

**Enclosure to IFFTI Secretariat**  
**Mail IFFTI/0305/2017**  
**(Total Pages -7 )**

<b>Meeting</b>	The 38 <sup>th</sup> Meeting of the Executive Committee	
<b>Date</b>	Monday 30 <sup>th</sup> October,2017 and Tuesday ,31 <sup>st</sup> October, 2017	
<b>Location</b>	The Hong Kong Polytechnic University, Hong Kong	
<b>Attendance</b>	<p>(a) <b><u>Chairperson</u></b></p> <ul style="list-style-type: none"> <li>• Prof. Frances Corner, London College of Fashion, U.K.</li> </ul> <p>(b) <b><u>Regional Members</u></b></p> <ul style="list-style-type: none"> <li>• Prof. Robyn Healy, School of Fashion and Textiles, RMIT, Australia – Deputy Chairperson and Chair Research Sub-Committee.</li> <li>• Mr. Robert Ott, Ryerson University, Canada – Chair , Education Initiative Sub-Committee</li> <li>• Ms. Souraya Bouwmans-Sarraf, Amsterdam Fashion Institute, The Netherlands – Deputy Chair, Education Initiative Sub-Committee</li> <li>• Ms. Margo Barton, Otago Polytechnic, New Zealand– Chair, Membership Sub-Committee</li> <li>• Prof. Jun Li, Donghua University, P.R. China– Deputy Chair, Finance Sub-Committee</li> <li>• Mr. Hajime Endo, Bunka Gakuen University, Japan – Member</li> <li>• Dr. Giacomo Oliva, Fashion Institute of Technology, U.S.A. – Member</li> <li>• Dr. Liz Barnes, The University of Manchester, UK – Member</li> <li>• Ms. Anne Normoyle, Sydney Institute of TAFE NSW, Australia – Member</li> <li>• Ms. Nandita Abraham, Pearl Academy, India – member</li> <li>• Ms. Basia Szkutnicka , The Hong Kong Polytechnic University, Hong Kong- Member</li> </ul> <p>(c) <b><u>Co-opted Member</u></b></p> <ul style="list-style-type: none"> <li>• Prof. Colin Renfrew, Manchester Metropolitan University, UK– Hosting the 2019 IFFTI Annual Conference</li> </ul> <p>(d) <b><u>Secretary General</u></b></p> <ul style="list-style-type: none"> <li>• Commodore Vijay Chaturvedi (Retd.)</li> </ul>	
<b>Apologies</b>	<ul style="list-style-type: none"> <li>• Prof.Barbara Bundy, The Fashion Institute of Design and Merchandising, USA –Chair, Education-Industry Interaction Sub-Committee</li> <li>• Ms. Sylvie Ebel, Institut Francais de la Mode, Paris – Chair, Finance Sub-Committee</li> </ul>	
<b>Items</b>	<b>Discussions/Outcomes</b>	<b>Action</b>
<b>1. Welcome</b>	<b>1.1</b> Prof.Frances Corner Welcomed the members and stated that there were some important issues regarding the future development of IFFTI which would to be debated at the meeting.	
<b>21. Adoption of Minutes</b>	<b>2.1</b> The Minutes of the 37 <sup>th</sup> meeting of the Executive Committee and the 19th Annual meeting of the General Council were adopted as circulated.	<b>Secretary</b>

**3. Election of New Executive Committee**

**3.1** The Secretary General explained the requirement and the procedure followed for electing members to the New Executive Committee.  
**Decision**  
**3.2** The Executive Committee ratified the nominations received and welcomed the new regional Members to Executive Committee.  
**Co-option of member**  
**3.3** Consequent to Prof.Robyn Healy assuming responsibilities of Chairperson, she nominated Prof. Anthony Kent as the Chair of Research Sub-Committee. Accordingly he was co-opted to the Executive Committee.  
**3.4** The New Executive Committee will comprise the following members :-

