

# **ITM Showcase**

**(incorporating the Annual General Meeting)**

By

Representatives of the ITM Board

# Overview

- Review of 2008
- Working Party Update
- AGM
- Strategy for 2009

# Review of 2008

## AGM 2008

- Build on success to date
- Global content delivered locally - GLOCAL
  - Tomorrow's talent today - ACADEMY

# Review of 2008

## Strategic objectives

1. *ICARUS phase 2 and beyond*
2. *Increase membership & focus on membership engagement*
3. **Support the convergence of Meetings & Travel**
4. *Smarter not harder association work ethic*
5. **Evolve marketing communications ensuring relevance & member satisfaction**
6. **Principal point for Industry Intelligence.  
(Research/PR/Lobbying)**



# Working Party Update

Member Benefit & Engagement (MBE )

Industry Affairs Group (IAG)

Research Working Party (RWP)

SME & New Entrants (SMENE)

Meetings & Events (MEET)

Global Content Delivered Locally (GLOCAL)

ICARUS Advisory Group

ICARUS Supplier Committee

Education Working Party (EWP)

Industry Liaison Group (ILG)

Industry Solutions Group – ITM & GTMC Remuneration Task  
Force

# Industry Affairs Working Party Update

Chris Reynolds  
Senior Partner, 3Sixty Sourcing  
& ITM Board Director



# Industry Affairs - Goals

- Be recognised by Government and the corporate travel industry as the voice of Corporate Travel & Meetings in the UK & Ireland
- Deliver additional Value Add to our Buyer members by representing them and challenging any activity we believe is not in their interest

# Industry Affairs

## - Topics

- **BA/GDS Negotiations**
- **Icarus**
- **Heathrow expansion**
- **High Speed Rail Links**
- **Tax Breaks for Video Conferencing**

# Industry Affairs



## - Topics

- **The London Organising Committee of the Olympic and Paralympic Games (LOCOG)**
- **BA/AA alliance**
- **PAXiS**
- **Anti Trust Immunity for airline-alliance members**
- **LH Preferred Fares Program**

# **“MEET”**

## **Working Party Update**

Fay Sharpe  
Managing Director, Zibrant  
& ITM Board Director

# Working Party Update



thehumanfactor  
itmconference2009

## “MEET”





# Key Initial Projects

## 'How to Guide'

- On-line toolkit for ITM Members
- 'What is MICE'
- Support both new members and pioneers
- Work with other associations to identify and introduce MICE specific content



# Annual General Meeting

# AGM Agenda

1. Welcome address and opening comments
2. Apologies for absence
3. Approval of minutes of tenth AGM on 17<sup>th</sup> April 2008
4. Chairman's Report
5. Financial Report
6. Chief Executive's Report
7. Proposed Changes to Memorandum & Articles
8. Appointment of Auditors
9. Any Other Business

Please note that this agenda is revised as there are no proposed

# Chairman's Report

- Partnering Past Chair/Chief Executive
- Selection of Vice-Chairman
- Creation of ITM Academy
- Lead Resource Review
- Developed 2009/10 Strategy
- Global Conference Representation
- Partner association discussions
- Regional roadshows
- Lead the board/board meetings

