



Minutes

Enclosure to IFFTI Secretariat
Mail IFFTI/0305/2018

Meeting	Opening Session of the 39 th Meeting of the Executive Committee	
Date	Monday 9 th April, 2018	
Location	Donghua University, P.R. China	
Attendance	<p>(a)Chairperson</p> <ul style="list-style-type: none"> • Prof. Robyn Healy, School of Fashion and Textiles, RMIT, Australia <p>(b)Regional Members</p> <ul style="list-style-type: none"> • Dr. Liz Barnes, The University of Manchester, UK-Deputy Chairperson, Deputy Chair Membership-Sub-Committee • Dr. Margo Barton, Otago Polytechnic, New Zealand- Chair Membership Sub-Committee • Mr. Robert Ott, Ryerson University, Canada, Chair, Education Initiative Sub-Committee • Dr. Jun Li, Donghua University, P.R. China-Deputy Chair Finance Sub-Committee • Ms. Basia Szkutnicka, The Hong Kong Polytechnic University, Hong Kong – Deputy Chair, Education Industry Interaction Sub-Committee • Dr. Deirdre Sato, Fashion Institute of Technology, U.S.A. - Member • Prof. Nandita Abraham, Pearl Academy, India - Member • Prof Norio Nakanishi , Bunka Gakuen University, Japan - Member • Prof. Leslie Holden , Amsterdam Fashion Institute (Hogeschool), The Netherland- Member • Ms. Anne Normoyle, FDS TAFE NSW, Australia – Member <p>(c) Co-opted Members</p> <ul style="list-style-type: none"> • Prof. J.R. Campbell, Kent State University , USA - Hosting 2020 Annual Conference • Prof. Colin Renfrew, Manchester Metropolitan University, UK- Hosting 2019 Annual Conference • Yoshio Kakishima, Bunka Gakuen University, Japan - interpreter <p>(d) Member Secretary</p> <ul style="list-style-type: none"> • Commodore Vijay Chaturvedi (Retd.) - Secretary General 	
Apologies	<ul style="list-style-type: none"> • Prof. Frances Corner, London College of Fashion, UK – Member • Prof. Anthony Kent, Co-opted Member, Nottingham Trent University, UK- Chair Research Sub-Committee • Ms. Sylvie Ebel, Institut Francais de la Mode, France-Chair ,Finance Sub-Committee • Ms. Barbara Bundy, The Fashion Institute of Design and Merchandising, USA- Chair, Education Industry Interaction Sub-Committee 	
Items	Discussions/Outcomes	
1.2 Welcome	<p>Prof. Robyn Healy welcomed members. As there were a number of new members, the Chair requested each member to introduce themselves.</p> <p>The Chair suggested that the Executive Committee meetings be numbered following the calendar year. So this meeting was the second meeting of 2018.</p>	
2. Confirmation of Minutes	The Minutes of the 1 st Executive Committee meeting of 2018 were adopted as circulated.	Secretary General



Minutes

<p>3. Chairs Remarks</p>	<p>3.1 Timing of Conference Prof. Robyn Healy explained that keeping in view the academic calendar and activities at most of the institutions it would be better if the conferences are held in March each year, as people find it difficult to attend the conferences if held later.</p> <p>She requested all members to keep this in mind while planning future Conferences</p> <p><u>Decision.</u> All future conferences should be programmed in March if possible to encourage broader participation.</p> <p>3.2 Review of IFFTI Mission, Aims and Objectives Executive supported that the mission should identify the values of IFFTI more clearly expressing diversity, opportunity, and aspirational intent. The values and objectives should then flow from the mission. Some existing objectives need to be reworded. It is important to clearly articulate who we are, to our members and the rest of the community.</p> <p><u>Decision</u> Prof.Robyn Healy will draft the new statement working with Liz Barnes. The Executive are to forward keywords and any suggestions for the text.</p> <p>3.3 Update on data and information requested from Regional members The call out for membership institutional data received a strong response, and the data will be tabled at the next meeting.</p> <p><u>Decision</u> The Executive to offer comments to finalise the format in which data is to be collated. This will be an annual request to keep the data relevant and useful.</p> <p>3.4 Communication strategy Three Executive Committee meetings will be held every year. The first meeting will be undertaken via an online communication mode. During the course of the Sub-Committees are expected to communicate with their members working on key initiatives. Consider how best to do this ? – email, skype, other. The idea is to activate members during the year. IFFTI to purchase a recording device or use phone to record minutes.</p> <p>In Manchester, we will explore ways to make the General Council meeting more interactive, including seating arrangements, spreading out the Executive to interact with members and encourage more active debate.</p> <p>3.5 Request from ITAA(International Textiles and Apparel Association) for reciprocal membership Executive discussed this request. Prof.J.R.Campbell noted that ITAA meeting will be held at the same time as the next Executive Committee meeting at Kent State University in November, 2018.</p> <p><u>Decision</u> Executive decided to have a meeting with ITAA on the side-lines of the next Executive Committee meeting to further investigate this proposal.</p>	<p>All</p> <p>Secretary General</p>
---------------------------------	---	-------------------------------------



