

MINUTES OF THE SIXTH EXECUTIVE COMMITTEE
MEETING OF IFFTI HELD ON 2 JULY 2001 AT PARIS

AGENDA ITEM NO. 1 – Welcome remarks by Chairman IFFTI

- Due to the absence of M. Anil KUMAR, Chairman of IFFTI, members propose Professor Edward NEWTON, Hong Kong Polytechnic University, Hong Kong, to act as Chairman of the meeting.
- Members review the agenda and agree to add 3 items :
 - . Budget
 - . Proposal of a global library network
 - . 4th annual conference in New York and venue of the 5th annual Conference of IFFTI in the year 2002
- They agree as well to put together the items n° 4 (*Development of the corporate identity of IFFTI*), 5 (*Consideration of the graphic design of the promotional brochure of IFFTI*), 9 (*Consideration of the design concepts of the IFFTI logo proposed by the Secretary pending the holding of IFFTI logo design competition*), 10 (*Consideration of the communication strategy of IFFTI*) and 11 (*Status of the IFFTI web-based newsletter*) into one, under the title “Communication strategy”.

In consequence, the agenda becomes as follow :

1. Welcome remarks by Chairman IFFTI
2. Members present
3. Adoption of the minutes of the fifth Executive Committee meeting held on 20th February 2001 at Hong Kong Polytechnic University, Hong Kong
4. A report on the activities of IFFTI from February 2001-July 2001 to be presented by the CEO
5. Consideration of the process of election of the Executive Committee in the light of proposed modifications to the IFFTI documents
6. Budget
7. Consideration of new applications for membership to IFFTI
8. Communication strategy (including the Web-site)
9. Proposal of a global library network
10. 4th annual conference in New York and venue of the 5th annual Conference of IFFTI in the year 2002

AGENDA ITEM NO. 2 – Members present

- The following member institutions of the Executive Committee are present:
 - . Fashion Institute of Technology, USA - Dr. Dario A. CORTES
 - . Institut Français de la Mode, France - Ms. Sylvie EBEL
 - . London College of Fashion, London, UK - Ms. Véronique SCHILLING (observer)
 - . The Hong Kong Polytechnic University, Hong Kong - Ms. Elisabeth ROUSE
 - . Universidade Anhembi Morumbi, Brasil - Professor Edward NEWTON
 - . IFFTI CEO & National Institute of Fashion Technology, India - Mr. Amnon ARMONI
 - . IFFTI CEO & National Institute of Fashion Technology, India - Mr. Atul CHATURVEDI

Leave of Absence/Apologies sent

- Mr. Anil KUMAR, Chairman of IFFTI, and Ms Val HORRIDGE of University of Technology, Australia, have sent their apologies for being absent from the meeting.

- The chairman asks Mr. Atul CHATURVEDI to send formal invitations for the EC meetings to the Donghua University, China, 2 or 3 months in advance, given the difficulty to get a visa.

AGENDA ITEM NO. 3 – Adoption of the minutes of the fifth Executive Committee meeting held on 20th February 2001 at Hong Kong Polytechnic University, Hong Kong

- The minutes of the fifth Executive Committee meeting held on 20th February 2001 in Hong Kong are approved.

AGENDA ITEM NO. 4 – A report on the activities of IFFTI from February 2001-June 2001 to be presented by the CEO.

