

IAMS
Executive Committee Meeting
Saturday, 3rd March 2012
At Wycliffe College, Toronto, Canada
Time: 9:30 – 17:00

Present:

Jon Bonk, Ann Chow, Paul Kollman, Cathy Ross, Rose Uchem, Mike Vähäkangas, Mariel Deluca Voth, Gerard Goldman, Kima Pachua, Ken Miyamoto, David Singh.
 Anne Henriksen is taking the minutes

	Before starting the agenda for the day, a Medical Emergency and the Program for the Assembly were discussed further	
1	<p>Medical Emergency / First Aid Cathy summarized the need for access to water during the assembly and the need to have a plan for First Aid. It was suggested that the hosting committee should draw up this plan Ann informed that she would try to have a nurse on site Medical Insurance should be part of the subsidy The plan and any other emergency information should be in the handbook</p> <p>ACTION: Local hosting committee will need to draw up the information and to make sure Ann knows it needs to go in the handbook</p>	
2	<p>PROGRAM OF THE 13TH ASSEMBLY <u>Review of program</u> The time schedule for the whole program was reviewed with several changes done. ACTION: Ann Chow to circulate the revised program to all Executive Committee members and host committee.</p> <p>Rose suggested changing the speakers around, but Cathy explained that all speakers have already been informed of the days they are speaking and not all of them can be there for the whole Assembly.</p> <p>The general question was raised related to stewardship of money given that the 4 speakers only have 20 minutes each and IAMS is also paying for the airfare. It did not seem like good value for money spent. It was suggested to get the speakers involved in the study groups as resource persons.</p> <p>It was noted that the people presenting papers are also experts, and therefore the speaker's participation in the study groups should not be as superior to others presenting papers.</p> <p>ACTION: Cathy to write to the speakers and propose they get involved in the study groups.</p> <p>NB: The speakers' papers are not to be published before the event as they will be in the IAMS journal <i>Mission Studies</i>.</p>	

Nomination of next Executive Committee

Jon Bonk read the guidelines to nominate the next executive committee and the voting process. It was agreed that a simplified version should be included in the handbook and also included in the next newsletter.

ACTION: Jon to write an easier understandable summary.

Signs & Maps

Signs and maps (enlarged) are needed at various places throughout the site for the Assembly.

Gerard suggested using volunteers to gather people in groups and lead them to their next meeting place – especially after the morning session where members need to go to the study groups.

ACTION: make sure information is in the handbook related to locations of study groups, maps etc.

Plenary Sessions:

For the plenary sessions, it was discussed whether music was needed or not. Final conclusion was to check with the speakers.

ACTION: Cathy to write to speakers regarding music during the plenary sessions

Meeting of Executive Committee during Assembly

It was agreed that the Executive Committee members should meet during the Assembly.

ACTION: Executive Committee to meet for dinner on 16th August for further catching up

Exposure Trip:

Question was raised regarding dinner on the day of excursion, as some exposure trips might be back later in the afternoon and possibly affect when dinner is served.

ACTION: it should be mentioned in the handbook and Ann Chow will check with St Michaels regarding what time dinner is served.

Walking Tours:

These might be possible during lunch time depending if time allows

It was agreed that it would be the responsibility of the Host Committee to find out more about the possibilities for walking tours.

ACTION: Host Committee need to be informed of this responsibility

Executive Committee Reports:

ACTION: Reports from MS Editor (Kima), Gen Sec (Cathy) and Treasurer (David) Summary of reports should be in the handbook

Assembly Evaluation:

Time should be set aside to fill out an evaluation form.

ACTION: Mika to be in charge of this

It was suggested to build in the evaluation during the program instead of at the end.

