France-Chair Finance Sub-Committee 	
		<ul style="list-style-type: none"> • Prof. Robyn Healy, School of Fashion and Textiles, RMIT, Australia – Chair, Research Sub-Committee 	
		<ul style="list-style-type: none"> • Dr. Giacomo Oliva, Fashion Institute of Technology, U.S.A. – Deputy Chair, Membership Sub-Committee 	
		<ul style="list-style-type: none"> • Ms. Souraya Bouwmans-Sarraf, Amsterdam Fashion Institute, The Netherlands – Deputy Chair, Education Initiative Sub-Committee 	
		<ul style="list-style-type: none"> • Dr. Li Jun, Donghua University, P.R. China-Deputy Chair Finance Sub-Committee 	
		<ul style="list-style-type: none"> • Dr. Karen Leonas, North Carolina State University, U.S.A. – Member 	
		<ul style="list-style-type: none"> • Mr.P.K.Gera, National Institute of Fashion Technology India – Member 	
		<ul style="list-style-type: none"> • Mr. Hajime Endo, Bunka Gakuen University, Japan – Member 	
		<ul style="list-style-type: none"> • Ms.Kay McMahan, Queensland University of Technology, Australia – Member 	
		(c) <u>Chair Emeritus</u>	
		<ul style="list-style-type: none"> • Prof.Edward Newton 	

		(c) Co-opted Member	
		<ul style="list-style-type: none"> • Dr.Satoshi Onuma, Retiring Chair 	
		(d) Member Secretary	
		<ul style="list-style-type: none"> • Commodore Vijay Chaturvedi (Retd.) - Secretary General 	
	1.2	Welcome	Ms. Tina Guglielmino
	2	CONFIRMATION OF MINUTES	
	2.1	<p><i>For adoption</i> The minutes of the 30th meeting of the Executive Committee circulated. Members will be invited by the Chair to advise any amendments prior to confirmation of the minutes. Motion: “That the minutes of the 30th meeting of the Executive Committee held on 19th and 20th September, 2013 ,be adopted as a true and accurate record.”</p>	Chair Secretary
	3	NEW EXECUTIVE COMMITTEE	Attachment A (Page No – EC 6)
	3.1	<p><i>To Convene</i> The new Executive Committee.</p>	Chair Secretary
	4	ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON	Attachment B (Page No–EC 7)
	4.1	<p><i>To Elect</i> The Next Chairperson and the next Deputy Chairperson.</p>	Chair Secretary
	5	STATUS OF MEMBERSHIP	
	5.1	<p><i>For information</i> A report on status of membership.</p>	Attachment 2 (Page No. – 8)
	5.2	Status of Membership Subscription.	Attachment 3 (Page No. – 10)

6		REPORTS FROM CHAIRS OF SUB-COMMITTEES	
	6.1	Membership Sub-Committee	Attachment C (Page No EC 9) Ms.Tina Guglielmino, Ms.Souraya Bouwmans- Saraff, Secretary
	6.1.1	Feedback on tasks assigned to the Sub-Committee	
	6.2	Education Initiatives Sub-Committee	Attachment D (Page No–EC 10) Prof. Frances Corner
	6.2.1	Status of tasks undertaken by the Sub-Committee	
	6.3	Research Sub-Committee	Attachment E (Page No–EC 11) Prof. Robyn Healy
	6.3.1	Progress made on the tasks undertaken by the Sub-Committee	
	6.4	Finance Sub-Committee	Ms.Sylvie Ebel Secretary
	6.4.1	<i>For information</i> Financial Statement of IFFTI as at 31 st December,2013	
	6.4.2	<i>To approve</i> Balance Sheet as at 31 st December 2013.	Attachment F (Page No–EC 12)
	6.4.3	<i>To approve</i> The Budget for the year 2014	Attachment G (Page No–EC 14)
7		VENUES OF FUTURE IFFTI MEETINGS AND CONFERENCES	Attachment 6 (Page No. – 15)
	7.1	<i>For information</i> The venues of the IFFTI Annual Conferences until 2017.	Secretary

8		PRESENTATIONS	
	8.1	<i>For Information</i> Presentation on activities planned at 17 th IFFTI Annual Conference in 2015	Polimoda
	8.2	Presentation on the preparation for the 18 th IFFTI Annual Conference in 2016	BIFT
9		ANY OTHER POINTS	
	9.1	<i>To consider</i> The Agenda Points forwarded by DG NIFT.	Attachment H (Page No-EC 16) Mr.P.K.Gera
10		ATTACHMENTS	PAGE NO.
		Attachment A – New Executive Committee	EC-6
		Attachment B – Election of Chairperson and Deputy Chairperson	EC-7
		Attachment C – Membership Sub-Committee	EC-9
		Attachment D – Education Initiatives Sub-Committee	EC-10
		Attachment E – Research Sub-Committee	EC-11
		Attachment F – Balance Sheet	EC-12
		Attachment G – Budget	EC-14
		Attachment H – Points of DG NIFT	EC-16

