



# **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 30 September 2004 RSM**

**Present:** Mark FitzGerald (MF), Chair; Angela Robinson (AR); George Kinghorn (GK); Rachel Challenor (RC)

**In attendance:** Jan Clarke (JC); Keith Radcliffe (KR); James Glavin (JG); Simon Croker (SC)

**1. Apologies**

Colm O'Mahony (CO'M)

**2. Declarations of Interests**

None.

**3. Minutes of last meeting**

These were accepted as an accurate record of the meeting.

**4. Matters Arising**

a) Dublin 2005 Finances

JC has been liaising with Farad Patel of Mediscript and Ian Williams over the way the finances of the joint meeting will be handled. The situation is complicated and there are concerns over how the money for the meeting will be tracked. JC is insisting on a separate conference bank account for all finances relating to the meeting. AR reminded the Trustees that originally it had been agreed just to focus on the EADV meeting. However it being only the second year of BASHH it was important to have a high profile at the Spring Meeting and to foster good relations with BHIVA. Therefore it is not essential that the meeting makes a large profit for BASHH; a zero balance would be a good outcome.

The meeting will cost approximately 270K

Concerns were expressed about the discrepancies between BHIVA's policies for running a conference and those of BASHH. It was felt that if BHIVA wish to pursue their policies then they would have to take the financial responsibility. BASHH would actively collaborate and promote the meeting and would feed in sponsorship into a separate account, but would not provide funding up front.

JC to take this message from the Trustees back to BHIVA, and to get written confirmation of BASHH financial responsibilities to the meeting. Graham Tomlinson to check this. Janet Wilson (JW) to work with Fatima Patel to clarify the logistics of the meeting. JC to liaise with JW in advance of the next meeting (7 October).

**JC**

**JC**

b) VAT Registration

JG to provide Vipin Shah (VS), BASHH's VAT accountant, a breakdown of BASHH's income to allow him to register BASHH for VAT. In the first year, VS's fees are likely to equal the savings made, but in subsequent years as BASHH's activity increases it is likely to be worthwhile to be VAT registered.

**JG**

KR to contact VS to find out the exact fees that are involved. If these seem reasonable, the Trustees will write a letter of engagement for two years.

**KR**

c) EADV London 2005

KR to write to Simon Barton for a clarification of BASHH's involvement with this meeting. BASHH are due to get 10% of any profit, but it is unclear how this figure is calculated.

KR

d) Business Plans

i) HPV SIG

It was felt that the business plan from the HPV SIG required more detail. Chris Sonnex (CS) had been asked to provide more detail, but as yet this had not been received. It is important that all SIGs submit an acceptable business plan. MF will telephone CS to discuss, especially what the money requested for 'supporting HPV related work' will actually be spent on.

MF

ii) HIV SIG

Raj Patel (RP) had concerns over the lack of communication from Anton Pozniak (AP) over the business plan from the HIV SIG. AR had spoken to AP earlier that day; he confirmed that everything was in hand. However the Trustees felt that a separate business plan for the HIV Masterclasses course needed to be submitted within the next month. KR to write to AP to request this.

KR

iii) Library

Michael Waugh (MW) had requested £2K for secretarial support and the Trustees had asked for information on what this money would be used for. JC had spoken to MW and his plans had been delayed by the refurbishment of the RSM library. The Trustees therefore approved the money for the books (£1K) and travel expenses for two trips to London. The Trustees would wait to hear from MW before further expenditure was approved. KR to write to MW to communicate this.

KR

iv) South West Branch

The South West branch have now produced a business plan. This was circulated to the Trustees. JC would liaise with Dr Sulaiman to query the money for secretarial services, but the Trustees provisionally approved 500 for the running of the branch.

JC

e) Elections

Peter Watson (PW) had written a letter to the *Int J STD AIDS* regarding the BASHH election 2003. He feels that the election was not conducted correctly. KR has had extensive correspondence with PW, the Electoral Reform Society (ERS) and BASHH's returning officers. KR is confident that the election was conducted correctly. KR to forward the correspondence to the Trustees. MF to respond to Wallace Dinsmore to confirm that the election has been investigated, the Trustees are happy with how it was conducted and the matter is now closed. MF also to write to Peter Watson to confirm this. The returning officers are going to be present at the AGM to confirm that the election was conducted correctly.

MF

MF

f) Any other matters arising

None.

**5. Audit/Accounting Costs**

The audit fees for auditing the final accounts of MSSVD were previously approved by SB and are a one off cost. BASHH were being charged for the cost of the new software for the new financial system and the standard costs for the end of year audit work.

**6. Contract with the RSM**

The Trustees felt that Marty Adair's (MA) proposal was reasonable. The increased fee to be charged seems appropriate and the breakdown of figures generally seems realistic. KR to write to MA.

KR

**7. External Communications Group**

The Media and External Communication Group meeting held on 7 September confirmed that the time is right to raise the profile of BASHH, but professional support was required. Olwen Williams has put together a job description, which Brian Gunson had looked at and had provided a estimate of what BASHH's needs are and how much it would cost. The Trustees felt that other PR companies would need to be contacted to check that this is a reasonable estimate. This should be discussed by the Board as a whole to ensure that this is a direction that BASHH should be moving in. The Trustees felt that it would be worth taking the risk on a short timer basis, perhaps as a 12 month project and evaluating later if it would be worth continuing.

This is comparable to BASHH's involvement with e-politix, which it was felt had not been value for money and BASHH would not be renewing.

**8. Webteam Issues**

It was decided that the BASHH PC, which JG is currently housing should go to SC, the new BASHH administrator. JG will arrange the transfer of this.

**JG**

The webteam had negotiated a very good price for Dreamweaver training, which Dave Kellock (Webmaster) and Ade Apoola (Deputy Webmaster) would shortly be undertaking.

**9. Policy on Investments and Reserves**

BASHH needs to formulate a formal policy on this. This would be better discussed once the first year BASHH accounts had been finalised. Once these are available, the Trustees could discuss (by email) and this could be put on the agenda for the next Trustees meeting.

**10. Formation of Branches**

This was to be discussed fully at the BASHH Board meeting on 1 October.

**11. General Secretary's Communications**

KR presented the following items for information and formal minuting:

a) Scottish STIF

It has been agreed that there would be a 10% reduction on the £30 delegate fee for STIF courses held in Scotland.

b) BASHH Diary 2004-5

The Trustees had approved the production of this year's BASHH Diary at a cost of £7.17 per diary (£6273.75 for 875).

c) BMA Careers Fair

Penny Goold had circulated a good business plan to the Trustees by email. This has been approved.

d) Library Plaque

The expenditure of approximately £200 on the plaque commemorating the MSSVD has been approved.

**12. Membership Report**

This had been circulated for information

**13. Financial Report**

This was tabled at the meeting. Any comments should be forwarded to JC by email.

**All**

**14. Any other business**

AR brought to the attention of the Trustees the fact that a doctor (Dr Deborah Lee)

had produced a book using STIF course material within it. The publishers (Schering) had written to BASHH to say that publication had been suspended. It was decided that MF would write to Dr Lee to confirm that BASHH hold the copyright of the STIF course material and that this could not be reproduced without the permission of BASHH. The Trustees would await a response; if it was felt that this was not satisfactory, further action would be taken.

**MF**

MF would also discuss this with Jackie Sherrard, to bring it to the attention of the STIF Steering Group

**MF**

**Date of next meeting: Friday 17 December 2004**