S. No.	Region	Member	Authorized Representative	Tenure
<b>Regional Members</b>				
<b>A</b>	Americas	FIT, USA	Dr. Deirdre Sato	Until 2022 Annual Conference
		Ryerson University, Canada	Mr. Robert Ott	Until 2020 Annual Conference
		FIDM, USA	Prof. Barbara Bundy	Until 2020 Annual Conference
<b>B</b>	Asia	Bunka, Japan	Mr. Hajime Endo	Until 2020 Annual Conference
		Donghua, P. R. China	Prof. Jun Li	Until 2022 Annual Conference
		Pearl, India	Prof. Nandita Abraham	Until 2020 Annual Conference
		HKPU, Hong Kong	Ms.Basia Szkutnicka	Until 2022 Annual Conference
<b>C</b>	Europe	AMFI, The Netherlands	Prof.Irene Sparreboom	Until 2020 Annual Conference
		IFM, Paris	Ms. Sylvie Ebel	Until 2020 Annual Conference
		LCF, UK	Dr. Frances Corner	Until 2022 Annual Conference
		UoM, UK	Dr. Liz Barnes	Until 2020 Annual Conference
<b>D</b>	Oceania	RMIT, Australia	Prof. Robyn Healy	Until 2022 Annual Conference
		SI TAFE, Australia	Ms. Anne Normoyle	Until 2022 Annual Conference
		Otago Polytechnic, New Zealand	Ms. Margo Barton	Until 2020 Annual Conference
<b>E</b>	<b>Co-opted Members</b>			
		Prof.Anthony Kent NTU, UK	Chair Research Sub-Committee	Until 2022 Annual Conference
		Prof.Colin Renfrew MMU,UK	Hosting 2019 Annual Conference	Until 2020 Annual Conference
		Prof.J.R.Campbell Kent State University, USA	Hosting 2020 Annual Conference	Until 2021 Annual Conference
<b>E</b>	<b>Member Secretary</b>			
		Commodore Vijay Chaturvedi (Retd.)		

**Ms.Tina Guglielmino**  
  
**Secretary**

**4. Election of Chairperson and Deputy Chairperson**

**4.1** Prof.Robyn Healy was elected as the New Chairperson. Dr. Liz Barnes was elected as the New Deputy Chairperson. Their tenure will be for 4 years upto 2022 Annual Conference.

**Secretary**

**5. Status of Membership**

**5.1** The Secretary General informed the committee that an application was received for membership form Middlesex University, UK.  
**5.2** An application was also received from SOFT, Pune India for upgradation of their Membership from Associate Membership to Regular Membership.  
**5.3** Dr.Margo Barton stated that after Review of applications the membership Sub-Committee recommends that both the institutions be offered Regular Memberships.  
**5.4** The Secretary further informed that University of Brighton UK and TAFE Queensland Brisbane, Australia have expressed a desire to temporarily withdraw their Membership as the Institutes are undergoing review.

