



International Longevity Center Global Alliance

The Meeting of the Board of Directors

MINUTES



**in Room 5 and 7, Pavilion Conference Centre,
V&A Waterfront, Cape Town,
South Africa on October 25-26, 2010**

1. PRESENT

Co-Chairs

Dr. Monica Ferreira (South Africa)

Baroness Sally Greengross (UK)

Members

Mr. Shinichi Ogami (Japan)

Dr. Francoise Forette (France)

Ms. Noreen Siba (UK)

Dr. Jayant Umrankar (India)

Dr. Sebastiana Kalura (South Africa)

Dr. Lia Daichman (Argentina)

Mr. Martin Boekholdt (Netherlands)

Ms. Marieke Van Del Waal (Netherlands)

Dr. Sara Carmel (Israel)

Dr. Mary Ann Tsao (Singapore)

Ms. Angelique Chan (Singapore)

Ms. Mala Manap (Singapore)

Dr. Masako Osako (Global Alliance Secretariat)

Observers

Dr. Bernard Forette (France)

Dr. David Matchar (Singapore)

Absence

USA, Dominican Republic, Czech Republic



9:00 ~ 12:00 on Oct. 25

1. INTRODUCTION

Monica welcomed the partners to the meeting and outlined aims of what she termed would be a “watershed” meeting for the Global Alliance. Bob’s passing had been a major loss to the Alliance and Shigeo was to step down as Co-President in a year’s time. Discussion and decisions taken in the meeting were needed on leadership succession; ILC USA’s future participation in the Alliance; redefinition of the functions and operation of the Secretariat; the financial situation of, and a financial strategy for the Alliance; and membership policy. All in all, the meeting and the Board should direct itself towards professionalizing the Alliance’s operations; introducing and establishing procedures to support effective operations; assuming greater financial responsibility; increasing partner participation; and enhancing the Alliance’s global relevance and influence.

2. REMEMBRANCE OF ROBERT BUTLER

The meeting participants each took five minutes to remember Bob, pay tribute to his legacy and honour his contribution to the Alliance.



3. ADOPTION OF THE MINUTES OF THE PREVIOUS MEETING

The minutes of the Board Meeting held in Paris, France on July 5, 2009, which had been circularized, were adopted by the Board. Matters arising from the minutes and outcomes noted were:

- 4.1 ILC Singapore had resolved an earlier constraint on using that name within the host institution.
- 4.2 ILC Czech Republic had broadened the scope of its activities, but had been asked to expand a focus on Gerontology, not necessarily or only Economics.
- 4.3 Jacques Schraven at ILC The Netherlands had been invited to lead a fundraising initiative for the Alliance, and Martin and Marieke will discuss the invitation and any progress made with him.

4. MEMO ON THE MEETING HELD IN NEW YORK

Masako reported on proceedings of a meeting held between certain ILC partners and representatives of ILC USA, in New York on September 29, 2010, to coincide with the Memorial Service for Bob. Main points in the memo were that 1) the USA center will be relocated to the Mailman School of Public Health at Columbia University, effective from March 1, 2011; 2) recruitment of a deputy professor and two deputy heads (to represent Policy Analysis and Research activities, respectively) was under way; 3) the responsibilities of the Secretariat of the Global Alliance should be redefined; and 4) Shigeo's term as Co-President will end in 2011, and Sally and Monica had been elected as Co-Presidents, pending ratification.

13:00 ~ 17:00 on Oct. 25

5. STATUS OF APPLICATIONS FOR MEMBERSHIP

Masako reported on the status of applications from various countries for membership of the Alliance: Brazil: Dr Alex Kalache will resubmit an application for an ILC Brazil for consideration in the 2011 Board Meeting; China: No further application had been received from China Masako and Mary Ann will follow up on potential applicants; Australia: Dr Julie Byles had intimated that she would not be submitting an application at this point.

Membership policy was discussed broadly. It was noted that the entry fee for new members had been reduced from US\$20 000 to \$10 000. Some participants felt that a fee of \$5,000 would be more appropriate, but no vote was taken on this matter.

It was agreed that pending clarity on future operations of the Alliance and ILC USA's relocation to Columbia University, new members will not be sought proactively, but applications will be considered as and when received.

6. REPORTS OF THE STANDING COMMITTEES

Discussion ensued on the productivity and effectiveness of the Standing Committees, and whether their continuation was indicated. Only one report had been received: a report from the Program Committee, submitted by Shigeo. It was noted in discussion on the Standing Committees that 1) activity of the Website Advisory Committee had been overtaken by the transfer of responsibility for website maintenance from ILC Japan to ILC UK (which had obtained a three-year grant for this purpose); 2) the International Relationships Committee, Sally reported verbally, had been effective in the UK and Europe, while Monica had strengthened linkages between the Alliance and the World Demographic and Ageing Forum and the WHO office, and, with Sally, with the International Federation on Ageing; 3) the Development and Finance Committee had been overseen by Bob, and activities and progress were unknown; 4) the Program Committee's report (the committee was chaired by ILC Japan) a) reported on activities to mark the UN International Day of Older Persons and memorial lectures for Dr Butler

undertaken by various centers; and b) stated a need to formulate guidelines for the Global Alliance's collaboration with other international organizations; and 5) no report was received from the Technology Committee.

