

## **Management Board Meeting 9-10 February 2016 Record of Discussion**

Location: One Kingdom, Paddington, London

### **1. Welcome & Apologies**

MB Chair welcomed the group and thanked everyone for coming.

### **2. Review of agenda**

MB Chair went through the agenda.

### **3. Minutes of last meeting**

Approved.

### **4. Actions**

Reviewed.

### **5. CEO Report**

The CEO reported on his meetings in Switzerland and the Swiss plan for moving forward with SNOMED CT implementation and research. He also discussed some possibilities of working with some subnational regions and other partners and updated the MB on relocation to the UK.

The CEO then moved on to say that the new authoring tool was up and running, productivity was rising, and enhancements were being put in place. Previously the terminologists had authored for three months and QAed for 3 months, but now they could QA as they worked, providing an extra 3 months of authoring for every international release.

The CEO said the Refset and Translation tool was in its beta period, and an internal group was working on a translation position paper. CRM, he said, was working with Affiliates from Japan and France on translations that the MB had previously approved.

### **6. MB Group Dynamics and Development**

The directors discussed their individual strengths and weaknesses and how they might work together optimally.

### **7. MB role and accountabilities**

The MB discussed legal differences in governance structures between UK charitable organizations and UK nonprofit organizations.

## **8. MB strategic agenda**

The MB discussed how it should manage its oversight responsibilities involving risk and strategy.

## **Day 2**

### **9. Finance Report**

The Head of Finance briefed the MB on the 2015 end-of-year report. There were no questions. She then went through the Management Report and KPIs, pulling out key figures. The MB offered feedback on the KPI structure and agreed that it would convene conference calls with the Head of Finance to revise the KPI reporting structure.

### **10. Risk Management**

The Head of Finance introduced the briefing paper and dashboard format with 9 risk categories. The MB offered opinions on the reporting structure and the MB's oversight responsibilities.

### **11. Formation of new MB committees**

The MB approved the initial creation and Terms of Reference drafting of two new Board committees: Risk, and Strategy/Planning. Any director interested could participate in drafting the ToRs. The Board would then decide whether to approve them.

### **12. Request to enhance the 2016 budget**

The CEO introduced the paper outlining the requests for funding for additional projects in 2016. The MB unanimously approved the additional funding request and approved recommending it to the GA.

### **13. Charity application process**

The CEO said he would provide the Board at the March meeting a list of pros and cons for charitable status.

### **14. Products and services**

The Customer and Stakeholder Executive (CSE) introduced the detailed Product and Service Catalogue. MB directors said that it was good work and offered a few suggestions. The CSE then presented slides on the draft Product and Service Roadmap. The MB directors put forth a number

of comments and suggestions, often distinguishing between core products/services and more peripheral products/services.

#### **15. CRM Report**

The CSE went through the Customer Relations Management update and the CEO updated the MB on Joint Initiative Council (JIC) work.

#### **16. Adjournment**

MB Chair thanked everyone and adjourned the meeting at 15:25.