



**Minutes of the Meeting of the
BOARD OF TRUSTEES
held on Monday, 5 February 2007 at 5.00 pm**

Present : Mr John Loughhead (in the Chair)
Mr Nick Baines
Cdre Barry Brooks
Mrs Jean Brownsword
Dr Nigel Burton
Mr Bill Denny
Mr Chris Earnshaw
Professor David Howard
Mr Gabriel Izienicki
Professor Maria Petrou
Mr Colin Porter
Mr George Robb
Professor Chris Snowden
Mr Iain Sturrock
Professor William Webb

In attendance: Mr Ed Almond (Director of Finance, Planning & Facilities)
Mr Richard Cherry (Director of Marketing)
Mr Tony Henderson (Head of Media and Public Relations)
Mr Paul Jackson (Director of Professional Operations)
Mr Steven Mair (Director of Publishing)
Ms Jo McClinton (Director of Human Resources)
Mr Robin W McGill (Chief Executive and Secretary)
Ms Michelle Richmond (Director of Qualifications)
Mr Andrew F Wilson (Head of Governance and Legal Affairs)

17. Apologies for Absence

Apologies for absence were received from Mr George O'Neill and Sir Robin Saxby.

18. Minutes

The Minutes of the meeting held on 8 January 2007 (T(07)M1) were approved and signed as a correct record.

19. Actions Taken or Outstanding

19.1 The Board noted a report on actions taken or outstanding since the previous meeting of the Board (T(07)12).

19.2 It was noted that a paper outlining strategy for Younger Members from students through to the end of the Younger Member age-group was being prepared for the March 2007 Board meeting (not February as stated).

19.3 See Confidential Minute

19.4 The Board asked to be informed when improved facilities for remote participation in Board meetings had been installed at Savoy Place.

20. See Confidential Minute

21. Chief Executive's Report

21.1 Mr McGill introduced and the Board noted the report from the Chief Executive and Secretary (T(07)13).

21.2 Mr McGill drew attention to the success of the 2007 Turing Lecture and a meeting on the Engineering for Society Initiative. He reported that the US Patent Office had decided to take out a site licence for Inspec, which was a significant new customer.

21.3 It was noted that Mr McGill would be making a series of regular live webcasts to members using IET.tv He had pre-recorded a presentation outlining his vision for the IET and the next live webcast would be on 15 March 2007.

22. Annual Report and Accounts

22.1 Mr Almond introduced and the Board noted the draft Annual Report and Accounts for the year-ended 31 December 2006 (T(07)14).

22.2 The Trustees were invited to direct any questions about the draft Report and Accounts to Mr Almond before 19 February 2007.

22.3 See Confidential Minute

23. Performance Review

Mr Jackson, Mr Mair and Ms Richmond introduced and the Board noted the full-year performance review reports from the Professional Operations, Publications and Qualifications Departments (T(07)15).

24. Web Development Programme

The Board noted a progress report on the IET Web Development Programme (T(07)16).

25. Inspec Direct

The Board noted a progress report on the Inspec Direct project (T(07)17).

26. Press Office

The Board noted a report on Press Office, PR and Media Relations Activity (T(07)18).

27. Public Policy Issues

27.1 The Board noted a report on public policy issues (T(07)19).

27.2 In reply to a question, Mr Henderson explained the targets for local media coverage of Institution activities.

28. Prestige Lecture Dinners

Mr Jackson introduced and the Board noted proposed new prices for Prestige Lecture dinners for 2007/08 (T(07)20). The Board agreed that it required further information on the catering costs, previous pricing policies and other prices in the market before it could reach a decision on this and agreed to return to the matter at its next meeting.

29. Date of Next Meeting

Monday, 5 March 2007 at 5.00 pm.