# Board Status



Caroline Strachan,  
AstraZeneca  
**Chairman**



Mark Avery,  
PwC  
**Immediate Past Chairman**



Jamie Hindhaugh  
BBC  
**Vice Chair**



Derick Shaw,  
Aviva  
**Buyer**



Helen Hodgkinson,  
Barclaycard Commercial  
**Supplier**



Nicola Spence,  
Consultant  
**Buyer**



Pauline Powderly,  
Primark  
**Buyer**



Jon Reeve  
Evolvi Rail Systems  
**Supplier**



Chris Reynolds,  
3Sixty Sourcing  
**Buyer**



Fay Sharpe,  
Zibrant  
**Supplier**



Louisa Bell,  
Eurostar  
**Supplier**



**2 Buyer**



**2 Supplier/IP**

## Stepped /Stepping down in 2009



Kevin King  
**Supplier**



Karen Skuse  
Lloyds TSB  
**Buyer**



John Moola,  
Radisson Edwardian  
**Supplier**

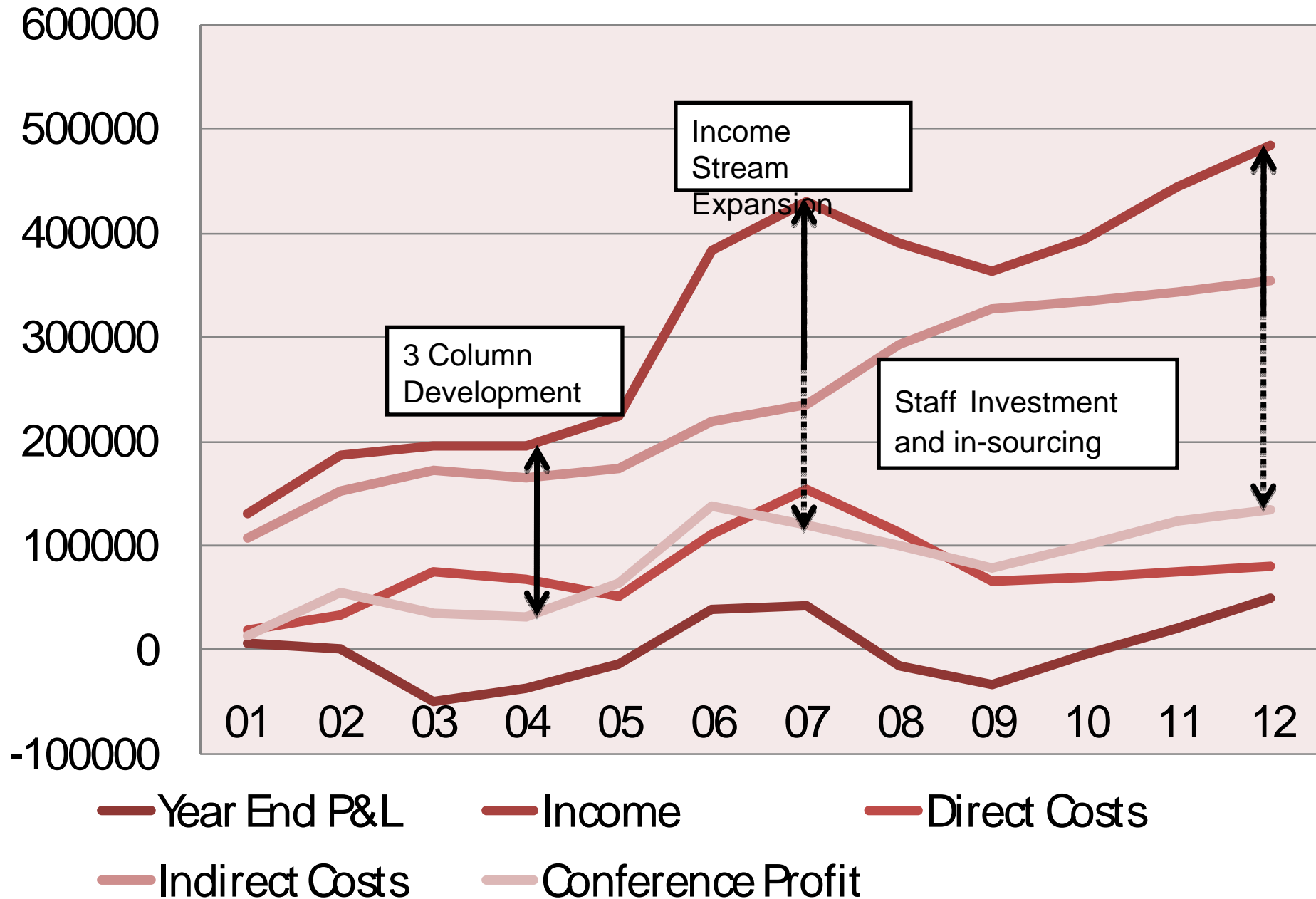


Jessica Turner  
EMC<sup>2</sup>  
**Buyer**



**Paul Tilstone**  
**Chief Executive**

# ITM Financial Report



# Financial Report

<b>INCOME</b>	<b>2008 Budget</b>	<b>2008 Actual</b>	<b>2007 Actual</b>
Members Subs	137,894	133,434	115,388
Conference	105,000	100,928	120,962
Advertising & Exhibitions	109,500	93,749	76,190
Education	29,100	26,371	25,135
Other	43,366	36,311	95,082
<b>Total Income</b>	<b>424,860</b>	<b>390,793</b>	<b>432,757</b>