Minutes

	<p>3.6 Process review and selection of papers for IFFTI Research Awards The Secretary explained the process was in two stages. Initially the host Institution with the assistance of Review Committee selects the papers to be presented at the conference. The institution then forwards the names and papers of candidates who have applied for IFFTI Awards to the Secretariat. The Secretariat then forwards these papers to select members of the Review Committee to list these papers in the order of priority. Then the winners are announced with the following issues considered:</p> <p>a) The candidate's Institution is up-to-date in subscription payment. b) The candidate has not received the same award in the previous two years c) Only one candidate from an Institution receives an award each year</p> <p>Decision After discussions it was decided to review this procedure.</p> <p>3.6 Review of Responsibility and mission of each Sub-committee Sub-Committees are in the process of reviewing their roles and responsibilities.</p> <p>Decision Task to be completed by the next Executive Committee meeting.</p> <p>3.6 Manner of creating space on website where members could post requirements for interaction with like-minded people.</p> <p>The Secretary explained that it was possible to create a forum on the IFFTI Website for interaction between members. However, the Executive decided to consider a larger communication strategy before we activate this feature..</p>																									
<p>4. Membership Sub-Committee</p>	<p>4.1 Dr.Margo Barton stated that we have had two new members namely; Middlesex University, UK and Shanghai International Fashion Education Center (SIFEC) Shanghai, China.</p> <p>4.2 She thereafter gave a brief overview of the deliberation of the Sub-Committee:-</p> <table border="1" data-bbox="342 1440 1349 1906"> <thead> <tr> <th colspan="4">MEMBERSHIP SUB-COMMITTEE</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Dr. Margo Barton (Chair)</td> <td>Otago Polytechnic, New Zealand</td> <td>margo.barton@op.ac.nz</td> </tr> <tr> <td>2.</td> <td>Dr Liz Barnes(Deputy Chair)</td> <td>The University of Manchester, UK</td> <td>liz.barnes@manchester.ac.uk</td> </tr> <tr> <td>3.</td> <td>Ms. Tina Guglielmino</td> <td>RMIT University, Australia</td> <td>tina.guglielmino@rmit.edu.au</td> </tr> <tr> <td>4.</td> <td>Dr.Deirdre Sato</td> <td>Fashion Institute of Technology,USA</td> <td>deirdre_sato@fitnyc.edu</td> </tr> <tr> <td>5.</td> <td>Mr. Leslie Holden</td> <td>Amsterdam Fashion Institute, The Netherlands</td> <td>l.t.holden@hva.nl</td> </tr> </tbody> </table>	MEMBERSHIP SUB-COMMITTEE				1.	Dr. Margo Barton (Chair)	Otago Polytechnic, New Zealand	margo.barton@op.ac.nz	2.	Dr Liz Barnes(Deputy Chair)	The University of Manchester, UK	liz.barnes@manchester.ac.uk	3.	Ms. Tina Guglielmino	RMIT University, Australia	tina.guglielmino@rmit.edu.au	4.	Dr.Deirdre Sato	Fashion Institute of Technology,USA	deirdre_sato@fitnyc.edu	5.	Mr. Leslie Holden	Amsterdam Fashion Institute, The Netherlands	l.t.holden@hva.nl	<p>Dr. Margo Barton</p>
MEMBERSHIP SUB-COMMITTEE																										
1.	Dr. Margo Barton (Chair)	Otago Polytechnic, New Zealand	margo.barton@op.ac.nz																							
2.	Dr Liz Barnes(Deputy Chair)	The University of Manchester, UK	liz.barnes@manchester.ac.uk																							
3.	Ms. Tina Guglielmino	RMIT University, Australia	tina.guglielmino@rmit.edu.au																							
4.	Dr.Deirdre Sato	Fashion Institute of Technology,USA	deirdre_sato@fitnyc.edu																							
5.	Mr. Leslie Holden	Amsterdam Fashion Institute, The Netherlands	l.t.holden@hva.nl																							