- During the period from February to June 2001, the Secretary carried out the following activities on behalf of IFFTI:
 - review of the minutes of the 5th EC meeting written by the Hong Kong Polytechnic University, Hong Kong and circulation to the EC Members,
 - rewriting of the Membership Information and Application Form of IFFTI, based on the suggestions proposed by Dr. Georgianna APPIGNANI, Fashion Institute of Technology, USA,
 - transmission of the Membership Information and Application Form to several IFFTI applicants,
 - development of certain design concepts for the IFFTI Logo, pending the holding of the IFFTI Logo Design Competition,
 - preparation of a draft paper charting the Communication Strategy for IFFTI,
 - co-ordination with Ryerson Polytechnic University, Canada, with regard to the finalisation of the outlines and details of the IFFTI Logo Design Competition,
 - development of the design concepts of the Promotional Brochure of IFFTI, after having updated the information about all the member institutions,
 - preparation of a paper to iron out inconsistencies between the IFFTI documents and Elections by-laws, based on the legal advice of a Chartered Accountant of IFFTI,
 - transmission of the program for the 4th annual conference of IFFTI to be held in New York in October 2001,
 - preparation of the 6th EC meeting's agenda held in Paris in July 2001.
- Considering the IFFTI's current stage of development, the EC Members agree:
 - to replace the title of CEO by Secretary,
 - to give power and budget (10.000 \$ per year on a full time basis, plus travel expenses) to Mr. Atul CHATURVEDI to recruit by the end of July, for a test period of 6 months, a senior person (MBA level or equivalent) that would be in charge of the administrative aspects of IFFTI, including the following up

of EC and Board decisions, attendance to the two annual EC meetings, writing of the agendas and minutes... The resume of this person will be sent to all the EC Members as soon as recruited,

- . to have two two-days EC meetings per year instead of three one-day EC meetings. One of them would still be attached to the annual conference, with an opening session before the General Council, and a closing session after the General Council,
- . to send the EC meeting minutes to all the IFFTI Members, and not only to the EC Members.
- Considering the future of the IFFTI, the EC Members agree to explore a formal linkage with a professional organisation like the International Apparel Federation, for which IFFTI could be the educational component. As the Hong Kong Polytechnic University, Hong Kong, is an active member of this organisation, Professor Ed NEWTON propose to contact them officially before the next EC meeting. Perhaps IFFTI could in the future benefit from their administrative structure.

AGENDA ITEM NO. 5 – Consideration of the process of election of the Executive Committee in the light of proposed modifications to the IFFTI documents

- According to the IFFTI Rules & Regulations, the Executive Committee should comprise between 5 and 10 members. The EC Members propose, for the next elections (General Council - New York – October 2001), the next EC Committee to be composed of 9 members, chosen according to world representation and continuity within the Executive Committee.
 - . 4 members representing the main geographical areas (Anhembi Morumbi, Brazil - Donghua University, China - London College of Fashion, UK - Royal Melbourne Institute of Textiles, Australia),
 - . 4 members belonging to the founding institutions of IFFTI (Fashion Institute of Technology, USA - Hong Kong Polytechnic University, Hong Kong - Institut Français de la Mode, France - National Institute of Fashion Technology, India),
 - . 1 institution hosting the next annual conference.
- For the future, the EC Members propose the Executive Committee to be renewed by 50 % every 3 years.
- The present members all agree that IFFTI should - according to its aim - gain an international academic leadership. To do so, they propose the next chairman to be an academic leader. Concretely, this decision could result in the separation of the administrative part (that could remain in India) from the academic part of IFFTI. Moreover, the EC Members insist on the fact that the Chairman should have the ability to raise funds on behalf of IFFTI.
 - . Therefore, the EC Members propose Prof. Edward NEWTON - Hong Kong Polytechnic University, Hong Kong to be elected as **Chairman**.

Note: the EC members remind that members of the EC are institutions and not individuals. They propose that an exception is done for the Chairperson, due to its particular role.

In case the Chairman leaves his/her institution during his/her mandate, an election will be held at the next General Council. If the current Chairman leaves for another IFFTI institution, he might of course be candidate.

- The EC Members ask the Secretary to prepare an institutional form, in order to have the authorised delegate nominated within the IFFTI. This form should be signed by the President or CEO of the Institution and

would be sent each year to each institution to accurate the previous information (names, positions, role within IFFTI - observer or delegate -, addresses, telephone/fax numbers, e-mail addresses...).

Note: All the member institutions admitted to IFFTI are represented in the General Council. Each delegate must have full authority to take decisions for its institution.

