



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

23 April 2004

Committee Room 1, RSM

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

In attendance: James Glavin (JG); Jan Clarke (JC); Keith Radcliffe (KR)

1. Apologies for absence

None

2. Declarations of Interest

None

3. Minutes of the last meeting, 27 February 2004

COM's apologies were not noted in the minutes.

RC requested that item 5c) be amended. Before and after the final sentence of the middle paragraph an additional sentence will be added, to read 'RC withdrew from the room so that the Trustees could discuss this. The Trustees approved this. RC returned'

Other than the above amendments, the minutes were approved as being accurate.

4. Matters Arising

a) BASHH/BHIVA Meeting, Dublin 2005

Janet Wilson (JW) had previously circulated a report. The financial aspects of the meeting still need to be finalised. JC had spoken to Ian Williams, Treasurer of BHIVA. More discussion is required of how the money/risk should be divided between the two organisations. An accounting arrangement needs to be set up to ensure that income and expenditure relating to the meeting can be clearly seen. Finances need to be kept separate from BHIVA's general finances – perhaps a separate account needs to be set up. BASHH should expect a similar amount of sponsorship for this conference as had been received in the past.

BASHH should also keep track of how much work the RSM Secretariat does for this meeting, as this would form part of the costs.

JC and JW to liaise further with BHIVA. The Trustees require that BHIVA/Mediscript have a detailed breakdown of how finances will be organised. The risk aspect also needs to be fully considered – do BHIVA have risk insurance? KR to contact JW to ask her to investigate further; Olwen Williams has investigated the issue previously and may have further information on this.

**JC/JW
KR**

b) EADV 2005

MF has written to Prof. Black regarding risk for this meeting and is still waiting for a response. It is not a joint meeting, but BASHH does have an input into the meeting and will get a share of the profit. All organisation is being undertaken by EADV (BAD).

The meeting must be publicised well amongst BASHH members to encourage as many as possible to attend; it would be good to have a prominent BASHH presence. GK would meet with Simon Barton to discuss if BASHH could arrange an

GK

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incentive for members to attend (for example subsidised membership to EADV)

c) IT Expenditure for improved financial reporting

The cost of upgrading the software to allow for a greater breakdown of BASHH finances will cost £850 plus VAT.

It was decided that branches would be sent a financial summary quarterly.

d) Proposed Irish Branch

KR spoke to Raymond Maw. The most sensible way to proceed would be for the Irish branch to formally apply to be a BASHH branch, but submit a cost neutral business plan. The Irish Society could then continue with its activities and hold BASHH meetings at the end of Irish Society meetings. The Irish Branch is a special case; this is not a model of how other branches can operate.

e) HIV Diploma Course/Masterclass

MF had attended the course and reported that it had been very well run and the programme was excellent. Brian Smith Associates had reported an anticipated profit of £2900. It was generally felt that, as the doctor leading on the Masterclass would have changed next year, to retain some continuity Brian Smith Associates could be used as the organising secretariat for next year. It was decided that Adrian Palfreeman would be well placed to organise next year's masterclass, and AR would contact Raj Patel and ask him to make an approach.

AR

A date should be set as soon as possible, making sure it does not clash with BHIVA.

The HIV Diploma Course is separate from the Masterclass. Someone from the HIV SIG should take a lead on this. It was suggested that this should be piloted in London, ideally in a cost free location. Anton Pozniak should identify a person from the group to lead on this. AR to contact Anton Pozniak to relay this, who should ensure that these issues are taken forward and put in a business plan. No approval for this course would be given by the Trustees until a business plan had been submitted. JC to liaise with Brian Smith to see if anything has been booked for next year.

AR

JC

f) Dissolving the MSSVD

The Charity Commission had been sent certified minutes showing the decision to dissolve the MSSVD. The Commission also need to see a final account for the MSSVD showing a zero balance. KR is liaising with Simon Barton to get the accounts for the Commission

KR

g) Contracts with journals

Simon Barton and AR would be meeting Helen Ward and Rob Miller the day after the Trustees Meeting. They would then meet with Alex Williamson of the BMJ for discussion. AR would report back.