Minutes

6.	Ms. Anne Bennion	The Fashion Institute of Design and Merchandising, USA	abennion@fidm.com	Secretary General
7.	Prof. Dr. Shalini Sud	National Institute of Fashion Technology, India	head.idl@nift.ac.in	
New member co-opted on Wednesday 10 th April, 2018				
8.	Ms Fumi Qinwen Wei	Beijing Institute of Fashion Technology	qinwen_wen@126.com	
<p>(a) Determine the type of membership and define criteria for each category Action – update membership criteria following the modernisation of the IFFTI vision and values, in particular reflect a more human centered approach. Action – alter this statement in the criteria - “integrated pursuit of [all three] areas relating to fashion education, namely design, technology and business” becomes “integrated pursuit of areas relating to fashion education, namely design, technology and business” Membership committee determined to review the types of memberships and criteria once the overarching IFFTI missions, aims and objectives are reviewed and updated. We were concerned that the IFFTI missions aims and objectives need to integrate sustainability and be modernised. Action – contact no attenders - Members who have not attended over the past years would be contacted to ask why.</p> <p>(b) Expand the geographical spread by initiating new members from hitherto unrepresented areas like South America, Africa, Eastern Europe, Russia, China etc And</p> <p>(c) To build a database of existing Fashion Education Institutions around the world Action – membership committee members responsible for recruitment in geographical areas in order to compile the potential members database Action – reach out to the identified potential members. Membership committee geographical responsibilities</p> <ul style="list-style-type: none"> • UK, Europe and Africa: Dr Liz Barnes & Mr. Leslie Holden • the Americas: Dr. Deirdre Sato & Ms. Anne Bennion • Asia and Oceania : Dr. Margo Barton & Ms Fumi Qinwen Wei <p>(d) Attract Corporate Membership Action - work with the Industry Sub-Committee on this matter. Action - focus on contacts in foundations and companies who we (IFFTI member institutions) are customers of, and who could be potential corporate sponsors.</p> <p>(e) Review membership applications Action – modernise the process, suggest total digital submissions.</p> <p>(f) Other matters Action - Regular Membership Sub-Committee meetings are scheduled. (first meeting scheduled for Tuesday 22nd and Wednesday 23rd May depending on time zones) Suggestion - a bi-annual membership newsletter, which could be a blog.</p>				



Minutes

<p>5. Research Sub-Committee</p>	<p>5.1 Prof.J.R.Campbell briefed the committee in absence of Prof.Anthony Kent. He stated that the Sub-Committee had discussed the following issues.</p> <p>a) Aims and Objectives of the Committee - They will be further discussed connected to refinement/updates of the IFFTI vision, values and Initiatives.</p> <p>b) Considering the different committee title- It was proposed to change the title to Research and creative Activity or Research/Creative Initiative to mirror Educational Initiative Sub-Committee and be more inclusive and vision oriented.</p> <p>c) Committee membership- the intention of the membership was discussed together with management and responsibilities for designated membership.</p> <ul style="list-style-type: none"> • The ideal compositions of the Sub-Committee should be 16-18 members. Chair and two Deputy Chairs representing the different Regions. • A representative from host Institutions to join the sub-committees two years before the Institution hosts the conference. • A representative from past host Institutions to stay on committee for atleast further two years to assist with mentoring process. • Fix term members with defined roles, such as one blog organizer, one online communications, two journal organizers, two inventory creators, two working party on Fashion Researches, Two ordinary members etc. • Ad-hoc/seconded members. (5): 1 member of conference appointed 2 years in advance, 1 member from next year, 1 current year, 2 from previous years to report. [For example, at the 2018 conference, 1 person from BIFT, 1 from AMFI, 1 from Dong Hua, 1 from MMU, and 1 from 2020 conference host, Kent State] • The aim is to support the host institution to consider conference Organisation that encourages more exploratory forms for creative practice, and to reinforce the peer review process to ensure high quality outcomes. • Each host institution will allow IFFTI to manage the peer review process and members of the sub-committee assist with review of papers and chairing sessions. The host institution will facilitate the process working with the sub-committee • Only one member from each Institution on the Committee. <p>d) Further items discussed</p> <ul style="list-style-type: none"> • To consider facilitating a mentor network for research across institutions • Consider technology capture of presentations for those members not attending • Consider the format of the workshops and the conference itself: introductions from speakers; different types of conference presentation e.g. pecha-kucha, 3 minute thesis. • Create a more specific communications strategy for the research sub-committee? • Create a research as well as an institutional 'hello' to introduce and explain the value of IFFTI • Papers – review procedures. • Create/propose some consistent submission review sheets/criteria? • Create a reviewer workshop to support evaluation of conference submissions • 'How to get published' as a session or series of sessions recognizing the relatively under-developed field of fashion: considering practice and text, and different fields within IFFTI. • Special editions in journals • What is the role of technology in how we contextualize IFFTI research? • Should we develop a more proactive technology strategy? • Regional support and directed activities 	