	<p><b>Decision</b></p> <p><b>5.5</b> The Executive Committee approved the grant of Regular Membership to Middlesex University, UK and upgradation of membership SOFT, Pune, India to Regular Membership.</p> <p><b>5.6.</b> The Committee temporarily suspended the Membership of University of Brighton UK and TAFE Queensland Brisbane, Australia. The Committee asked Dr.Margo Barton to write to these Institutions to rejoin IFFTI at an early stage.</p> <p><b>5.7</b> The Sub-Committee members should be more active and send information down to the faculty and students and have more interaction at least once a month</p> <p><b>5.8</b> The Committee thereafter reviewed the list of the prospective Members given in the Agenda.</p> <p><b>5.9</b> The Members agreed to follow-up with the following Institutions:</p> <table border="1" data-bbox="318 730 1247 1268"> <tr> <td>St.Petersburg,Russia</td> <td>Ms. Leslie Holden</td> </tr> <tr> <td>Ecole de Conde, Paris, France</td> <td>Ms. Sylvie Ebel</td> </tr> <tr> <td>The Technological and Higher Education Institute of Hong Kong (<i>THEi</i>), Hong Kong</td> <td>Ms. Basia Szkutnicka</td> </tr> <tr> <td>Shenkar College, Israel</td> <td>Ms. Basia Szkutnicka</td> </tr> <tr> <td>NABA Fashion School, Italy</td> <td>Prof.Nandita Abraham</td> </tr> <tr> <td>Manipal University Jaipur, India</td> <td>Prof.Nandita Abraham</td> </tr> <tr> <td>Aalto University, Finland</td> <td>Prof.Robyn Healy</td> </tr> <tr> <td>Nanyang Academy of Fine Arts (NAFA), Singapore</td> <td>Secretary General</td> </tr> <tr> <td>Nagoya Graduate School of Media &amp; Fashion, Japan</td> <td>Mr.Hajime Endo</td> </tr> <tr> <td>University of Moratuwa, Sri Lanka</td> <td>Prof.Nandita Abraham</td> </tr> <tr> <td>AUT University, Auckland, New Zealand</td> <td>Dr.Margo Barton</td> </tr> <tr> <td>Université du Québec à Montréal (École supérieure de mode de Montréal)</td> <td>Mr. Robert Ott and Ms.Barbara Bundy</td> </tr> </table> <p><b>5.10</b> The Committee asked Secretary General to organize the list of Institutions by regions and alphabetically with information as to when was last contact made with them.</p>	St.Petersburg,Russia	Ms. Leslie Holden	Ecole de Conde, Paris, France	Ms. Sylvie Ebel	The Technological and Higher Education Institute of Hong Kong ( <i>THEi</i> ), Hong Kong	Ms. Basia Szkutnicka	Shenkar College, Israel	Ms. Basia Szkutnicka	NABA Fashion School, Italy	Prof.Nandita Abraham	Manipal University Jaipur, India	Prof.Nandita Abraham	Aalto University, Finland	Prof.Robyn Healy	Nanyang Academy of Fine Arts (NAFA), Singapore	Secretary General	Nagoya Graduate School of Media & Fashion, Japan	Mr.Hajime Endo	University of Moratuwa, Sri Lanka	Prof.Nandita Abraham	AUT University, Auckland, New Zealand	Dr.Margo Barton	Université du Québec à Montréal (École supérieure de mode de Montréal)	Mr. Robert Ott and Ms.Barbara Bundy	
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<p><b>6. Membership Sub-Committee</b></p>	<p><b>6.1</b> Dr.Margo Barton stated that she was trying to encourage Institutions from South Americas, Africa, Russia, Ukraine and Siberia to join IFFTI.</p> <p><b>6.2</b> Prof.Frances Corner informed that Dr.Liz Barnes has agreed to assume the responsibilities of Deputy Chair of Membership Sub-Committee.</p>	<p><b>Dr. Margo Barton</b></p> <p><b>Secretary</b></p>																								
<p><b>7. Education Initiative Sub-Committee</b></p>	<p><b>7.1</b> Mr. Robert Ott informed the Committee that his Sub-Committee had designed a website to manage the Faculty Exchange Initiative. He thereafter formally launched the website at the meeting. The website contains all the information about the Initiative together with the application form. It also incorporates an online evaluation process.</p> <p><b>7.2</b> The Committee asked Secretary General to provide a link of this website on the IFFTI Website.</p>	<p><b>Mr. Robert Ott</b></p> <p><b>Secretary</b></p>																								