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ATTACHMENT-A

TO CONVENE THE NEW EXECUTIVE COMMITTEE

At the 30th Executive Committee Meeting held at RMIT, Australia on 19th and 20th September, 2013, it was decided that the New Executive Committee will comprise following members:-

I Regional member				
S.No.	Region	Member	Authorized Representative	Tenure
A	Americas	(i) FIT, USA	Dr. Giacomo Oliva	Until 2018 Annual Conference
		(ii) NCSU, USA	Dr. Karen Leonas	Until 2016 Annual Conference
B	Asia	(iii) Bunka, Japan	Mr. Hajime Endo	Until 2016 Annual Conference
		(iv) Donghua, P. R. China	Prof. Li Jun	Until 2018 Annual Conference
		(v) NIFT, India	Mr. P. K. Gera	Until 2018 Annual Conference
C	Europe	(vi) AMFI, The Netherlands	Ms. Souraya Bouwmans - Sarraf	Until 2016 Annual Conference
		(vii) IFM, France	Ms. Sylvie Ebel	Until 2016 Annual Conference
		(viii) LCF, UK	Dr. Frances Corner	Until 2018 Annual Conference
D	Oceania	(ix) RMIT, Australia	Prof. Robyn Healy	Until 2018 Annual Conference
		(x) QUT, Australia	Ms. Kay McMahon	Until 2018 Annual Conference
II Chair Emeritus				
		(xi) Prof. Edward Newton		
III Co-opted Members				
		(xii) Chair Membership Sub-Committee	Ms. Tina Guglielmino	Until 2016 Annual Conference
		(xiii) Retiring Chair	Dr. Satoshi Onuma	Until 2016 Annual Conference
IV Member Secretary				
		(xiv) Commodore Vijay Chaturvedi (Retd.)		

2. The tenure of the new executive committee will be until the 2016 IFFTI Annual Conference.

3. The Chairperson may please convene the New Executive Committee.

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ATTACHMENT-B

ELECTION OF NEXT CHAIRPERSON AND DEPUTY CHAIRPERSON

At the last meeting, it was decided to undertake the following process for election of the Chairperson and Deputy Chairperson:-

- (a) Secretariat will call for nominations from amongst the Executive Committee members for election to the posts of next Chairperson and Deputy Chairperson.
- (b) After receiving the nomination, the Secretariat will ask the new Executive Committee Members to vote to elect the new Chairperson and the Deputy Chairperson from amongst the nominated members.
- (c) The Secretary will table the documents in respect of nominations and voting at the next Executive Committee schedule to be held at Bunka Gakuen University, Japan on 27th January, 2014. The Executive Committee will ratify the votes received and elect the new Chairperson and the Deputy Chairperson.

2. Accordingly, the secretariat had obtained the nominations for the new Chairperson and the new Deputy Chairperson. The responses received are tabulated below:-

S. No.	Institution	Member	Chairperson	Deputy Chairperson
(a)	London College of Fashion, UK	Prof. Frances Corner	Yes	No
(b)	National Institute of Fashion Technology, India	Mr. P.K. Gera	Yes	No
(c)	Royal Melbourne Institute of Technology, Australia	Prof. Robyn Healy	Yes	Yes
(d)	Fashion Institute of Technology, USA	Dr. Giacomo Oliva	No	No
(e)	North Carolina State University, USA	Dr. Karen Leonas	No	No
(f)	Amsterdam Fashion Institute (Hogeschool), The Netherlands	Ms. Souraya Bouwmans - Saraff	No	No
(g)	Institut Francais de la Mode, France	Ms. Sylvie Ebel	No	No
(h)	Bunka Gakuen University, Japan	Mr. Hajime Endo	No	No
(i)	Queensland University of Technology (QUT), Australia	Ms. Kay McMahon	No	No
(j)	Donghua University, P. R. China	Prof. Li jun	No	No

3. Thereafter, the members of the Executive Committee were asked to indicate their preferences from amongst the abovementioned delegates, for selection of Chairperson.

4. The Secretary will table the compilation of votes received for ratification by the Executive Committee.

5. The Committee is to then elect the new Chairperson and the new Deputy Chairperson.

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MEMBERSHIP SUB-COMMITTEE

At the last meeting the following tasks were assigned to the Membership Sub-Committee:-

- a) Review Composition of Sub-Committees.
(Completed-Mail dated 26th September, 2013)
- b) Elect Deputy Chair of Finance and Research Sub-Committees.
(Prof.Li Jun nominated Deputy Chair of Finance Sub-Committee)
- c) To frame guidelines for utilization of USD 5000 award offered by Pearl Academy.
- d) To prepare Menu of offering for Corporate Sponsor.
- e) Development of new IFFTI Website
- f) Finalize Agreement with IAF.
- g) Promulgated framework of student Competition being conducted by IAF.

