

DRAFT MINUTES

Finance Committee Meeting 20 October 2018 – 11.00 am to 13.00 pm

**ICE Building -- London
Palmer Room**

Present: Seng Chuan Tan (Chairman), Jorge Spitalnik, Reggie Vachon, Marlene Kanga, Haro Bedelian, Mustafa Shehu, Jacques de Méreuil (participants)

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| 1. Call to order | SC Tan |
| 2. Roll call | J. de Méreuil |
| 3. Approval of the Agenda
<i>The agenda was approved</i> | SC Tan |
| 4. Approval of minutes of the 2018 Paris meeting | SC Tan |

The list of actions arising from the minutes was reviewed.

Item 4, Paris meeting: The draft new annex F on trademark and logo was approved. R. Vachon asked that a standard contract be prepared, and a request for written permission to use the WFEO logo. Note that the new RoP Annex F Clause 3.2 has a requirement for a contract.

A contract should systematically be prepared with hosts before all GA and EC meetings. This request is to be added in the ROP. Note that the new RoP Annex D clause 11 has a requirement for a contract and payment of a fee to WFEO to host conferences. Action has been completed.

Action 6, Paris meeting: the setting up of electronic payment via the website has been completed.

The minutes were approved.

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| 5. Internal Audit report | H. Bedelian |
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H. Bedelian commented his report, welcoming a large surplus for the year 2017 and expressing the need for action plans and champions.
“Fees” should replace the word “subscription”

Action

In the future, all contracts with members for the organization of conferences should be submitted to Finance Committee, or at least the financial conditions.

Action

Members took note of the report

6. Discussion on membership

J. de Méreuil

The Executive Director gave information on new National Members in Oman and Myanmar, new Associates (WomEng, MES and GCPES) and resignations (Associate COPIMERA, IM AFEO and very recently ACECC)

WFEO also received the candidacy of SAICE in South Africa and Georg Agricola University in Germany, to be approved by the Executive Council. Marlene Kanga also mentioned other possible candidates: the International Federation of Bio-Medical Engineering, and the International Federation of Municipal Engineers. South Korea (KENCA) is also interested in becoming member. VUSTA (Vietnam), Timor Leste and a number of European potential members have also been contacted.

The question of candidates from a country where the WFEO member does not represent the whole spectrum of engineering activities (like ICE) was raised. We could have umbrella organizations, but it is not always easy to do it.

M. Kanga asked for the inclusion in the ROP of a policy for new member's categories.

Action

7. Presentation and Discussion of 2017 Financial Report

J. de Méreuil

The audited 2017 report, available on the website, is the same as the draft one presented in March 2018 in Paris. It shows a surplus of 81,117€.

8. Approval of the Financial Report

Members unanimously approved the 2017 financial report.

9. Status of subscriptions

J. de Méreuil

The table of members' status by region was presented, as well as the summarized status of WFEO subscription payments as of 17 October 2018 (available on the website).

Fees for the current year represent 67% of the dues from National Members, and €212,900 were received from all members and associates, representing almost 66% of the total dues, or 73.6% of an already prudent budget. Late payments with a new fee system, as well as the fact that we are not in a General Assembly year explain that situation. We could hope 85% of the budgeted subscriptions (230,000€) at year-end. It was noted that 55 voting members have paid (i.e. excluding Associates).

At the initiative of SC Tan, a discussion was launched on the opportunity to keep a difference of fees between "founding" and "non-founding" international members. FEIAP has sent a letter explaining that they were unable to pay. FAEO, whose members are often not in good order, paid its 2018 WFEO fees thanks to Africa Catalyst money.

The Committee decided to propose a motion to the Executive Council, to align IM fees to the lower level (€2700) for 2018 and 2019, waiting for a decision in General Assembly in 2019 about any arrears arising.

J. Spitalnik mentioned that, as the system decided in Rome was built on a total budget of 300,000€ (with NM and IM only), the best solution if we align fees from IM to the lowest level is to find new members and associates.

Gong Ke proposed to have a working group with the Treasurer, the Executive Director and himself to propose an adapted system for approval by the GA in Melbourne.

Action

10. Accounts as of 3T2018 and year end forecast

J. de Méreuil

Total income as of end September 2018 is at 81% of the 2018 budget.

Compared with the 2018 budget, the total income could reach 271,000€, 91% of what was expected. The 2018 year-end deficit is estimated at about (16,700 €), more than the budget (3,510€),

With the agreement of the former Treasurer, a part of our banking reserves was lodged in a bonds fund proposed by our bank Société Générale in 2017. Unfortunately, the result at end 2018 will probably be negative instead of 1% yield expected, and a provision will have to be recognized. The Secretariat should send details on the bonds fund to Marlene Kanga and SC Tan for review.

Action

11. Indications for the 2019 budget

J. de Méreuil

The 2019 budget, as voted in Rome in December 2017, shows a slight deficit of (4,900€). The present estimate for 2019 is not very different, and if we add \$10,000 from our sponsor GREE (differed income of \$50,000 on 5 years, not taken into account in the budget), we could reach a positive result.

12. Legal Cases

J. de Méreuil

After the definitive settlement of the Arcturus case in 2017, the court hearing on the dismissal of WFEO former Marketing Director would be held the following week (25 October 2018) after several postponements. Our new lawyer is in charge.

13. Miscellaneous

- Members agreed on the deletion of a reference to a deputy Treasurer in the Constitution,. In case of need, the Treasurer may ask the President for the designation of a deputy.
- Haro Bedelian announced that 2019 would be his last year as internal auditor. A new auditor should be found in 2019

Action
