

**BUREAU AND ANNUAL GENERAL MEETING  
PORTLAND CONGRESS**

2017 September 27, Thursday, 17:30-19:00  
Portland, Oregon USA

**Contents:**

Minutes Combined Bureau and Annual General Meeting  
Reports



### 1. Opening of the Meeting

President *Ric Stephens* opened the meeting at 17:30 and welcomed everybody present. The meeting had no quorum and therefore decisions had to be made online.

### 2. Agenda of the Meeting

President *Ric Stephens* presents the Agenda of the meeting:

- Open the Bureau Meeting & Annual General Meeting
- Accept & Merge the BM/AGM [Bureau / all members vote]
- Approve 2016 Durban meeting minutes (online) [Bureau / all members vote]
- Present Annual Report by the President
- Present Annual Reports by the Vice Presidents
- Present Annual Report by the Secretary General
- Present Election Results Report
- Present Financial Report by the Treasurer
- Approve 2018 Budget [Bureau / all members vote]
- Open Discussion
- Share Closing Remarks
- Close the merged meeting

### 3. Acceptance of merging the BM, AGM and joint Agenda

Accepted.

### 4. Minutes of the Durban Meeting 2016

Since there was no quorum the minutes had to be approved online.

[\[Online approval by the necessary quorum received between January and February 2017\]](#)

### 5. Annual Report by the President

For presentation by the President, see **Annex 1**:

Goals & Objectives are the Membership Professional Development, the Global Presence and the Knowledge for Better Cities themes, focussing on the New Urban Agenda implementation, the smart cities, urban resiliency & disaster recovery, as well as climate change action.

Activities of ISOCARP where the president was involved (partner mentioned) are several, including several ISOCARP members or organisations, such as the ISOCARP Logo Design Contest (Approved) 2017-01-22 Organizer [SciCom], the International Federation of Consulting Engineers (FIDIC) "Urban Sustainability Management" Webinars 2017-04-23 & 2017-10-17 as Organizer, or the ISOCARP Certificate Program 2017-04-30 Developer/Editor [El Adli, Narang Suri]. He also mentions the 2017 Strategic Plan 2017-02-07 as Administrator, President's Messages (February, June, August, November) as Author, or the Digital Media (Facebook, LinkedIn, Twitter) Content Manager [Peric]

The president was also involved in networking and following activities: APA, APA-ID, CORP, FIDIC, GPN, HPF, ICLEI, IESC, IFHP, IWA, OAPA, RTPI, SIDA, UN-Habitat, UN- ISDR, UNESCO, UPSC, WUC, Congress Delegations – together with Representative [Narang Suri, Vancutsem]

### 6. Presentations of all VP activities

Ric presents all Vice-President portfolios activities: Khalid El Adli, Ana Peric, Slawomir Ledwon, Shi Nan, Shipra Narang Suri, Martin Dubbeling, and Piotr Lorens.

### 7. Secretary General Report by Didier Vancutsem

Didier presents the actual situation at the Head Office: we had a staff reduction in past month, as Daniel Radai worked until March 2017, and Claire Shapira until May 2017. Gaby Kurth had a reduction of work load by 50% and is now only responsible for congress-related activities; Monica Ornek and Hajo Vis at Head Office are working by 100%. Also mentioned that a Staff interview with Monica Ornek and Gaby Kurth 2017-09-28 took place. (Vancutsem/Dubbeling)

As regarding New Staff and Office restructuring, Didier mentions that Alexandru Matei [Romania] 15 hrs/wk, Ipek Karahman [Turkey] 10 hrs/wk are new collaborators at the Head Office; an Office restructuring seems needed for the next 4-5 years, including new structure.

Didier explains the distribution of Office Staff, Working Hours and Finances on a table overview.

## 8. Membership development

Didier explains the Membership development and the Change in Members since 1 January 2016. On October 2017, we had a total of 621 members, 86 members joined the Society since last AGM meeting. However, we had in 2016 684 members including non-paying members, or 699 members including non-paying members. Since we decided in Durban to exclude non-paying members after 6 month non paid fees, the number of members is slowly decreasing.

Didier presents the list of new members and welcome the members attending the meeting.

He presents also the long list of lost members: in total 242 members lost in 2015 and 2016.