AGENDA ITEM NO. 6 – Budget

- Concerning the budget, the EC Members, pointing out the lack of certified IFFTI balance sheet and budget tracking, decide that:
 - the Secretary should add a permanent item dealing with budget, expenses and accounts to each EC Meeting's agenda,
 - the Secretary should provide each EC Members, before the end of July, with the detailed accounts from the beginning of IFFTI up to now, so that the next Executive Committee shall be able to work on the review of the costs to be approved by the General Council, and propose a budget which would be compatible with IFFTI effective resources,
 - a Treasurer should be nominated within the EC Members, to assure a following up of the IFFTI accounts in close relationship with a certified accountant to be appointed by the Secretary.
- During the meeting, a statement of membership subscriptions is given to the participants showing that:
 - the Universidade Anhembi Morumbi, Brazil, have not paid its 1999-2000 membership subscription, but the members decide that it would be balanced, considering the University had provided extra-services to the IFFTI Secretary.
 - for the year 2000-2001, the following institutions have not paid yet their membership subscriptions: Universidade Anhembi Morumbi, Brazil, Bunka Women's University, Japan, China Textile University, China, London College of Fashion, UK, De Montford University, UK.
The EC Members ask the Secretary to send a formal reminder.
 - for the year 2001-2002, as now, Temasek Polytechnic, Singapore, De Montford University, UK, Philadelphia University, USA, and Sydney Institute of Technology, Australia, have paid their membership subscription.
The EC Members ask the Secretary to send a formal invoice via mail, and not only by e-mail or fax, as many accounts departments can not pay without an original document.
The Secretary is asked to make a regular point on the membership subscriptions and to assure a following up until the next EC Meeting.
 - Each year, the membership subscription is due by the 1st of April.

AGENDA ITEM NO. 7 - Consideration of new applications for membership to IFFTI

- Two institutions have submitted completed applications to IFFTI: the Pearl Academy of Fashion in New Delhi, India and the Nanyang Academy of Fine Arts in Singapore.
- The members of the Executive Committee agree that two members of the Executive Committee will study the documents sent by each applicant and circulate a report to the EC Members before the end of September

2001, so that the proposed new members can be invited as observers by the IFFTI Secretary to the next annual meeting. The applications for membership will be summarised and submitted during the General Council taking place in New York in October 2001.

- Mr. Amnon ARMONI - Universidade Anhembi Morumbi, Brazil, and Dr. Dario A. CORTES - Fashion Institute of Technology, USA will study the application form of the Pearl Academy of Fashion, India,
- Prof. Edward NEWTON - Hong Kong Polytechnic University, Hong Kong and Ms Elisabeth ROUSE - London College of Fashion, UK will study the application form of the Nanyang Academy of Fine Arts, Singapore.
- The EC Members decide that new IFFTI members will pay half fee the first year of their integration.

AGENDA ITEM NO. 8 - Communication strategy (including the Web-site)

IFFTI corporate Identity

- During the last EC Meeting held in Hong Kong on 20 February 2001, the Institut Français de la Mode, France and the London College of Fashion, UK were requested to look after the corporate identity of IFFTI (graphic design & colour rules for the logo and stationery). A memo dealing with IFFTI communication strategy is discussed during the EC Meeting, and it is decided that priority is put on the corporate identity (step 1) so that a brochure and a web site can be set up (step 2). A 20.000 US \$ budget is allocated to the constitution of IFFTI's corporate identity: graphic designer consultation concerning the logo and stationery, lay out of the brochure and web site development.
- A draft of the text of a new IFFTI Brochure is also prepared during the meeting. It will be circulated for approval to all IFFTI institutions by the end of July 2001. By the time the Corporate Identity (mid-September 2001) is adopted by the EC Members, the graphic designer will work on the lay out of the brochure.