AR

h) VAT registration

JC has been in discussion with Vipin Shah to investigate the advantages of registering for VAT. JC will report back at the next Trustees meeting

JC

i) Robbie Morton Lecture

GK reported that Peggy Morton would not be attending the Bath Spring Meeting. BASHH would need to buy something to present to GK who will be giving the first Robbie Morton Lecture. AR would investigate and liaise with JC and MF to make a decision.

AR

j) UEMS Membership

JC will write to UEMS to inform them that AGUM and MSSVD have merged to form BASHH. JC will find out the cost of remaining a member as BASHH and report back to the Board.

JC

5. Scheme of Delegation

BASHH needs to adopt a scheme of delegation. The Trustees discussed the draft scheme of delegation, suggesting amendments. JG and KR would make the suggested changes and then pass to MF. Once MF agreed the changes, this would be put to the Board.

JG/KR

The interim job descriptions would be reviewed for comments. JG to circulate.

JG

6. Treasurer's Role

There needs to be clarity over the differing functions of General Secretary and Treasurer. The Treasurer does not have a budget and does not commit BASHH to any contracts/expenditure; this would be for another officer to do. The Treasurer's role is to monitor expenditure. The business planning process is key; it provides the budget framework against which the Treasurer can check expenditure. However it should be noted that commitment to large expenditure, even if included in a business plan, should be approved by the Trustees.

The RSM Secretariat should have clear instructions about who can approve what level of commitment.

KR can sign contracts on behalf of the Trustees, once he gains their approval (this can be done via email). It needs to be made clear to the membership that people can't approve/commit expenditure without approval, either in a business plan or via the Board. How the process works needs to be disseminated. JC in consultation with Graham Tomlinson and JG to draw up a guideline both for the RSM Secretariat and BASHH membership, a 'starter pack' to lay out the process clearly and emphasis that only contracts/commitments signed by KR will be honoured: anything else will be the liability of the person signing the contract.

JC/GT/
JG

7. Rolling over budgets of groups and branches

An email from Immy Ahmed to MF (and his response) was circulated regarding the wish of branches to maintain a balance, so that branches would receive credit for bringing in income for BASHH. This represents a dichotomy: the branches are non-autonomous, with money going to the central fund and yet this should not de-indentify branches from organising (income generating, cost efficient) activities.

A nominal budget line could be kept to roll forward branch accounts from year to year for three years to give a picture of branch activity.

8. Establishment of BASHH branches

It is anticipated 17 branches should sign up to become branches of BASHH. They must all be approved by the Board and ratified by the Trustees. The Scottish branch have submitted an application to become a branch. This has already been approved by the Board and the Trustees ratified the application. The rest of the branches can be done at the Board meeting in June. MF would stay for the Board meeting, and the Trustees could ratify applications, within the Board meeting. Branches need to be reminded that applications need to be submitted in advance of the Board meeting or else they will not exist as a branch of BASHH.

KR

9. Declaration of Interests Policy

It was felt that £200 was far too low a level for declarations of interest. This was raised to £750. This would apply for the 'preceding 12 months' and this form of words should be added to the policy.

KR/JG

10. Employment of GTA Consulting

BASHH still has some remaining time to use up for consultation with GTA Consulting. Graham Tomlinson is quite relaxed about when we should use this up – anytime in the current calendar year.

11. South African HIV Diploma

There was some concern that BASHH course materials were being used elsewhere. However Philippa Easterbrook has come back to a BASHH with a written response for noting.

12. Gifts to Key People

This issue has been discussed before but had never been officially approved by Trustees. Therefore it was agreed that as AR now has an approved budget she can make a decision on this, then take to Trustees to ratify.

AR

13. MSSVD Library

In the previous Business Plan the MSSVD had £1000 approved to spend on books. Similarly this year it was felt that the Trustees could approve a further £1000 with the condition that the books bought represent a reasonable investment. This could be done following the June Trustees/Board Meeting. The library is a separate issue from the History SIG.

14. Membership

The membership report was table for information.

15. Finance Report

The most recent finance report was tabled for information.

Date of next meeting

18 June 2003, 11am