# Financial Report

<b>COSTS</b>	<b>2008 Budget</b>	<b>2008 Actual</b>	<b>2007 Actual</b>
Direct Costs	140,417	115,773	132,879
Indirect Costs	48,766	41,503	53,472
Office Costs	230,456	245,477	198,449
Other	5,700	3,532	5,109
<b>Total Costs</b>	<b>425,339</b>	<b>406,285</b>	<b>395,290</b>
<b>Excess/Deficit</b>	<b>479</b>	<b>15,491</b>	<b>42,576</b>



# Financial Report

## Liabilities

	£	£
Accumulated Funds	81,460	
Net Profit/Loss this year	15,279	66,180
PAYE/NIC Account	3,462	
Creditors Control	37,304	
Accrual Direct Subs	15,164	
Accrual Supplier Subs	26,903	
Accruals & Deferred Income	12,025	
Current Account	1,179	
Company Credit Card	1,539	
Other	3,602	
		95,582
<b>Total Liabilities</b>		<b>167,363</b>



# Financial Report

<b>Assets</b>	£	£
Website Development	61,857	
Website Depreciation	(39,031)	
Fixtures Costs	4,659	
Fixtures Depreciation	(4,104)	
Computer Costs	10,625	
Computer Depreciation	(9,686)	24,321
Business Reserve Account & Current Account	22,625	
Capital Reserve Account	1,091	
Irish (Euro) Account	1,598	
Bonus Saver A/C	72,164	
Petty Cash Account	21	
Debtors (incl Other Debtors)	35,465	
All Prepayments	5,852	
VAT Account	4,225	143,042
<b>Total Assets</b>		<b>167,363</b>



# Chief Executive's Report

- All income streams down against budget because of challenging environment
- Income streams remained strong in general, however, as ITM brand investment pays off. 8% reduction is relatively good in circumstances
- 2009 sponsorship and marketing discussions look positive and whilst membership fees have been held, membership growth is possible



# Chief Executive's Report

- All costs were lower than budget and '07 figures except for "office costs", due primarily to heavy staff investment
- New full-time Head of Sales & Marketing (HSM) and General Manager (GM) represent significant investment by ITM – creates executive team, succession planning and resource for expansion of activities
- 2009 Budget is challenging and will almost certainly result in a deficit
- Some cost cutting has been implemented but the team are working hard to alter deficit position and the association's foundations remain stable

# Proposed Changes to Mems & Arts

The association would like the membership to vote in the AGM on the following 3 resolutions

Board Approved



# Special Resolution # 1

"THAT the memorandum of association be, and they are hereby, amended as detailed in the copy annexed hereto and signed for the purposes of identification by a director and that the regulations a copy of which is annexed hereto and signed for the purposes of identification by a director of the Company be, and they are hereby, adopted as the articles of association of the Company in substitution for and to the exclusion of the articles of association currently having effect."

Press 1 for a vote in favour

Press 2 for a vote against

Press 3 to abstain



# Special Resolution # 2

"That the name of the Company be changed to The Institute of Travel and Meetings."

Press 1 for a vote in favour  
Press 2 for a vote against  
Press 3 to abstain



# Special Resolution # 3

"THAT the existing Articles of Association of the above named Company be amended by inserting a new article 56 (and renumbering accordingly) as follows:

"Each Regional Chair will be appointed, after an open nomination process (such nomination process to be determined by the Board of Directors), subject to the Rules and these Articles for a period of two years but a Regional Chair can be re-appointed following such period of two years at the discretion of the Board of Directors. The open nomination process will include an interview by panel, consisting of the Chief Executive, a board director and a member of the regional committee concerned. Such appointment shall be made by the panel provided it is supported by a resolution of the Board of Directors. The Regional Chair position can only be held by an existing Buyer member of the Company".

Press 1 for a vote in favour  
Press 2 for a vote against  
Press 3 to abstain

# AGM Summary

- Acceptance of Accounts
- Re-appointment of accountants
- Any Other Business



# Jamie Hindhaugh Vice-Chairman

# 2009/10 Strategy

1. Become more of a voice of the industry
2. Review and ensure relevant & usable content  
(Resources)
3. Be the first choice for education & learning
4. Lead the CSR agenda for the business  
travel/meetings industry
5. Create an annual industry showcase
6. Retain, attract and grow membership

# 2009-2012 Strategy

- Build on Success To Date
- Assimilation of Travel & Meetings
- The Real Cost of Travel
- Continue the focus of “why” in travel



thehumanfactor  
 itmconference2009