IFFTI Web Site

- The EC members decide to review and simplify the current web site (content and design) developed by Anhembi Morumbi, Brazil in 2000. IFFTI web site should be the gate way to each institution web site. Universidade Anhembi Morumbi, Brazil is responsible for developing and updating (with the support of the IFFTI Secretary) the new web site according to the new logo and corporate identity rules of IFFTI. Its development will be conducted in two phases:

Phase 1:

- General information about IFFTI: mission, objectives and values.
- A conference area: news about the next annual conference - papers from the previous conferences. To do so, it is asked to M. Dario CORTES - Fashion Institute of Technology, USA to prepare a short text presenting the next annual conference, including the schedule, practical informations... as well as Mrs Sarah WILSHAW – London College of Fashion, UK, to prepare the same paper on the previous annual conference, held in London in November 2000.
- A member institutions area: list of members institutions with a small summary of the profile of each institution (100 words maximum) and hyper-links to the home page of each institution website, and an IFFTI contact within each institution.

Note: considering the short delay before the next conference, the EC Members decide to work first on the summary of their own institution, which shall then be used as examples for the other institutions.

Phase 2 (intermediary stage):

- A Curriculum area – data base of curriculum sorted by name, country, degree levels and major fields
- Interviews of "IFFTI students and Faculty", in order to promote international curriculum and research within IFFTI
- A research area – data base of papers, publications, press release sorted by key words, titles, authors, editors and dates

AGENDA ITEM NO. 9 - Proposal of a global library network

- The Institut Français de la Mode, France, propose to set up a partnership between all the libraries and documentation centres of IFFTI members institutions. That item, due to the lack of time, will be discussed during the next EC Meeting.

AGENDA ITEM NO. 10 - 4th annual conference in New York and venue of the 5th annual Conference of IFFTI in the year 2002

- As the Hong Kong Polytechnic University could not host the 4th Annual Conference in 2001, Prof. Ed NEWTON suggests to explore this possibility for 2002. In case it is not possible for Hong Kong, the National Institute of Fashion Technology, India, propose to host again the Annual Conference in 2002. That item will be discussed during the next EC Meeting.

- The programme of the fourth annual IFFTI conference taking place at the Fashion Institute of Technology - New York City – from the 17 to the 20 of October 2001, is organised as follow:

17 TH October 2001	10:00 am – 5:00 pm 6:30 pm	Seventh Executive Committee Meeting IFFTI Reception for all members
18 TH October 2001	9:30 am – 12:30 pm 2:00 pm – 6:00 pm 6:00 pm	e-commerce workshop General Council Meeting (IFFTI members only) Welcoming Reception for Universal Design Conference
19 TH October 2001	8:30 am 8:30 am – 6:00 pm	Registration and Coffee Conference on Universal Design (full day with breaks and lunch)
20 TH October 2001	8:30 am 9:00 am – 5:30 pm	Coffee Conference on Universal Design (full day with breaks and lunch)

- The agenda for the seventh EC Meeting taking place at the Fashion Institute of Technology - New York City - on 17TH October 2001 from 10:00 am to 5:00 pm, is decided as follow :

- 1 Welcome remarks by Chairman

- 2 Apologies sent
- 3 Adoption of the minutes of the sixth Executive Committee held on 2nd July 2001 in the Institut Français de la Mode – Paris
- 4 Matters arising
- 5 Secretary report
- 6 Presentation and approval of the Financial report
- 7 Corporate communication plan
- 8 Constitution of working groups (research – membership – teaching and learning)
- 9 Proposal for a global library network
- 10 Date and place of the next Executive Committee
- 11 Preparation of the General Council to be held on 18 October in FIT – New York
- 12 Next annual IFFTI conference
- 13 Other matters

- The agenda for the General Council taking place at the Fashion Institute of Technology - New York City - on 18TH October 2001 from 2:00 am to 6:00 pm, is decided as follow:

- 1 Welcome remarks by Chairman
- 2 Apologies sent
- 3 Election of the Executive Committee members
- 4 Election of the Chairman
- 5 Adoption of the minutes of the General Council held on 8th November 2000 in London College of Fashion – London
- 6 Matters arising
- 7 Secretary report
- 8 Presentation of financial report
- 9 Changes to the by-laws
- 10 New IFFTI membership
- 11 Corporate communication plan
- 12 Constitution of working groups (research – membership – teaching and learning)
- 13 Proposal for a global library network

- 14 Agenda for the future
- 15 Next annual IFFTI conference
- 16 Other matters