

MINUTES OF THE
5TH EXECUTIVE COMMITTEE MEETING
OF IFFTI HELD
ON 20TH FEBRUARY 2001 AT HONG KONG

AGENDA ITEM NO. 1.

The meeting welcomed Mr. Atul Chaturvedi, Director General of NIFT and CEO of IFFTI.

Due to the absence of Mr. Anil Kumar, Chairman of IFFTI, members proposed Professor Edward Newton, The Hong Kong Polytechnic University, to act as Chairman of the meeting. Members reviewed the agenda items and agreed to add two items, i.e. mission statement and corporate strategy for communication; and updated member list with names and addresses of contact person.

AGENDA ITEM NO. 2.

The following member institutions of the Executive Committee were present:

- | | | |
|----------------------------------------------------|---|--------------------------|
| 1. National Institute of Fashion Technology, India | – | Mr. Atul Chaturvedi |
| 2. The Hong Kong Polytechnic University, China | – | Professor Edward Newton |
| 3. London College of Fashion, London, UK | - | Ms. Sarah Wilshaw |
| 4. Institute Francais de La Mode, Paris, France | - | Ms. Sylvie Ebel |
| 5. University of Technology – Sydney, Australia | - | Ms. Val Horridge |
| 6. Fashion Institute of Technology, New York, USA | – | Ms. Georgianna Appignani |

Leave of Absence

Mr. Anil Kumar, Chairman of IFFTI, Ms. Brenda Sparkes of The Nottingham Trent School of Art and Design, and Mr. Amnon Armoni of Universidade Anhembi Morumbi, Brazil had sent their apologies for being absent from the meeting.

AGENDA ITEM NO. 3

ADOPTION OF THE MINUTES OF THE FOURTH EXECUTIVE COMMITTEE MEETING HELD ON 7TH NOVEMBER 2000 AT LONDON, UK

The minutes of the fourth Executive Committee Meeting held on 7th November 2000 in London were adopted.

AGENDA ITEM NO. 4

FINANCE AND BUDGET OF IFFTI

Members affirmed that the financial year of IFFTI start at 1 January and end at 31 December. It was agreed that the IFFTI Secretariat would issue invoices to members for settlement of annual membership fee by 30 June. To ensure proper handling of the settlement of annual membership fee, members of the Board of Directors would be the addressees of the invoices.

With the settlement of the annual membership fee by Fashion Institute of Technology, USA, and the resignation of Domus Academy, Italy, the details of IFFTI account as on 31 March 2001 would be as follows:-

Details	US \$
Funds available with the Bank	33,875
Membership fee to be collected from 5 defaulting members for the year 2000-2001	10,000
Total	43,875

The IFFTI Secretariat would send reminders to the 5 defaulting members for settlement of the membership fees accordingly.

The total expenditure of IFFTI upto 31st March 2001 was US\$33,561. Members then reviewed each item of expenditure incurred on the day-to-day administrative activities of IFFTI and agreed to delete 'Faculty Assistance' from the budget. As such, the expenditure for the period from 1 April 2001 to 31 March 2002 had been reduced to US\$9,470.

Members examined the proposed budget for the current year (1 April 2001 to 31 March 2002) and revisions were made as below:-

1. To delete the expenses (US\$48,000) for re-imburement of travel costs and the subsistence allowance payable to the Chairman, CEO and one officer from IFFTI Secretariat in the proceedings of the Conference, Board Meeting and EC Meetings during the year. These expenses were to be responsible by the member institutions at their own costs.
2. To delete the cost (US\$23,830) for supporting related activities of the Conference.

3. To delete the cost of website development because a simplified website containing mission, aims and objectives of IFFTI as well as hyperlink with the homepages of the member institutes would be sufficient at this stage. UAM, Brazil would be contacted to keep their current work in the development of the website on hold until the contents were fine-tuned.
4. To add an item for building up the corporate identity of IFFTI with the estimated cost of US\$20,000.

The revised budget for the current year was as follows:-

Details	Income (US\$)	Expenses (US\$)
Annual Membership Fees	38,000	
Administrative Expenditure		10,000
Incentive Award for IFFTI Logo Competition		5,300
Promotion of IFFTI Corporate Identity		20,000
Surplus (for contingency)	2,700	

AGENDA ITEM NO. 5.