Minutes

	<p>Workshop</p> <p>5.2 The design methodologies participative workshops for members, was led by Mr. Robert Ott and Professor J.R Campbell assisted by Professor Robyn Healy. Members worked in small groups for discussions on posed questions.</p> <p>5.3 Prof. Anthony Kent was asked to examine the possibility of publishing the Research papers only online and not print hardcopies and to revisit the title of the Research Sub-Committee.</p> <p>5.4 The Executive committee was also asked to consider whether we should allow Non-IFFTI members to present papers at the conference. If so under what terms and conditions.</p>	
<p>6 Finance Sub-Committee</p>	<p>6.1 In the absence of Ms. Sylvie Ebel, Prof. Jun Li presented the Balance Sheet and the Financial Reports. The Balance Sheet and the financial statements are place at Annexure A and B respectively.</p> <p>Decision The Committee approved the Balance Sheet and took on record to Financials Statements.</p>	
<p>7. Education Initiative Sub-Committee</p>	<p>7.1 Mr. Robert Ott stated that the entire focus of the Sub-Committee was on the mobility Initiative. They have made the criterion more elaborate and stringent .They were planning to form three groups of smaller working committees to manage tasks</p>	<p>Mr. Robert Ott</p> <p>Secretary General</p>
<p>8. Venues</p>	<p>8.1 The report submitted by Prof.Anthony Kent and Prof.Colin Renfrew regarding their visit to De Montfort University was tabled and discussed. The committee decided to give De Montfort University some more time and consider their offer after 2022.</p> <p>8.2 The Secretary informed that IMS Design and Innovation Academy, India have offered to host the 2021 IFFTI Annual Conference.</p> <p>8.3 Ms. Anne Normoyle stated that her Institution was in dialog with Otago Polytechnic to host a joint Conference in 2021.They were given time till the next Executive Committee meeting in November, 2018 to finalise their proposal.</p> <p>8.4 The Committee approved the remaining venues mentioned in the Agenda.</p>	<p>Secretary General</p>
<p>9. Presentations</p>	<p>9.1 Presentation on activities planned at 21st IFFTI Annual conference, 2019</p> <p>Prof. Colin Renfrew made a presentation on the framework of the 2019 IFFTI Annual Conference being hosted by MMU, UK. Copy of the presentation is placed at Annexure C.</p> <p>9.2 Presentation on 2020 IFFTI Annual Conference</p> <p>Prof J.R Campbell reported that Kent State University was in process of preparing a detailed presentation of the 2020 Conference and will present it at the next Executive Committee meeting.</p>	
<p>Concluding Remarks</p>	<p>Prof. Robyn Healy thanked Dr. Jun Li, Donghua University, P.R. China for making wonderful arrangements for the Executive Committee meeting and hoped that the conference would also be very successful.</p>	