2. Ms.Tina Guglielmino and Ms. Souraya Bouwmans- Saraff will brief the Committee in respect of the aforementioned tasks.

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EDUCATION INITIATIVES SUB-COMMITTEE

Prof. Frances Corner will brief the Committee about the progress made on the following:-

- a) Faculty Exchange Initiative.
- b) Conference Workshop.
- c) Leadership Workshop.

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RESEARCH SUB-COMMITTEE

At the last General Council meeting, Prof. Robyn Healy, Chair, Research Sub-Committee had agreed to undertake the following: –

- (a) Develop a Review Template for feedback on reviewed papers. It was to include clarity of argument, written expression, relevance to the theme, etc.
- (b) Submitting papers presented at IFFTI conference for publishing in suitable journals.
- (c) Review of poster presentation model.
- (d) Other modes for presentation of research such as exhibition.
- (e) Research Workshop.
- (f) Proposal to increase research presence of websites.
- (g) Documentation of Research Workshops, Listing of future Conferences, Listing/Bibliography of recent examples of fashion research.
- (h) Links to relevant research centers and archives.

2. Prof. Robyn Healy will brief the Committee on the progress made on the aforementioned tasks.

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ATTACHMENT-F

**INTERNATIONAL FOUNDATION OF FASHION TECHNOLOGY INSTITUTES (IFFTI) : NEW DELHI
BALANCE SHEET AS AT 31.12.2013**

As on 31.12.2012	Liabilities		As on 31.12.2013		As on 31.12.2012	Assets		As on 31.12.2013
	CAPITAL FUND					FIXED ASSETS		
	(General Fund)					UPS	43.87	
176,667.33	Last Balance	150,124.22		58.29		Less: Depreciation	6.58	37.29
3,645.64	Less: SDC			8.74				
	Less: IFFTI Publication			49.54				
12,259.52	Less: Conference	12,356.42		1,022.83		Mobile	769.90	
12,759.75	Hosting Fees	14,290.77		153.42		Less: Depreciation	115.49	654.42
	Less: IFFTI Award			869.41				
148,002.42	Initiatives	123,477.04	155,597.08	79.65				
21,523.57	Add: Excess of Income	32,120.04		7.97		Furniture & Fixture		
	over Expenditure					Less: Depreciation	63.48	57.13
							6.35	
169,525.98				71.69				
						Pinter	114.84	97.61
				152.56		Less: Depreciation	17.23	
				22.88				
				129.68				
						Laptop	168.05	67.22
				474.42		Less: Depreciation	100.83	
				284.65				
				189.77				
						CURRENT ASSETS & LOAN		
						& ADVANCE		
						A)Current Assets		
						Balances with Banks :		
						1)In Saving Bank Accounts		
						a) Canara Bank Green	26,374.17	
						Park, SB 42952	-	
						b) b) Standard Chartered	20,762.31	
						Bank		
						c) I.O.B.,SB 17065	4,381.64	
						2) In EEFC A/c with :		
						- Canara Bank		
						- Demand Draft-Standard		
						Chartered Ban		
						- I.O.B.,A/c NO.EEFC		
						- Standard Chartered Bank		
								51,518.12
						3) Fixed Deposits with	88,438.95	
						Banks	6,907.97	95,346.92
						- Principal		
						- Add: Intt. Accrued		
							121.07	
							3,550.22	
						B) Loans & Advances		
						Security Deposit (Mobile		
						Phone)	783.07	
						Income Tax Refund Due	3,364.00	7,818.35
						Subscription in Arrears		
						TDS on FDRs		
						Loans to Staff'		
169,525.98			155,597.08		169,525.98	TOTAL		155,597.08

For International Foundation of Fashion Technology Institutes

(Commodore Vijay Chaturvedi (Retd.) - Secretary General)

Place: New Delhi
Date:

INTERNATIONAL FOUNDATION OF FASHION TECHNOLOGY INSTITUTES (IFFTI) :
NEW DELHI
INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD FROM 01.01.2013 TO
31.12.2013

Period ended 31.12.2012	Expenditure	Period ended 31.12.2013	Period ended 31.12.2012	Income	Period ended 31.12.2013
4,910.59	To rent Expenses	2,938.23	57,778.30	By subscription from Members	67,276.90
34,839.08	To Admn.Expenses(other than Pearl Academy)	30,879.57			
8,340.78	To Tour & Travelling (incl Foreign)	11,529.95	12,313.38	By other Income	10,437.36
-	To Audit Fees				
477.67	To Depreciation	-			
	Total expenditure	246.47			
48,568.11		45,594.22			
21,523.57	To Excess of income Over Expenditure	32,120.04			
70,091.68	TOTAL	77,714.26	70,091.68	TOTAL	77,714.26