**CONSIDERATION OF THE PROPOSAL TO LOWER
THE ANNUAL MEMBERSHIP SUBSCRIPTION OF IFFTI**

Members considered the proposal of reducing the annual membership subscription fee and concluded that the current level of the fee was fair. In view of the forthcoming activities of IFFTI, members agreed that it was not feasible to lower the subscription fee at this stage.

AGENDA ITEM NO.6.

FORMALISATION OF THE ROLE OF THE CREDENTIALS COMMITTEE

The Chairman proposed that the Credentials Committee for the Board was not necessary as the IFFTI Secretariat could determine the members and note any attendees that were deputising. And this would be recorded in the minutes.

AGENDA ITEM NO. 7

DEVELOPMENT OF WEBSITE AND CORPORATE IDENTITY OF IFFTI

Members browsed through the existing content of the IFFTI website and noticed that some information were incorrect. Due to the re-positioning of IFFTI's corporate identity and communication strategy, the information on the website had to be limited to its missions, objectives and the list of member institutions. London College of Fashion (UK), Institut Francais de La Mode (France) and University of Technology – Sydney (Australia) were requested to look after the establishment of the corporate identity of IFFTI.

AGENDA ITEM NO. 8

CONSIDERATION OF THE PROCESS OF ELECTION OF THE EXECUTIVE COMMITTEE WITH REGARD TO THE REGIONAL REPRESENTATION TO BE GIVEN TO MEMBER INSTITUTIONS

Members reviewed the draft Election By-laws and discussed about the qualification of candidates. NIFT was asked to seek clarification with the ex-Chairman of IFFTI on Rule 10(e). The IFFTI Secretariat had been asked to simplify the ballot form. NIFT and FIT were requested to monitor the consistency of the Rules and the Election By-laws. The final version of the Election By-laws would be circulated to members once available.

AGENDA ITEM NO. 9

CONSIDERATION OF NEW APPLICATIONS FOR MEMBERSHIP TO IFFTI

Members considered that the Application Form for IFFTI membership was too simple, which provided limited information about the background and level of achievement of the institutions concerned. FIT had been asked to re-design the application form and pass the revised form to the IFFTI Secretariat. It was also proposed that all new applications had to obtain recommendation by a current IFFTI member. In addition, the application form had to be submitted together with three sets of supporting documentation, including programme curriculum of the institution and certification from the government on the eligibility of the institutions to join IFFTI. As such, the

application from an institution in Singapore would be required to be re-submitted in accordance to the new requirements.

A vetting group, consisting of two member institutions of IFFTI, would be set up to examine all new member applications and it would then be forwarded to the Executive Committee for final decision.

AGENDA ITEM NO. 10

CONSIDERATION OF THE DRAFT PROPOSAL OF THE COMPETITION TO SELECT THE LOGO FOR IFFTI

Members examined the draft of the Entry Form, Rules and Regulations, Submission Criteria, Prizes of the IFFTI Logo Competition and made the following revisions:-

1. To delete 'fashion' from the first paragraph as: "In keeping with the organisation's mandate of promoting international collaborations among institutions dedicated to the advancement of education ... invites students who are currently enrolled in the programs of our participating members to submit entries for the design of a new and exciting IFFTI logo."
2. To delete 'full-time' from Entry Rules and Regulations # 1 as: "The contest is open ONLY to entrants who are students currently enrolled at participating IFFTI member institutions."
3. To revise the description of Prizes as: "The Grand Prize winning submission will receive an all expenses paid trip (including economy class return ticket with three days accommodation plus US\$500) to New York, USA to attend the IFFTI International Conference, October 2001." It was also agreed that if the winner was residing in New York, the destination of the air ticket would be the place where the next IFFTI Conference was held.
4. To amend the first paragraph of the announcement as: "Students presently enrolled in the programs of participating member institutions are invited to submit entries ... to represent this international association."
5. To rectify the name of the IFFTI members as follows:

Institut Francais de La Mode, Paris, France

Dong Hua University, Shanghai, China.

AGENDA ITEM NO. 11

ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR

It was agreed that the next Executive Committee meeting would be held on 2 July 2001 in Paris, France. The tentative agenda items were:

1. Communication Strategy
2. Judging of IFFTI Logo Design Competition
3. IFFTI International Conference in Australia
4. Brief of the graphic design of the promotional brochure
5. Election of the Executive Committee
6. New Applications for IFFTI Membership

There being no other business, the meeting adjourned at 5:40 p.m.