Minutes

-----x-----x-----



Minutes

Annexure A- Balance Sheet as at 31st December, 2017

AS AT 31.12.2016	Liabilities		AS AT 31.12.2017	AS AT 31.12.2016	Assets			AS AT 31.12.2017
	CAPITAL FUND				FIXED ASSETS			
183,621.41	(General Fund) Last balance	214,621.80		25.17	UPS		22.22	
				3.78	Less: Depreciation		3.33	18.89
				21.39				
15,543.98	Less : Conference Hosting Fees	15,236.82			Mobile			
26,454.80	Less : IFFTI Award Initiatives	18,899.63		441.67	Add:Purchased(04.07.2017) Less: Depreciation	389.92	1,430.58	
141,622.62		180,485.35				1,040.66	214.59	1,216.00
-	Add: Adjustment for TDS/Taxes	-		66.25				
65,017.01	Add: Excess of Income over Expenditure	78,542.96	259,028.31	375.42	Furniture & Fixture Less: Depreciation			
206,639.63				43.23			40.41	
				4.32	Printer		4.04	36.37
				38.91	Less: Depreciation			
				65.88			58.16	
				9.88			8.72	49.44
				56.00	Laptop			
				10.05	Add: Purchased during the year(25.05.2017) Less: Depreciation			
				6.03				
				4.02			4.17	
						900.19	904.37	361.75
							542.62	
					Current Assets & Loan & Advances			
				452.36	A) Current Assets Cash in hand Balances with Banks:			
					<u>Saving Bank Accounts</u>			469.84
				31,458.83	a) Canara Bank Green Park, SB 42952 b) I.O.B.,SB17065			
				20,823.69	In EEFC A/c with :		79,580.35	
				4,381.64	- Canara Bank - EEFC A/c		6,395.97	90,357.96
				56,664.16	3) Fixed Deposits with Banks			
				141,405.31	- Principal		146,867.58	159,735.26
				1,543.87	- Add : Intt.Accrued		12,867.68	
				142,949.18				
					B) Loans & Advances			
					Security Deposit (Mobile Phone) Income Tax Refund Due		117.46	
				113.09	Loans to Staff		5,882.30	6,782.82
				5,663.53			783.06	
				301.58				
				6,078.19				
206,639.63		Total	259,028.31	206,639.63			Total	259,028.31

-----X-----X-----



Minutes

Annexure B - Budget V/s Actuals

ITEM	BUDGET 2016 (US\$)	ACTUAL 2016 (US\$)	BUDGET 2017 (US\$)	UPDATED 2017 (US\$)	ACTUAL 2017 (US\$)	BUDGET 2018 (US\$)
INCOME						
Subscription from members	107,800	119,952	144,400	130300	135056	137,900
Corporate Sponsorship					5000	10,000
Interest	12,000	11,910	12,000	12000	14694	15,000
Total Income	119,800	131,862	156,400	142,300	154,750	162,900
EXPENDITURE						
Programmatic Initiatives						
a) Senior Faculty (2)	4,600	4,600	4,600	4,600	4,600	4,600
b) Junior Faculty (5)	6,900	6,900	6,900	6,900	6,900	11,500
c) PG/Research Students (2)	4,600	4,600	4,600	4,600	4,600	4,600
d) Installations	-	-	-	-	-	-
e) Faculty Exchange (10)	15,000	4,000	15,000	15,000	2,800	15,000
f) IFFTI Publications	10,000	10,000	10,000	10,000	-	10,000
g) Support to host Institution	12,000	12,000	15,000	15,000	15,236	15,000
h) Initiative for Students	-	-	-	5,000	-	5,000
Planning and promotion						
i) IFFTI Website renewal	5,000	5,981	-	5,000	-	-
j) Strategic Planning	-	-	-	10,000	-	10,000
Total IFFTI Initiatives	58,100	48,081	56,100	76,100	34,136	75,700
Administrative expenses	46,600	50,000	53,600	53,600	45,364	57,500
Travel expenses	11,000	5,652	12,000	12,000	14,382	12,000
Total Administrative Expenses	57,600	55,652	65,600	65,600	59,746	69,500
Total Expenditure	115,700	103,733	121,700	141,700	93,882	145,200
Net income (loss)	4,100	28,129	34,700	600	60,868	17,700
Ratio Initiative /Expenditure	-	46%	-	54%	36%	52%



Minutes

DETAILS OF ADMINISTRATIVE EXPENSES 2017-2018

ADMINISTRATIVE EXPENSES	BUDGET 2017	ACTUAL 2017	BUDGET 2018
	(US\$)	(US\$)	(US\$)
Telecommunications costs	4,700	1712	4000
Printing and Stationery	500	442	500
Courier	700	1035	1000
Local Conveyance	1700	1695	2000
Consultancy and salaries	42,000	41156	46000
Rent	4,000	3873	4000
Total	53,600	49,913	57,500



Minutes

Subscription from Members 2018

Subscription From Members 2018				
Members		Total	Amount	Total
Regular Members		49	2,400	117,600
Associate Members		9	1,800	16,200
Application Evaluation Fees			100	100
Pearl Academy			4,000	4,000
Corporate Sponsorship (Lectra, Alvanon)			5,000	10,000
Total				147,900
New Members				
a)	Middlesex University, UK	Regular		
b)	Shanghai International Fashion Education Center (SIFEC)	Associate		