Executive Committee agreed to call the event an assembly and not conference, as

	<p>this is what it has always been called</p> <p>Brainstorming cards should be given to Mika</p> <p>ACTION: Ann will buy the cards to be used for brainstorming</p> <p><u>Proposals for Location of next Assembly</u> It was agreed that it would be part of the evaluation form and should cover challenges, facilities, and objectives. Serious suggestions should come in prior to the business meeting on 19th August and be given to the Executive Committee In addition, the criteria should be put in the IAMS Matters newsletter ACTION: Mika will provide information for the form in the next newsletter Ann to make sure the form is part of the handbook</p> <p><u>Toilet Facilities</u> Concern was raised over the number of toilets on campus and their ‘hard to find’ locations. It was suggested that maybe portable toilets should be set up and also to find out how to proceed ACTION: Ann Chow to investigate further and inform the Executive Committee</p>	
3	<p>BUDGET – IAMS and ASSEMBLY</p> <p><u>Overall Financial Update</u> David Singh reported on the financial situation of IAMS since the Executive Committee took over in 2008.</p> <p>He indicated that it might be important to consider where the next conference will take place as this will have implications on the future budget of IAMS – the cost in the South is most likely far less.</p> <p>David informed of the current balances that IAMS hold in the different currencies. GBP Account CAN\$ 37,800.00 Euro Account Account was closed based on decision by Executive Committee and the amount has been transferred to the GBP account US\$ Account CAN\$ 5,150.00 Guernsey 30 Investment CAN\$ 33,175.00 TOTAL: CAN\$ 76,125.00</p> <p>In addition, CAN\$ 5,800 is with WorldPay. It was originally supposed to have gone into the Euro account, but since it has been closed the amount will need to be paid into the GBP account.</p> <p>The above total does not include a transfer made to Ann Chow for expenses incurred during March (CAN\$1960) Also an amount of CAN\$430 is currently in the PayPal account</p> <p>Considering this last information, IAMS has CAN\$ 71,930.00 in cash</p> <p>David gave an overview of the accounts and mentioned that the GBP account would have a deficit of £5,739.11. This figure takes into account a transfer from</p>	

	<p>the Euro Account of €30,000 and the final balance of €10,347.57 from the same account before it was closed.</p> <p>ACTION: David to compile a simplified report that can be shared at the conference.</p> <p><u>Publications:</u> OMSC is paying for the publication of the book written by Jerry Anderson in addition to have taken on the costs of the newsletter at the moment. Jon is keeping track of this cost. It will not be billed to IAMS but most likely be reflected as a contribution.</p> <p>A grant of \$4,200 has been received for the book which means the book can be given away at the conference. The intention is then to sell the book to research institutions, libraries etc. for maybe US\$15.00 per book.</p> <p><u>Assembly Budget</u> Upon Jon's request, David had included the assembly budget into the calculations of the IAMS budget for 2012 and informed that most likely IAMS would have an overall deficit.</p> <p>The Executive Committee decided to re-calculate the cost of the Assembly, in order to take into account the right figures for fixed and variable costs. The result of which would most likely be a deficit from the assembly. However, this depends on the number of people attending it. A profit is very unlikely as this would require 200 people attending.</p>	
	<p>SUBSIDIES At the moment the total of grants received is CAD\$55,697.99. Some money is still in the pipeline, but not yet received. Taking this into consideration, the total amount should be around CAD\$83,000. If more grants are received, it will affect income and possibly the number of subsidies given.</p> <p>Executive Committee was reminded that smaller donors expected the money to go to specific scholarships for members to attend the assembly – this has been made clear from the donors when giving the money. Other larger amounts can be used for the Assembly in general.</p> <p>Executive Committee agreed to be conservative in the number of subsidies given in order to try and keep money for any unpredictable cost.</p> <p>Michael Poon informed that some members might not be able to arrive in time for the start of the assembly due to the countries they were coming from and therefore, it would be sensible to allow them to arrive early.</p> <p>If the members book their ticket through Menno Travel, they might not be able to attend the first session.</p> <p>In general, the Executive Committee decided that people arriving early should cover their own costs.</p>	

The Executive Committee wanted to create a new culture of securing IAMS future and therefore, it would not be possible to continue past methods.

ACTION: Jon will respond to Michael Poon’s query.

A question was raised whether it would not be possible to guarantee the member an amount and then let the individual handle their own travelling arrangements.

Jon informed that the system set up was because of the Canadian Immigration and it could also help people who are not travelling a lot. In addition, Menno Travel has special arrangements for ordained ministers.

Rose mentioned that cost of domestic flights and visas are expensive in certain countries such as Nigeria. The Executive Committee did not change the existing policy despite this information.

Based on the amounts received in grants and bearing in mind to give a conservative figure, the Executive Committee decided to give 22 subsidies and should more funding be received another 7 subsidies might be given.

Around 170 abstracts and 65 subsidy applications were received.