	<p><b><u>Decision</u></b></p> <p><b>7.3</b> The Committee thanked Mr. Robert Ott for the excellent initiative. It encouraged the Education Initiative Sub-Committee to collaborate with Research Sub-Committee.</p>	
<p><b>8. Research Sub-Committee</b></p>	<p><b>8.1</b> Prof.Robyn Healy stated that Majority of the time and effort of the sub-committee was devoted towards Review of Annual Conference Abstracts and papers.</p> <p><b>8.2</b> She recommended that an online system should be designed to manage the conference submission and review process.</p> <p><b>8.3</b> She recommended that Manchester Metropolitan University, UK should design the system and discuss it with the Research Sub-Committee.</p> <p><b>8.4</b> She further informed that Sub-Committee was in the process of preparing IFFTI Edition Journal .It would be an Education based Journal and will contain 8 Articles and 2 Reviews.</p> <p><b>8.5</b> The Journal was being managed by Prof.Robyn Healy and Prof.Anthony Kent. The Articles for Journals would be finalized within the next 2-3 weeks.</p> <p><b>8.6</b> Prof.Robyn Healy stated that consequent to her assuming the responsibilities of Chairperson IFFTI, it would be necessary to nominate a new Chair for Research Sub-Committee .She recommended the name of Prof.Anthony Kent for this post.</p> <p><b>8.7</b> She further recommended that Prof.J.R.Campbell, be appointed as one of the Deputy Chairs for Research Sub-Committee. The second Deputy Chairperson should be nominated by Prof.Anthony Kent and Prof.J.R.Campbell.</p> <p><b>8.8</b> The members were of the view that the conference website should be kept alive for atleast 2years after the completion of conference to act as a reference point.</p> <p><b>Decision</b></p> <p><b>8.9</b> The Committee asked the Secretary General to modify the IFFTI website to make it more user friendly especially in terms of paper presented and photographs of Annual Conferences.</p>	<p><b>Prof.Robyn Healy</b></p> <p><b>Secretary</b></p>
<p><b>9. Education Industry Interaction Sub-Committee</b></p>	<p><b>9.1</b> Prof.Frances Corner stated that the Education Industry Initiative Sub-Committee was one of the important Sub-Committees and should analyze how various Institutions interact with Industry for training and placements of students. This data should be collated and shared.</p> <p><b>9.2</b> The Committee nominated Ms. Basia Szkutnicka as one of the Deputy Chairs of Education Industry Initiative Sub-Committee. Ms. Barbara Bundy and Ms.Basia Szkutnicka should nominate the second Deputy Chair.</p>	<p><b>Ms. Barbara Bundy</b></p> <p><b>Secretary</b></p>
<p><b>10. Curator Gallery</b></p>	<p><b>10.1</b> Prof.Frances Corner mentioned that the effort made at the AMFI Conference to get the curators to interact had been very successful.</p> <p><b>10.2.</b> Someone was required to head this program and take it forward. Manchester Metropolitan University, UK should take this program forward at their conference.</p> <p><b>10.3</b> Ms. Souraya Bouwmans-Sarraf will forward the names and contact details of the curators who had attended the AMFI Conference to Manchester Metropolitan University, UK to do the needful. Effort should be made to build their network.</p>	<p><b>Secretary</b></p>

