



SKAL INTERNATIONAL BANGKOK

International Association of Travel and Tourism Professionals
Club No 153 www.skalbangkok.org

Executive Committee Minutes of a meeting held on 18th June 2010 at the Radisson Hotel, Sathorn, Bangkok

Committee members present: RL, AW, MS (part), DL, BW, TA, TW
Apologies: None received

(B/NM = BEFORE/NEXT MEETING)

	Action	Deadline
1. Review of minutes of the last meeting (11 May) & matters arising		
The meeting opened by noting the sad passing of Jim Power. It was agreed to make a donation, in lieu of a wreath, to the 'FV' fund. The sum of US\$250 was agreed. RL to make arrangements.	RL	BNM
- Appointment of Auditor. With Trevor Bartlett (TB) kindly agreeing to act as auditor the next step is for TB to make contact with Khun Malai. RL to send letter of thanks to TB. TW to update as appropriate.	MS RL TW	BNM BNM NM
- CRM freeware. BW to arrange meeting with Khun Note ASAP.	BW	BNM
- Finance. MS submitted a financial statement for the period Jan-May 2010. MS clarified some issues raised at the previous meeting. MS to check on the item 'lunch coupons for April 2010' shown as an expense of THB 3,800 (not divisible by 500 or 600).	MS	BNM
MS advised that the invoice from PATA Thailand Chapter had been paid.		
TW suggested that the report be presented in Excel format. TW and MS to liaise.	TW/MS	BNM
MS wishes to stand down as Treasurer in September. RL/TW to address issues arising. It was noted that Khun Somsak is the second signatory on cheques.	RL/TW	BNM
NB: TW to update ExCo on handover procedures. TW to raise issue of signatories on Young Skal bank a/c. TW proposes: Bob Lee - President Somsak Kiratipanich - VP Tim Waterhouse - Treasurer Dale Lawrence - Secretary	ALL	NM
in line with club statutes.		
Membership fees for 'local members'. After further discussion it was agreed to a reduced rate of THB 2,750 (plus THB 1,500 joining fee) effective 1 st July 2010. These members to receive one lunch voucher. New members requiring immediate <u>full</u> recognition with vouchers must pay the annual fees in full.		

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<p>AW reminded the meeting that there was a limit to the number of 'local' members permitted.</p>		
<p>It was proposed the lunch vouchers should not be valid for the Christmas dinner. No decision taken.</p>	ALL	NM
<p>The records show 99 paid-up members as at 31 May. TW requested details of all recent new members to ensure that the database is accurate and up to date.</p>	MS/TW	BNM
<p>AW identified that fees for Skal International will rise, with effect from Jan 2011, from Euro 37 to Euro 40. SI Thailand, which submits these fees on behalf of each club for both SI and Skal Asia [which is a further Euro 5 this year and no increase next year], will increase its fees therefore from Bt 2,800 to Bt 3,000 for each Skal member in Thailand from Jan 2011. Fees must be collected before 28 Feb 2011.</p>	TW	
<p>It is suggested that SI BKK might wish to raise its membership fees from the current figure of Bt 5,500 for existing members, to cover the increase.</p>	ALL	NM
<p>On a separate, but related, note the task force repositioning recommendations on fees, to support the hiring of a full time CEO for Skal Int, calls for an increase in the annual fee payable to Skal Intl to Euro 85. The report is still in the committee stage. TW reminded all ExCo members of the need to recruit new members.</p>	ALL ALL	
<p>2. Secretariat. RL to discuss performance issues with, firstly, MS and then Khun Note. This matter now in suspension pending handover to TW.</p>	RL/TW	
<p>3. Fund raising activities & events. July lunch scheduled for Tuesday 13 July at the Holiday Inn, Silom.</p>	ALL	
<p>4. Young Skal. The networking event on 18 June at the Radisson, Sathorn was very successful. The next event is scheduled for 24 July. 'Xmas in July' comprises a river cruise sponsored by Asian Oasis. YS members pay THB250; full members pay THB500. Notices to be issued shortly in English and Thai.</p>	ALL	
<p>5. Skal Repositioning Report. AW summarised the feedback process requested by Skal HQ. Feedback to be sent to Yvonne in Spain with a copy to the task force chairman Tom Vincent. All members to be e-mailed with a link to the report.</p>	ALL	
<p>6. PR & Communications – Tom A DL/TA working on website newsletter content. TA had circulated by email a Google analytics report showing website traffic.</p>	TA/DL	BNM
<p>TA needs more news for publication in TDA. AW proposed a calendar of events on the website listing upcoming functions.</p>	ALL TA	BNM BNM

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<p>RL stated that more branding activities were needed to raise awareness of Skal Bangkok.</p>	TA	BNM
<p>7. AOB Documents circulated by TW, namely: a) Standard Operating Procedure for Petty Cash Re-imbusement b) Standard Operation Procedure for Cash Bank Report c) P&L Report d) External Audit e) 2010 Budget preparations</p>		
<p>were taken as read. TW to propose formal adoption on 3 August.</p>	TW	NM
<p>AW advised that Skal International is seeking an increase in annual contributions to €85 per member (currently €40). This must mean an increase in annual subscriptions for 2011. For discussion.</p>	ALL	NM
<p>8. Addendum to this meeting On Tuesday 13 July, at the monthly networking lunch held at the Holiday Inn, Silom Road, Bangkok, President Bob Lee asked members to support two important changes to the Executive Committee. With Khun Malai wishing to step down as Treasurer with effect from September 2010 it was agreed unanimously to appoint Tim Waterhouse as Treasurer. Bob Lee proposed; Andrew Wood seconded.</p> <p>With Tim relinquishing his role as Director of Membership those members attending the luncheon also supported unanimously the proposal to appoint Miss Thalia Andrews to this position. Bob Lee proposed; Dale Lawrence seconded.</p>		
<p>ExCo members to formally acknowledge the new appointments for the purposes of recording in the minutes these changes to the ExCo structure for 2010/11.</p>	ALL	NM
<p>9. Date of next meeting Tuesday 3 August at the Park Plaza hotel, Asoke. Meeting starts 15.30 hrs sharp.</p>	ALL	

Approved

Bob Lee – President (03/08/10)

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