



**Minutes of the Meeting of the
BOARD OF TRUSTEES
held on Monday, 5 March 2007 at 10.30 am**

Present : Sir Robin Saxby (Chairman)
Mr Nick Baines
Cdre Barry Brooks
Mrs Jean Brownsword
Dr Nigel Burton (Minutes 35-46.6)
Mr Bill Denny
Mr Chris Earnshaw
Professor David Howard (Minutes 35-46.4)
Professor Maria Petrou
Mr Colin Porter
Mr George Robb
Professor William Webb

In attendance: Mr Ed Almond (Director of Finance, Planning & Facilities)
Mr Richard Cherry (Director of Marketing)
Mr Paul Jackson (Director of Professional Operations)
Ms Michelle Richmond (Director of Qualifications) (Minutes 35-46.4)
Mr Andrew F Wilson (Head of Governance and Legal Affairs)

35. Apologies for Absence

Apologies for absence were received from, Mr Gabriel Izienicki, Mr John Loughhead, Mr George O'Neill, Professor Chris Snowden and Mr Iain Sturrock.

36. Minutes

The Minutes of the meeting held on 21 February 2007 (T(07)M3) were approved and signed as a correct record, subject to the addition of Mr Nick Baines to the list of those present (by telephone).

37. Actions Taken or Outstanding

The Board noted a report on actions taken or outstanding since the previous meeting of the Board (T(07)23; enclosed).

38. Audit Committee

38.1 Mr Almond introduced and the Board noted a report from the Audit Committee (T(07)25).

38.2 The Board approved for signature the Trustees' Report and Financial Statements for the year ended 31 December 2006.

38.3 The Board approved for signature the Letter of Representation to the auditors.

39. Annual General Meeting

The Board approved the notice to be published in Engineering & Technology in April 2007 concerning the Annual General Meeting to be held on 17 May 2007 (T(07)26).

40. Special General Meeting

40.1 The Board noted the draft notice of the Special General Meeting to be held on 17 May 2007 (T(07)27).

40.2 The Board discussed the proposal by the Charter and Bye-laws Review Working Party that the post-nominals TMIET should be discontinued. If approved by the SGM, this would mean that those Members with post-nominals who currently used TMIET would be transferred to MIET. The Board was concerned that the commentary, as currently drafted, did not explain the reason for the change. This proposal had not been included in the Report published for consultation with members and had not been discussed by Council. The Institution had started initiatives in several countries to increase technician membership using TMIET as one of the features. To discontinue TMIET immediately afterwards would make the Institution vulnerable to criticism and confusion. It was agreed to suggest that this proposal be withdrawn to allow further time for consideration of the need for TMIET, or a planned withdrawal from it. Mr Earnshaw undertook to raise this with the Chairman of the Working Party.

40.3 Further to Minute 32 of T(07)M3, the Board approved amendments to Articles 10, 16 and 17 in column 2 of the document marked 'B' (with such amendments as the Lords of Her Majesty's Most Honourable Privy Council may require and the Board of Trustees of the Institution shall agree).

40.4 The Board discussed a proposed a statement by the Board of Trustees to be circulated with the papers for the SGM. This was approved, subject to a number of amendments, and the approval of the President.

40.5 The Board discussed how the President should deal with undirected proxy votes assigned to him by members at the SGM on 17 May 2007. It was agreed that a statement should be published that the President had not yet decided how he would use such undirected proxy votes.

41. Chief Executive's Report

41.1 Mr Jackson introduced and the Board noted a report from the Chief Executive and Secretary (T(07)28).

41.2 The Board noted that all Institution journals, including *Electronic Letters* and the former *IEE Proceedings*, had been re-branded in accordance with the IET brand guidelines. The Board also noted that a half page colour advertisement for the IET has been included in a career supplement on engineering in the 28 February 2007 edition of *The Times*.

41.3 Mr Jackson reported on the plans for a new video-conferencing room at Savoy Place for Board and Committee meetings.

42. Web Development Programme

The Board noted a progress report on the IET Web Development Programme (T(07)29).

43. Inspec Direct

The Board noted a progress report on the Inspec Direct project (T(07)30).

44. Press Office

The Board noted a report on Press Office, PR and Media Relations Activity (T(07)31).

45. Public Policy Issues

45.1 The Board noted a report on public policy issues (T(07)32).

45.2 Professor Webb reported that the Communications Sector Panel had recently considered a proposal for a European Knowledge Network for Engineering and Technology. Mr Jackson reported that staff were looking into this on behalf of the Technical and Professional Services Board.

45.3 Mrs Brownsword reported that the Manufacturing Sector Panel and TPNs were working together on a proposal to enable better communication within the manufacturing community and raise the Institution's profile with Government in this field, creating a pro-active network via a knowledge portal for the community, led by the Institution.

46. Main Boards and Committees

46.1 The Board discussed the structure of Main Boards and Committees, including efficiency and productivity, chairmanship, succession, and how to improve the current arrangements (T(07)24).

46.2 Ms Richmond gave a report on the matters discussed at the recent meetings of the Qualifications Board. There were no proposals for changes to the terms of reference of the Board or its modus operandi.

46.3 Cdre Brooks gave a report on the matters discussed at the recent meetings of the Membership and Regions Board. During discussion it was suggested that consideration should be given to undertaking basic market research, a model for greater autonomy for certain LNs, a new model for membership support in places such as BUPT, and refreshment of the Institution's international strategy.

46.4 Professor Howard gave a report on the matters discussed at the recent meetings of the Publications Board. During discussion it was suggested that consideration should be given to the current role of the Board Chairman and the Board members in relation to management of the complex publishing activities of the Institution. It was recognised that there were potential weaknesses in the current model, which separated the Board from the decision making process and concentrated expertise in the Institution staff, making the role of the Board quite dissimilar to the other Main Boards.

46.5 Miss Brownsword gave a report on the matters discussed at the recent meetings of the Younger Members Board. It was noted that the Board was about to appoint a new Chairman and had decided to introduce elected members from October 2007. During discussion it was suggested that consideration should be given to making greater use of Younger Members in a wide range of Institution activities, using new tools such as myspace and youtube, and giving greater emphasis to global considerations.

46.6 Mr Jackson gave a report on the matters discussed at the recent meetings of the Technical and Professional Services Board. During discussion it was suggested that consideration should be given to developing more agile TPN models, developing partnerships with non-institutional bodies in key territories worldwide

46.7 The President reminded the Board that the Chief Executive and Secretary would present his review of the current Institution strategy to the Board at its meeting in April 2007. The discussion of this would then feed into the Trustees Strategy Meeting in May 2007.

46.8 It was noted that there would be an appraisal of the Board of Trustees in June 2007.

47. Trustees Strategy Meeting

It was agreed to discuss the arrangements for the Trustees Strategy Meeting to be held on 15-16 May 2007 at the next meeting of the Board.

48. Date of Next Meeting

Monday, 16 April 2007 at 5.00 pm.