Study Group	Papers Accepted/ Papers Received	Subsidies Requested	Subsidies Given A List	Subsidies Pending List B
Migration	44/52	10	6	2
BISAM	23/33	5	5	0
World Chr.	13/29	2	3	0
Healing	14/18	2	1	0
Interfaith	10/16	4	3	0
DABOH	11/15	11	3	2
Gender	7/7	5	1	3
Environment	1/4	1	1	0

ACTION: Anne Henriksen to draft responses to applicant – both positive and negative

HANDBOOK

List of items to be in the handbook:

- Study Groups: rooms, time, titles
- Maps of Campus ie St Michaels, Knox etc
- City map
- Map of Public Library location
- Information on access to public computers
- Exposure Trip
- Walking Tours
- Assembly Program
- Evaluation Form
- ExCo Reports

	<ul style="list-style-type: none"> • Emergency Information • Medical emergency information • Guidelines (nominating) • Biography of speakers/worship leader • Co-sponsor Acknowledgement • Local Committee • IAMS Executive committee • Advertisement • Paying up membership • Business Meeting • Minutes from 2008 • Agenda • IAMS description/mission /membership • Information on Catering 	
	<p>BRIONY'S PAPER <i>Proposal re Collection of Conference Fees for Toronto 2012</i></p> <p>Briony required answers as to whether participants can pay for the Assembly upon arrival. General rule is no. People should pay ahead of the Assembly, as it else would jeopardize IAMS as an organization. However, some countries have difficult banking relations, and therefore it might be allowed that certain individuals will be able to pay at the conference. However, they would need to sign a form first. ACTION: Who will draft the form?</p> <p>The countries with difficult banking relations are most likely the same countries that have been blocked by RegOnline. ACTION: Ann Chow to add to website that these countries cannot pay online</p> <p>Ann Chow mentioned the location of the desks for payments according to the maps handed out the previous day (two are necessary – one for registration and one for membership collection). It would be a 'quiet' corner in the Wycliffe Building.</p> <p>David mentioned that it would be good to have a safety deposit box. ACTION: Ann Chow will check regarding a safety deposit box</p>	
	<p>HOSTING COMMITTEE & PAYMENT</p> <p>The hosting committee had asked whether a reduced rate would be accepted for them to attend the Assembly. A problem faced in Hungary, was that the Balaton hosting committee kept growing which meant that the cost increased. Ex Co agreed that they can pay CAD\$500.00 If any other locals are interested the price will be CAD\$800.00 Ann Chow has recommended them to volunteer during the Assembly thereby giving them free access to the event.</p> <p>ExCo decided that the volunteers should have lunch provided during the Assembly.</p>	

	<p>Ann informed that the catering will be Afghani Cooking ACTION: This information should be in the handbook</p>	
	<p>CHARITY TRUSTS David presented the guidelines and functions of the trustees. At the moment IAMS has three trustees (Jonathan Bonk, Cathy Ross and David Singh) and he asked whether IAMS needed more and if they needed to be members of IAMS.</p> <p>David informed of how he became treasurer for IAMS and that Briony would be capable of doing the job. He also stressed on the need for somebody to do fundraising and whether that should be the same person.</p> <p>Jon suggested that fundraising should be separate from treasurer as the two jobs require different skills. He proposed that possibly retired members could devote time to do fundraising for IAMS.</p> <p>The question was whether the idea of trustee should be put forward at the Assembly in Toronto, but the Executive Committee decided to look at the guidelines first to see if this could not be done without further involvement of members.</p>	
	<p>NOMINEES FOR LIFE The names of the Nominees for Life Membership of IAMS were called out. Joachim Wietzke, John Roxborough, Sebastian Karotempel, Martin Conway and Father Willi Henkel. Jon asked the Executive Committee will affirm the nominations and all agreed. Jon suggested that a certificate should be generated with simple wording. ACTION: Jon to take care of getting the certificates done.</p>	
	<p>NON-CHRISTIAN MEMBERSHIP Due to limited time, it was agreed that this should be discussed at a later date, as it would be a complex discussion.</p>	
	<p>NEW EXECUTIVE COMMITTEE & POST CONFERENCE It is necessary for the new ExCo to meet at the end of the conference Place and Time was not decided</p>	
	<p>NEXT EXECUTIVE COMMITTEE MEETING ACTION: Anne Henriksen to e-mail ExCo with dates for conference call both in May and July.</p>	