



### MINUTES BOARD MEETING - MERIDIEN HOTEL – BRUSSELS

#### DECEMBER 13 - 2004

<b>Participants :</b>	Reginald Lee	Laurie Maclachlan	Colin Rubery
	Christoph Schoeler	David Smith	Maeve Hackett
	Koert Van Wissen	Jan Roebken	Willy Freson
<b>Guests_:</b>	Carol Maddox	John Wilson	
<b>Apologies :</b>	Jim Silver	Walter Boasso	Graham Wood

#### Meeting started at 10.15 AM

The President welcomed everyone and expressed his appreciation for the fact that so many of the board members and Guests could be present, despite the heavy workload at this time of the year.

The attention of the participants was drawn to the anti-trust regulations ,do's and don't 's .

#### **Minutes of Last Meeting:**

These were reviewed and accepted and signed by the Board as an accurate record

#### **Membership and Finance:**

W.Freson outlined the current membership situation with four new members joining in December making a total of 71. The financial situation for 2004 shows a forecasted profit of 13.6 K Euro after deduction of the previous years losses. The Budget for 2005 shows a positive balance of 42.8 K Euros after including a provision for bad debts of 15 K euro (see Attachment ).

#### **Future Board Meeting Venue:**

The President proposed that a board meeting / Conference (perhaps linked with an exhibition) should be held in Shanghai and part of this surplus be invested in that undertaking. It was decided to make the suggestion at the general meeting in Brussels scheduled for February 2005 and let the members make the final decision. Such a Board meeting would be an opportunity to examine ways of expanding ITCO membership and actively encouraging regional support.

#### **Limitation of Liability of Directors:**

In order to minimize the Insurance premiums and ensure adequate protection it was agreed that Willy and Laurie should review the articles of association and submit necessary recommendations for amendment to the board .

## **Exhibition Munich TL 2005:**

May 31- June 3. Due to space limitations within the Hall it was concluded that there could be no exhibition of containers in or adjacent to the Village therefore individual exhibitor who wanted to exhibit a Tank container should make the arrangement directly with Messe Munich. Project management of Messe Munich indicated that price per M2 is 70,00 EUR plus VAT. They have planned a space for the containers between hall B5 and B6 which is 11 x 5 m. They advised that there is available space for the Tank containers for the exhibitors but they must contact the project management team as soon as possible .

There are still 2 available stands which have not yet been allocated . W.Freson will issue message to all ITCO members indicating that , 2 stands are still available and they will be allocated on first come first served basis. The answer is required by January 10 latest.

The Cocktail Party party will be held on June 1 from 18.00 h . Each stand will be given 20 badges to pass on to their their guests. The price of the party is included in the total price paid by the exhibitors for the Stands.

As far as the sponsored entrance tickets for the exhibition are concerned, it was decided that each exhibitor will receive 50 tickets. The tickets will be made out in the name of ITCO. The tickets utilised will be charged to ITCO by Messe Munich who will charge back ,on an equal basis ,each stand holder . ITCO Secretariat to apply for these entry tickets as soon as possible and distribute to Stand holders . When inviting guests using the sponsored entry invitation all stand holders must make it clear to their Guests that they must register in the name of ITCO and not the individual host.

It was also decided to produce a flyer( in a similar format to the do's & don'ts leaflet) inviting visitors to come and visit the ITCO village. The location of the village in the hall B5 will be shown as well as the name of each exhibitor. The intention is to employ individuals and distribute these flyers to visitors at the entrance hall.

Willy will work with Carol to produce the flyer and have it presented to the board members before going to print. The budget for this action should be limited to 2000 Euro.

The Board together with the Munich committee will meet on January 31st at 18.00 at the hotel Meridien. It will be a working evening with light dinner.

## **Technical Matters:**

Graham Wood provided a brief report on the Technical and Regulatory matters and his integration in ITCO to Laurie who will distribute it to the board members by e-mail.

The board members agreed that there was a need for a Job description for Graham Wood; Jim Silver will be asked to draft a job description which will then be submitted to the board members for comments.

The board decided that C Humphrey's expenses will be paid in 2005.

C Humphrey will also make his own job description for QSSHE (in close communication with Graham / in order to avoid overlap) for the board to review.

## **NPRA:**

Regarding ITCO Representation at NPRA\_ - 3 to 5 April 2005 at San Antonio, The President suggested to the Board with their approval we would try and get a complimentary invitation to this meeting ( as with EPCA Monaco) for this conference only. The associate membership fee NPRA is proposing is 4000 US\$.if we wish to join.

**Agenda for Brussels general meeting Feb 1 and 2** : revised as can be seen on our website

## **ITCO pamphlet:**

Will be finalised as per Colin Rubery 's corrections and will be put on the web site only. A small number of Hard copies will be printed for distribution at Munich TL 2005 etc.. The text for " Why you should join ITCO " will be integrated in the body of the pamphlet. Willy and Laurie will propose this new text to the board for approval. Same for the text for the “ Tank Container as Optimum Logistic” brief.

On the agenda subject “ how to attract new members” it was proposed that during the divisional meetings , each group should have this as agenda item.

## **Press Release:**

It was decided that we should issue a formal press release after the board meeting outlining the issues discussed. It was also decided that ITCO would not advertise in magazines

## **Working time Directive:**

John Wilson gave a summary of the Working time Directive applicable as of March 2005 in the UK. This directive will limit the working hours of the drivers to a 48 hour week on average compared to today's 75 hours average. There are still discussions going on in order to take out of working hours the time a driver is waiting and not driving. This time should not be included in the calculated average 48 hours.

## **R and D Project:**

G.Wood went to Finland to assist Robogrind and the University to set the parameters for the project.. Graham will issue a report. The costs for ITCO will be limited to 850 Euro. In the meantime it appears that similar tests have been carried out in the USA and in South Africa. We will try to obtain the results of those tests for comparison and for our future records.

## **Testing Issues and International disparities:**

On the various testing regulations and the standardisation of test certificates by Inspectorates it was agreed that ITCO should get involved and this should be given as a brief to the Regulatory Committee.

**The meeting ended at 1500 hrs and the President thanked everyone for their participation.**