	<p><b>10.4</b> Ms. Souraya Bouwmans-Sarraf stated that ‘<b>Sustainability</b>’ was also a good topic and should be carried forward. She stated that AMFI had wonderful experience hosting the conference and had received a very positive feedback from members.</p>																																					
<p><b>11. Venues</b></p>	<p><b>11.1</b> After detailed discussions, it was decided to host 2020 Annual Conference at Kent State University, USA.</p> <p><b>11.2</b> It was also decided that an additional Executive Committee meeting be held in early February each year. Prof.Nandita Abraham agreed to host these meetings at Pearl Academy, India each year.</p> <p><b>11.3</b> After detailed discussion, the following venues were proposed:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;"><b>Venues of IFFTI Meetings</b></th> </tr> <tr> <th style="text-align: center;"><b>Date</b></th> <th style="text-align: center;"><b>Meeting</b></th> <th style="text-align: center;"><b>Institution</b></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><i>March 2018</i></td> <td style="text-align: center;"><i>20<sup>th</sup> Annual Conference and 39<sup>th</sup> Executive Committee meeting</i></td> <td style="text-align: center;"><i>Donghua University, P.R.China</i></td> </tr> <tr> <td style="text-align: center;"><i>February, 2018</i></td> <td style="text-align: center;"><i>Additional Executive Committee meeting</i></td> <td style="text-align: center;"><i>Pearl Academy, Delhi, India</i></td> </tr> <tr> <td style="text-align: center;"><i>October, 2018</i></td> <td style="text-align: center;"><i>40<sup>th</sup> Executive Committee meeting</i></td> <td style="text-align: center;"><i>Ewha Womans University, South Korea</i></td> </tr> <tr> <td style="text-align: center;"><i>April, 2019</i></td> <td style="text-align: center;"><i>21<sup>st</sup> Annual Conference and 41<sup>st</sup> Executive Committee meeting</i></td> <td style="text-align: center;"><i>Manchester Metropolitan University, UK</i></td> </tr> <tr> <td style="text-align: center;"><i>October, 2019</i></td> <td style="text-align: center;"><i>42<sup>nd</sup> Executive Committee meeting</i></td> <td style="text-align: center;"><i>AMD Akademie Mode &amp; Design, Germany/Taiwan/Singapore</i></td> </tr> <tr> <td style="text-align: center;"><i>February, 2020</i></td> <td style="text-align: center;"><i>Additional Executive Committee meeting</i></td> <td style="text-align: center;"><i>Pearl Academy, Delhi, India</i></td> </tr> <tr> <td style="text-align: center;"><i>March, 2020</i></td> <td style="text-align: center;"><i>22<sup>nd</sup> Annual Conference and 43<sup>rd</sup> Executive Committee meeting</i></td> <td style="text-align: center;"><i>Kent State University, USA</i></td> </tr> <tr> <td style="text-align: center;"><i>October, 2020</i></td> <td style="text-align: center;"><i>44<sup>th</sup> Executive Committee meeting</i></td> <td style="text-align: center;"><i>New Member from Europe/Asia</i></td> </tr> <tr> <td style="text-align: center;"><i>February, 2021</i></td> <td style="text-align: center;"><i>Additional Executive Committee meeting</i></td> <td style="text-align: center;"><i>Pearl Academy, Delhi, India</i></td> </tr> <tr> <td style="text-align: center;"><i>March, 2021</i></td> <td style="text-align: center;"><i>23<sup>rd</sup> Annual Conference and 45<sup>th</sup> Executive Committee meeting</i></td> <td style="text-align: center;"><i>Singapore/India</i></td> </tr> </tbody> </table>	<b>Venues of IFFTI Meetings</b>			<b>Date</b>	<b>Meeting</b>	<b>Institution</b>	<i>March 2018</i>	<i>20<sup>th</sup> Annual Conference and 39<sup>th</sup> Executive Committee meeting</i>	<i>Donghua University, P.R.China</i>	<i>February, 2018</i>	<i>Additional Executive Committee meeting</i>	<i>Pearl Academy, Delhi, India</i>	<i>October, 2018</i>	<i>40<sup>th</sup> Executive Committee meeting</i>	<i>Ewha Womans University, South Korea</i>	<i>April, 2019</i>	<i>21<sup>st</sup> Annual Conference and 41<sup>st</sup> Executive Committee meeting</i>	<i>Manchester Metropolitan University, UK</i>	<i>October, 2019</i>	<i>42<sup>nd</sup> Executive Committee meeting</i>	<i>AMD Akademie Mode &amp; Design, Germany/Taiwan/Singapore</i>	<i>February, 2020</i>	<i>Additional Executive Committee meeting</i>	<i>Pearl Academy, Delhi, India</i>	<i>March, 2020</i>	<i>22<sup>nd</sup> Annual Conference and 43<sup>rd</sup> Executive Committee meeting</i>	<i>Kent State University, USA</i>	<i>October, 2020</i>	<i>44<sup>th</sup> Executive Committee meeting</i>	<i>New Member from Europe/Asia</i>	<i>February, 2021</i>	<i>Additional Executive Committee meeting</i>	<i>Pearl Academy, Delhi, India</i>	<i>March, 2021</i>	<i>23<sup>rd</sup> Annual Conference and 45<sup>th</sup> Executive Committee meeting</i>	<i>Singapore/India</i>	<b>Secretary</b>
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<p><b>12. Presentations</b></p>	<p><b>Manchester Metropolitan University, UK</b></p> <p><b>12.1</b> Prof.Colin Renfrew made a presentation on the framework of the 2019 IFFTI Annual Conference being hosted by MMU,UK</p> <p><b>12.2</b> The Committee asked him to try innovative methods of ‘<b>Paper Presentations</b>’ the durations of which should not be more than 15 minutes. He was also asked to include the following:-</p>																																					