## 9. Election Results ExCo

Didier presents the results of the election process: the scrutinizers Peter Jonquiere, Aafke Nijenhuyzen and Ana Maria Fernandez Maldonado were attending the opening of the ballots on September 22, 2017 at the Head Office – elected were:

2018-2021 Executive Committee

- President Elect **Martin Dubbeling** [Netherlands]
- Vice President Academic Development Institute **Daniele Vettorato** [Italy]
- Vice President – Membership **Jeremy Dawkins** [Australia]
- Vice President – Publications **Malgorzata Hanzl** [Poland]
- Vice President – Technical Assistance **Sebastien Goethals** [Belgium/China]
- Vice President – Urban Planning Advisory Teams **Milena Ivkovic** [Netherlands]
- Vice President – Young Planning Professionals **Zeynep Gunay** [Turkey]

Current Executive Committee

- President **Ric Stephens** [United States]
- Secretary General **Didier Vancutsem** [Belgium/Germany]
- Treasurer **Dhiru Thadani** [United States]
- Vice President Awards, Communication and Marketing **Ana Peric** [Switzerland]
- Vice President Congresses and Events **Slawomir Ledwon** [Poland]

## 10. Financial Report

*Dhiru* presents the report on annual accounts for the time Period 01-07-2016 / 30-06-2017. As per June 30th 2017, the balance sheet shows an income of EUR 85.589 and expenditures of EUR 174.050, which leads to a deficit for 2016-2017 of EUR 88.461.

As for the budget 2017-2018, the expected income shows a total amount of EUR 190.900 including membership fees and Vice-President programmes; deducing planned operations (salaries HQ), office rent, administration costs and EXCO expenditures, it is expected to have a result of EUR. 115.640.

As we do not have a quorum for voting and approving the budget, it is proposed to do it online after the meeting.

*Dhiru* mentions also that our Accounting experts asked to formulate a letter to the members of the Society, explaining the financial situation – this letter is part of the Annual accounts:

*„The Budget for 2017/2018 indicates we are steadily growing our membership and collecting dues from all members.*

*In past years the ISOCARP Award of Excellence program averaged 8 submissions generating income for the organization. Under new leadership of Vice-President, Ana Peric, in 2016/ 2017 ISOCARP had a record high of 14 submissions for the Award of Excellence program increasing revenue by 175%. We are confident that the award program will continue to attract global attention and the submissions will continue to increase.*

*We anticipate a profit from the 2017 Congress in Portland Oregon which will help cover the organizations annual expenses. More than 200 international delegates are attending the Congress this year.*

*Under the leadership of newly elected president, Martin Dubelling, the Urban Planning Advisory Team (UPATs) have been conducted in Wuhan and Bodo. Vice President Lorens has successfully completed Young Planning Professional (YPP) training in several countries including Poland, Russia, and the Middle-East.*

*The organization has worked hard to reduce staff time, better manage expenses, and administration .*

*In 2016, as a cost saving measure, we suspended travel allowances to EXCO members. These travel allowances have since been reinstated.*

*It is our sincere goal to have a surplus of funds at the end of the 2017–2018 financial year.“*

## 11. Open Discussion

President Ric opens the discussion, asking for Questions, Suggestions and Initiatives – hereafter the questions, which were replied by the president, treasurer and Secretary General.

- Question: How long can survive the Society with this kind of operations? (Dirk).
- Why are documents not available before the meeting? (Geerit) This presentation is a farce.
- We should hold the history of ISOCARP, and organize a platform where we can follow and discuss with past EXCO members, as a contribution to the young planners (Estefania)
- Why don't we have a hard copy of the Review? Most of members are asking for this! (Chris Gossop) – what is about print on demand?
- Central question related to the financial report: it seems difficult to understand why we are doing a deficit (Guy)
- Do we have a strategy for membership? It is not explicit in the strategic plan (Elisabeth)
- Membership retain should be the central aspect (Shipra)
- Could we extend a survey to the past members? (Lorraine)
- We need a new constitution together with an online platform (Zeynep)
- Related to membership, the question of visa for travel is essential – we should be able to assist countries with visa (Mairura)
- Do we have a Professional Code of Conduct? Seems essential (Frank)
- What is about a Planning models discussion – timeline and niche market, should be digital (Aron)
- Could we have Seminars yearly? Should be more active on events (Estefania)
- Professional schools are disappearing in Japan – could ISOCARP do something related to the qualification (Kasagai)
- Definition of the professional qualification – who is a planner? (Kasagai)
- What about membership services? Are we aware about the new types of transportation planning (Kasagai)
- We should focus on the review of SDG 11 – 30 countries working on it (Jens)
- Are we able to organise online seminars or online courses? We could have webinars (Kosovo ND) What is the support for Institutional members?

The President thanks the attendance and closes the Bureau and AGM Meeting at 18.45.