Subscription from Members 2018

Subscription From members 2017				
1	Regular members	48	2400	115200
2	Associate Members	8	1800	14400
3	Pearl Academy		4000	4000
4	Corporate Sponsorship (Lectra)		5000	5000
5	Application Evaluation Fee		300	300
	Total			138900
6	New Members			
	Shih Chien University, Taiwan		Regular	
	University College Ghent, Belgium		Regular	
	University of Portsmouth, UK		Regular	
7	Subscription Awaited From			
	KAZAN			1400
	ZIIFT			2400
	Total			3800
	Net Received			135100



Minutes

ENCLOSURE 2
(PAGES 2)

Meeting	Closing Session of the 39 th Meeting of the Executive Committee	
Date	Thursday, 12 th April, 2018	
Time	13.30 - 15.00 hrs.	
Location	Donghua University, P.R.China	
Attendance	<p>a) Chairperson</p> <ul style="list-style-type: none"> • Prof. Robyn Healy, School of Fashion and Textiles, RMIT, Australia <p>(b) Regional Members</p> <ul style="list-style-type: none"> • Dr. Liz Barnes, The University of Manchester, UK-Deputy Chairperson, Deputy Chair Membership-Sub-Committee • Dr. Margo Barton, Otago Polytechnic, New Zealand- Chair Membership Sub-Committee • Mr. Robert Ott, Ryerson University, Canada, Chair, Education Initiative Sub-Committee • Dr. Jun Li, Donghua University, P.R. China-Deputy Chair Finance Sub-Committee • Ms. Basia Szkutnicka, The Hong Kong Polytechnic University, Hong Kong – Deputy Chair, Education Industry Interaction Sub-Committee • Dr. Deirdre Sato, Fashion Institute of Technology, U.S.A. - Member • Prof. Leslie Holden, Amsterdam Fashion Institute (Hogeschool), The Netherland- Member • Ms. Anne Normoyle, FDS TAFE NSW, Australia - Member <p>(c) Co-opted Members</p> <ul style="list-style-type: none"> • Prof. J.R. Campbell, Kent State University, USA - Hosting 2020 Annual Conference • Prof. Colin Renfrew, Manchester Metropolitan University, UK- Hosting 2019 Annual Conference <p>(d) Member Secretary</p> <ul style="list-style-type: none"> • Commodore Vijay Chaturvedi (Retd.) - Secretary General 	
Items	Discussions/Outcomes	Action
1. Format of General Council meeting	1.1 Prof. Robyn Healy suggested a more informal and interactive approach for the General Council meetings. She proposed that at future General Council meetings we will trial a round table format. At this forum we will explain to members who we are and the intention of the meeting. We can break into small groups with each table to have one or two EC members as mentors. Sub-Committee members will also be involved in these roundtable discussions.	
2. Non- IFFTI members presenting the papers at the conference	2.1 After detailed discussions the committee was of the view that it is preferable to allow Non-IFFTI members to present papers at the conference. The Research Sub-Committee will recommend terms and conditions for non-IFFTI members to participate in these activities.	
3. Corporate Sponsors	3.1 It was decided to assign the task of examining the tiered approach together with benefits to corporate sponsors to the Membership and Industry Interaction Sub-Committees.	
4. Publications	4.1 It was proposed that we should attempt to involve publishers in developing our publications. The host Institution should consider this opportunity.	
5. Forum	5.1 The Pros and Cons of creating a forum on the website for interaction of members were discussed. 5.2 Dr. Liz Barnes was assigned the project of linking between New Members and IFFTI Initiatives.	
6. Feedbacks	6.1 Some of the members were of the view that we should obtain feedback from delegates who attend the Conference to determine our strengths and weakness. However, previous efforts at this had not been successful.	
7. Procedures of Paper Presentations	7.1 Executive were of the view that further efforts were required to improve the format of paper presentations. To encourage higher quality and more compelling presentations it was decided to give two awards of USD500 each for the best presentations at each Conference. One for the Junior Faculty and one for the Senior faculty. The selection process for this will be determined by the	

	Research Sub-Committee.	
8. Emeritus Members	8.1 Prof.Robyn Healy stated that we need to craft carefully the criteria for Emeritus members. The Emeritus member should be retired from academia. The member should also agree to this nomination. 8.2 Dr.Margo Barton will review the criterion.	
9 Vision	9.1 Executive recommended the following keywords for the vision of IFFTl: a) Transitions b) Own identity c) Tactical Change d) Inclusivity e) Global 9.2 Prof.Robyn Healy agreed to write the vision after inviting more keywords from members.	Secretary
10. Thanks	10.1 There being no further points the proceeding ended with a vote of thanks to the Chair.	

-----X-----X-----