	<p>a) Increase the timings of General Council meeting and workshops by half an hour each.  b) Add a session with Paper Presenters.  c) Add a session of closing Executive Committee meeting.</p> <p><b>Donghua University, P.R.China</b></p> <p><b>12.3</b> Dr. Li Jun and Ms. Grace Gu made a detailed presentation on the preparations for the 2018 IFFTI Annual Conference.</p> <p><b>12.4</b> They informed that 261 Abstracts had been received of which 103 were accepted. They hope to finally present 62 to 64 papers. The Committee provided a few recommendations for revision of schedule. They were asked to provide revised schedule to Executive Committee members for review.</p> <p><b>12.5</b> Grace Gu informed that they have received 14 entries for the Student Design Competition till now. She requested members to encourage their students to participate in this Initiative.</p>	
<p><b>13.</b>   <b>New Administrative Structure of IFFTI</b></p>	<p><b>13.1</b> Taking forward the recommendations in the proposals forwarded by Prof.Frances Corner, she stated that we should be giving the best value and support to our members. She said that we have commissioned consultants to review the functioning of IFFTI and Audit it accounts.</p> <p><b>13.2</b> The consultant had recommended that India should continue to be the center of IFFTI Administration. He had found that the finances and statutory compliances were being adequately met.</p> <p><b>13.3</b> He had also recommended that the Sub-Committees needed to expand their scope and shoulder greater responsibilities.</p> <p><b>13.4</b> She was of the opinion that in order for the IFFTI Chairperson and Chairs of Sub-Committees to perform greater functions, they needed administrative support. She therefore proposed that we should provide suitable financial support to them.</p> <p><b>13.5</b> Dr.Giacomo Oliva suggested that this could be provided in the form of travel reimbursement or travel scholarship. Also IFFTI should bear the expenses for creating new websites by the Sub-Committees.</p> <p><b>13.6</b> Dr.Giacomo Oliva stated that he had made a template giving the mission, responsibilities, terms of membership and what does it add professionally. He would be circulating this template for improvements and comments.</p> <p><b>13.7</b> The following suggestion were made by members :-</p> <p>a) Profiles of Executive Committee members should be displayed on the IFFTI website.</p> <p>b) Rules and Regulations and Bye-Laws needed to be reviewed. A small committee to be appointed to review them and suggest revision for consideration.</p> <p>c) A 5 minutes Introduction of IFFTI giving evidence of value to members should be included in the General Council meetings.</p> <p>d) We are not really communicating that well with those whose first language is <i>not</i> English. Translations on the website? Perhaps when we start the conference, we welcome everyone and say thank you in all of the different languages that would be represented; also could be part of the landing page on the IFFTI website.</p>	

	<p>e) Each Sub-Committee should launch its own website.</p> <p>f) We should include presentations of old members also in General Council Meetings. Can start with 2 members at a time.</p> <p>g) One visual with all names and Logos of member Institutions should be displayed at the Registration desk of the host Institution at the time of Conference.</p> <p>h) We should better understand and focus on membership from the point of <i>retention</i>, in addition to recruitment.</p>	
<b>14. Extension of Tenure</b>	<b>14.1</b> The Tenure of Secretary General was extended unanimously for a further period of 4 years.	<b>Secretary</b>
<b>15. Concluding Remarks</b>	<b>15.1</b> Prof.Frances Corner thanked The Hong Kong Polytechnic University, Hong Kong for making wonderful arrangements for the Executive Committee meeting and a lovely dinner.	

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