



British Association for Sexual Health and HIV

Established 2003 through the merger of MSSVD (est. 1922) and AGUM (est. 1992)

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MEETING OF BASHH TRUSTEES 17th December 2004 RSM

Present: Mark FitzGerald (MF), Chair; Angela Robinson (AR); George Kinghorn (GK); Rachel Challenor (RC), Colm O'Mahony (CO'M)

In attendance: Jan Clarke (JC); Keith Radcliffe (KR); Simon Croker (SC)

1. Apologies
None

2. Declarations of Interests
None.

3. Minutes of last meeting
These were accepted as an accurate record of the meeting.

4. Finance Report
JC presented the finance report to the Trustees

5. Policy on Investments and reserves
JC reported that BASHH currently has ~ £650,000 in the bank therefore there is no need to draw on reserves. Options were discussed for investing £400,000. One possibility would be to place the money in a higher interest account however the issue of access was raised. It was agreed that the benefits of having the current reserve immediately accessible to the finance department of the RSM outweighed the improved interest rate that might be achieved with a higher interest but lower access account. Likewise, it was agreed that as the current reserve only represents 15 months of expenditure, it would be best not to tie the money up in investments. JC to write formal policy in accordance with advice given by the Charity Commission

JC

JC to state at the AGM that expenditure is £310,000 per year, however the current capital has allowed for a freeze in subscription rates.

JC

6. Feedback from Fundraising Committee
RP has met with several investors and already has funding for many of the OGMs. A potential area of concern was raised over the fact that sponsors are moving towards annualisation of funding. Centralising funding like this may lead SIGs to feel a loss of autonomy as well as potential funding. This will be addressed once the position of the sponsors is clearer

JC reported that there is currently no formal contract between BASHH and Brian Smith Associates (BSA) for the running of the HIV Masterclass. It has transpired that BSA undertook fundraising themselves and consequently charged the statutory 10% charge on monies raised. Likewise invoices for sponsorship were paid to BSA, not BASHH. This has highlighted the need for a formal contract between BASHH and any outside organisations involved in running BASHH courses.

KR/JC

- o KR to request Sue Bird draw up a model contract for future use.
- o JC to write a formal letter to Brian Smith Associates, outlining in bullet points the agreement with BASHH.
- o BSA to gift aid owed monies back to BASHH

JC reported that following complications in tracking sponsorship money during the audit, it has been recommended that BASHH groups produce numbered invoices for sponsorship given and request remittance advices with payment. This will allow a more efficient method of tracking and identifying the money received. SC and JC to establish a clear uniform system.

SC/JC

7. Public Relations – Engaging a Consultant

The Trustees approved the engagement of Monroe and Forster as PR consultants to BASHH. Their role will be to provide advice on and monitor the media whilst BASHH will provide the professional input to their output. AR and SB will continue to handle media responses for the time being.

8. Matters arising from the minutes

a) Dublin 2005 finances

The Trustees approved the current expenditure by BASHH for the Dublin spring meeting. It was reported that BASHH and BHIVA board members would receive reduced rate for accommodation. On reflection this was not regarded as an unreasonable 'largesse' as there will not be a significant saving on what ordinary delegates will pay.

Mediscript will be organising the speakers dinner. It was agreed that although this will be done differently to past dinners, the collaborative nature of the meeting should be respected and BASHH should not try and enforce their usual practice. The importance of getting all agreements between BASHH and BHIVA down in writing was stressed. No letter confirming the division of income from the meeting had yet been received.

b) VAT

The Trustees formally noted that BASHH is VAT registered

c) Businesss Plans (2004/2005)

i) HPV SIG

A satisfactory Business Plan had not yet been received. The chair would be contacted again when a model business plan was available.

KR/JC

ii) HIV SIG

Whilst the current agreement with BSA will be left standing for the this year, the importance of obtaining a Business plan for the HIV masterclasses and a formal agreement between BASHH and BSA for next year was stressed. Further developments will not be authorised until a satisfactory Business Plan is received.

KR

iii) Sexual Dysfunction SIG

The Trustees approved the upcoming meeting, however decided that all future meetings, including ad hoc ones should be subject to board approval.

General Conclusions

There should be a protocol for giving approval to adhoc meetings outside the Business planning process;

A Business plan should be provided for all meetings

d) 2003 elections (P. Watson correspondence)

Following recounting by the Returning Officers and with the support of the Electoral Reform Society, the Trustees were satisfied that the elections had been carried out correctly throughout and that the matter is resolved.

9. Annual report

The Trustees adopted the annual report

10. AGM Agenda

The agenda was approved. AR, MF, JC and KR to appear before members on the

stage. Nicol Thin will announce the election results.

11. Rolling forward Budgets

The Trustees approved the rolling forward of budgets

12. Spring Meeting

a) Finances

This was held over for discussion after the Dublin meeting

b) Complimentary Registration

The Trustees agreed that only those essential to the meeting should receive complimentary registration. As such option 2 of the options presented by Janet Wilson was adopted. (i.e. President, Conferences and Communications Secretary, local organiser) The reasoning behind this lay with the fact that most delegates will be sponsored by their Trusts, therefore it proves rather a parsimonious gift if it were to be awarded for service to BASHH (option 1) . KR to write to JW

KR

13. GU Physicians Colcoscopy Group

The Trustees were keen to support the formation of this group. KR to email Emile Morgan to clarify finances. It should be explained that finances of the group are paid into the BASHH account. Any 'surplus' shall be carried forward however this is a virtual amount and an annual business plan should be presented to the board for approval. It is required that the group be constituted as a SIG.

KR

14. Membership Report

There are currently 790 UK members and 78 overseas members

15. Update on Branches

SC reported that original copies of branch constitutions had been received for 15 of the 17 regions, with NE Thames and Oxford still outstanding. SC to follow up on this.

16. Any other Business

a) Letters were signed by Trustees and returned to Farrington and Co, auditors to BASHH

b) Risk Assessment. The auditors report required a risk assessment to have been made. This had been done verbally by JC and MF and will be written up to be agreed at the T's next meeting.

JC/MF

Date of next meeting: Friday 18 March 2005