It was agreed that the Standing Committees should give way to the assumption of portfolios by individual partners, who could choose to work in groups, as follows: 1) A Development and Finance portfolio will be the responsibility of ILC The Netherlands. The Centre will develop a financial strategy for the Alliance; 2) the portfolio of International Relationships was assigned to Lia and Mary Ann; 3) ILC UK will be responsible for maintenance of the Global Alliance's website; and 4) the Technology Committee and the Program Committee should be disbanded.



7. COUNTRY ACTIVITIES REPORTS

Sally chaired the session of the meeting in which each ILC represented presented a report on their centre's activities during the period August 2009 – September 2010. Reports were presented by Lia, Françoise, Janant, Sara, Shin'ichi, Mary Ann and colleagues, Monica, Martin and Sally.

It was noted that two ILCs had not submitted written reports for the period under review, and that submission of such reports, which are posted on the Alliance's website, is a responsibility of each ILC.

Discussion ensued on cross-cutting thrusts, outcomes, relevance and influence of various centres' activities, as described in the presentations. Monica noted that the ILCs in Japan, the UK and France, broadly, had a strong mix of policy, advocacy, community and research related activities. Main activities and thrusts of other ILCs were more varied. Across ILCs, it was noted that programs carry out research; several have a strong geriatrics focus; the majority engage in care related projects; several forge empowerment initiatives and foster older persons' rights; and several work in the area of dementia and associated care. It was agreed that different ILCs should seek to partner with other centres to carry out collaborative projects, and through such productivity, increase the Alliance's visibility and relevance. Areas for projects and partners who will take a lead in consolidating and building on work in these areas were identified as:

- Active and healthy ageing: ILC France and ILC Japan
- Advocacy and platform building: ILC UK (with ILC AR)
- Caregiving: ILC Israel (with ILC Singapore and ILC India)
- Intergenerational relations: ILC UK (with ILC AR and ILC India)
- Dementia : ILC South Africa



Each ILC responsible for an area should produce a list of ILC centers engaged in activities in that area and a proposal for collaborative projects within six months (i.e. by end April 2011).

9:00 ~ 12:00 on Oct. 26

8. STATEMENT OF INCOME AND EXPENDITURE

Sally chaired this session of the meeting. A statement of income and expenditure for the fiscal year October 1, 2009 – September 30, 2010 was tabled. The statement had been compiled by Masako and was not audited. It was noted that the Alliance had a balance of \$45,654.72. Forecasted expenditure for 2010–2011 included a) reimbursement of the Executive Director’s travel costs to participate in the Board Meeting in Cape Town, and b) expenses relating to the 501c3 and UN EcoSoc Consultative Status applications. It was agreed that an audited statement, when available, will be tabled in future Board Meetings.

9. FINANCIAL MATTERS AND A FINANCIAL STRATEGY

The board re-confirmed the annual fee schedule and guideline that was approved on February 12, 2010 with a suggested change of terminology from “hardship adjusted fee” to “special circumstance fee”. (See Attachment 1.) It was emphasized that payment of the annual membership fee is a responsibility and obligation of each ILC. Should a center plan to pay less than the full annual fee (\$2,000), e.g. \$1,000 or a “special circumstance fee of \$500,” written permission to that effect must be obtained from the Co-Presidents prior to the due date for payment.

It was further agreed that should an ILC fail to pay an annual membership fee for two consecutive years, the Co-Presidents will address the matter in writing to the errant ILC, pointing out that the following measures will apply:

- A warning period of 6 months will be granted during which full payment is requested and expected from the ILC.
- A further probation period of 6 months will be allowed, during which payment must be made.
- Failure to make payment of the full amount owing within the 12 month period will result in the Board voting on the suspension or termination of the errant ILC’s membership.

10. REDEFINITION OF THE FUNCTIONS AND OPERATION OF THE SECRETARIAT

The Board agreed that the Secretariat should continue operations as at present until March 2011, by which time ILC USA's relocation to the Mailman School of Public Health will have been finalized and the future status of the Global Alliance within the School will be clear. Thereafter, the Board will review the functions and operation of of the Secretariat and the Executive Director's position with reference to a list of newly defined functions for the Secretariat to be prepared by the Co-Presidents. The Co-Presidents will write to Dean Fried at Columbia University requesting her School to host and partially support the Secretariat.

11. RATIFICATION OF THE ELECTION OF THE CO-PRESIDENTS

Monica chaired the final session of the meeting. Masako explained that as part of a leadership transition strategy, an election process had been followed and had resulted in the election of two new co-presidents, Sally and Monica, who would serve three-year terms. The meeting ratified the results of the election and the terms became effective forthwith.

12. APPOINTMENT OF AN ADVISORY BOARD

Some discussion ensued on the appointment of an advisory board. It was decided, guided in addition by memos from Shigeo and Sharad Gokhale, that an advisory board should not be appointed, but consideration might be given at a later point to the appointment of "special advisors." Dr John Beard at WHO, for example, could be considered for appointment as a special advisor.

13. HOST ILC FOR THE 2011 BOARD MEETING

It was noted that ILC The Netherlands and ILC Singapore had both indicated interest in hosting the 2011 Board meeting. After discussion, it was agreed that the meeting would be hosted by ILC The Netherlands in Leyden, probably in early September. It was further agreed, in principle, that the 2012 meeting will be hosted by ILC Czech Republic (to coincide with the IFA conference to be held in Prague) and the 2013 meeting will be hosted by ILC Singapore.

14. ADJOURNMENT

There being no further business for discussion, the Chairperson thanked the partners for their participation and the meeting was adjourned.



