



## CTBUH Board of Trustees Meeting No. 1 – Agenda

Wednesday 21<sup>st</sup> January 2009  
10am – 3pm (lunch included)

**Venue:** **Room 11** (Lower ground floor, right hand side off the library)  
**S.R. Crown Hall**, Illinois Institute of Technology  
3360 South State Street, Chicago (between 33<sup>rd</sup> / 35<sup>th</sup> Streets, West of State).

**Attendees:** David Scott – Chairman  
Ron Klemencic – Vice-Chair  
Antony Wood – Executive Director  
Charles Killebrew – Treasurer  
William G. Maibusch – Secretary  
Sabah Al Rayes - Trustee  
William F. Baker – Trustee  
(Kevin Cahill – Legal Counsel / Advisor)

### Agenda:

1. Welcome & Introductions
2. Tour of CTBUH headquarters, meet new CTBUH staff.
3. Governance
  - Role and Responsibilities of Board of Trustees / Review of By-Laws
  - Relationships to Advisory Committee / Country Leaders / Working Groups etc
4. Review of 2008 activities
  - Membership solicitation
  - New Governance & Relationship with IIT
  - Office, new staff & Resource Centre
  - Conferences: 8<sup>th</sup> World Congress Dubai & Moscow
  - Website, Newsletters & Databases
  - Books, Journals & other publications
  - Awards, Working Groups & other committees
  - Media & Public Relations outreach
5. Financial Overview
  - Review of 2008 Financial Statement
  - Review of 2009-11 Financial Forecasts
  - Review of financial auditing, and internal checks and balances
6. Plans for 2009
  - New Research Division
  - New books & other publications (e.g. InfoArchives / media tracking service)
  - Podcast & other media / public outreach
  - 40<sup>th</sup> Anniversary celebrations
  - Awards & Conferences
  - Working Group output
  - Future Conferences: Mumbai, Seoul, UN & CIB, other
  - Study tours
7. Chair / Vice-Chair Search Committee
8. Any Other Business
  - ACTBUH Presentations – suggested international speakers
  - McGraw Hill partnering arrangement