For International Foundation of Fashion Technology Institutes

(Commodore Vijay Chaturvedi (Retd.) - Secretary General)

Place: New Delhi

Date:

ATTACHMENT-G**BUDGET FOR THE YEAR 1ST JANUARY, 2014 TO 31ST DECEMBER, 2014**

S. NO.	ITEM	INCOME (US\$)	EXPENSES (US\$)
1	Subscription from Members	76,100	
2	Other Incomes	12,000	
3	IFFTI Initiatives		
	(a) Senior Faculty (2)		4,500
	(b) Junior Faculty (2)		4,500
	(c) PG/ Research Students (2)		4,500
	(d) Faculty Exchange		10,000
	(e) IFFTI Publications		10,000
	(f) Support to Host Institution		12,000
4	Promotion of IFFTI Corporate Identity Website, Agenda		5,000
5	Administrative Expenses including payment to Pearl Academy*		30,000
6	Travel Expenses for 15 th Annual Conference and 29 th Executive Committee Meeting		7,000
	Total Expenditure		87,500
7	Surplus for Contingencies		600
	Total	88,100	88,100

DETAILS OF ADMINISTRATIVE EXPENSES

S. NO.	ADMINISTRATIVE EXPENSES	AMOUNT (IN USD)
1	Communications – Telephone, Internet, Website, Photocopy	2000.00
2	Printing and Stationery	400.00
3	Courier	200.00
4	Local Conveyance	600.00
5	Consultancy and Salaries	22800.00
6	Pearl Academy	4000.00
	TOTAL	30000.00

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ATTACHMENT-H

AGENDA POINTS FORWARDED BY DG NIFT

- 1. Offering Programmes in Niche Areas** - The platform of IFFTI helps member institutes share the best practices and learn from each other's strengths. NIFT has emerged as a Centre of excellence & innovation with a deep concern for social responsibility towards traditional artisans and weavers who have kept alive the Indian heritage in crafts and textiles. Connecting with the grassroots, the institute has built the 'Craft Cluster Initiative' into its curricula that enables the students to work in collaboration with the artisans and weavers from different pockets of India. We feel that the international students and faculty community would be enriched about Indian culture and Textile design if the Craft cluster initiative was extended to IFFTI member institutes. Interested schools could convey their participation for tours which have been announced on NIFT website i.e. <http://www.nift.ac.in/IL.html>. Each member institute can offer areas which they feel are their core strength and unique in their region/area of study.
- 2. Workshops for Faculty and Students of Member Institutes-** Fashion institutes have trained and qualified faculty with unique expertise. Institutes could offer short term workshops in the areas of fashion, art, design, ornamentation, apparel production, retailing, luxury branding etc for member institutes which are of relevance to faculty and students of member institutes.
- 3. Resource Material Sharing** – For teaching and training purposes, fashion institutes having a collection of textiles, clothing, costumes, accessories, trims and findings could share this with member institutes on an e-platform. This would help enhance the existing materials at schools have and thus overall learning.
- 4. Joint Doctoral Programme between IFFTI Member Institutes-** Member institutes could establish a joint PhD agreement with each other where there is evidence that a joint program would create a sustainable research relationship and would offer strategic value to collaborating partners.
- 5. Organizing Regional Meetings of IFFTI-**Regional meetings would provide the opportunity to include representatives from IFFTI institutions who would not normally attend the Conference and could be held to coincide with relevant regional events such as fashion weeks. Skype or video conferencing could be used if representatives are unable to attend in person. NIFT could offer to hold the first meeting in April 2014 with Asian/SAARC members.
- 6. IFFTI Website-** IFFTI website could upload information which could be of interest to member schools and industry. This would not only help in understanding each others' strengths but also present the USP of each school to the industry and design fraternity at large.
Efforts could also be made to increase the research presence on the website and start including key Research projects (of faculty and students) and specialised collections and resources housed at specific institutions.
The other areas that could be on the IFFTI website are-Job opportunities, admissions notices, short term programmes offered, new/special initiatives.

7. **Periodic IFFTI Circular/Magazine-** IFFTI could initiate a monthly/quarterly E-magazine to inform member institutes about the activities of each school and updates of importance.
8. **IFFTI Journal-** IFFTI has a annual general conference and many papers are presented at every conference. The papers could be published in a journal every year and circulated to member institutes for the reference of faculty and students.
9. **Joint Research Projects-** To enhance research experience, collaborative research projects could be done by faculty and students of partnering institutes.

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