

**MINUTES OF THE ONE HUNDRED AND NINETY TWO MEETING OF THE
EXECUTIVE COMMITTEE OF INTERLEGAL HELD ON 30 NOVEMBER 2022
BY VIDEO CONFERENCE**

Present: Gabriele Brand-Ogris - *President*
Uday Ahlawat - *Vice President*
Alexandre Dupont - *Past President*
Steffen Lorscheider - *Secretary*
Jim Wright - *Treasurer*

Attendance: Colin Russell - *Officer*

<u>No.</u>	<u>Agenda Item</u>	<u>Action</u>
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I.	<u>APOLOGIES FOR ABSENCE</u>	
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None.

II.	<u>FINANCE</u>	
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Issues relating to the tax registration status of Interlegal are still awaiting responses from professional advisers so will be reviewed at future meetings.

A short term solution for those with urgent payment/documentation issues is available using the services of our Swiss member if required.

*Gabriele/
Jim*

There remain some members who have not yet paid the 2022 invoice (and some also outstanding from 2021). Reminders will be sent shortly. The Officer is available to assist with this if required.

Jim/Colin

The Treasurer advised that it would now be prudent to have a second member of the Executive Committee to have access to the Interlegal bank account. The Treasurer will commence this process shortly. In the meantime, the Treasurer expects all invoices to be cleared this year.

Jim

The Treasurer has requested an email account for the purposes of invoices and financial matters (eg accounts@interlegal.net). The Officer will progress this.

Colin

III. MARKETING

Confirmation of appointment of Sally Edwards as Marketing Officer is still to be confirmed formally, following confirmation of understanding of hourly rate of and hours to be worked. Jim will forward proposed terms of engagement for Sally for agreement this week if possible. The scope of services was agreed as follows:

'Develop and implement marketing and communications activities for Interlegal in line with Interlegal's strategic objectives from time to time in force including website and social media activity, internal and external communications and marketing and promotional activity. Further, to inform and support the Board and the Permanent Officer on marketing matters, recruitment and communication matters.'

Jim

IV. GENERAL ASSEMBLY

The Officer has agreed a solution with the member firm in UAE for those members requiring invoice documentation for the General Assembly meeting in Dubai. He will liaise with individual members as required.

Colin

V. NEW MEMBERSHIP ENQUIRIES AND APPLICATIONS

A meeting will be taking place in December with a possible applicant firm from Bulgaria introduced by Miguel Neto and an application is expected shortly from the firm in Ghana introduced by GFH Consulting.

An update was also provided on the resignation of the member firm in Tunisia.

Colin

VI. EXTERNAL RELATIONS

No updates.

VII. ANY OTHER BUSINESS

The Executive Committee asked the Officer to arrange a seasonal greeting from the Committee similar to previous years.

Colin

DATE OF NEXT MEETING

The date of the next meeting is confirmed as Wednesday 11th January at 10.00am CET.

Suggestions for the agenda should be circulated to the President at least 7 days before the meeting and copied to the Secretary.

All

Steffen Lorscheider
Secretary

30 December 2022