



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

01 June 2007

RSM

Present: Rachel Challenor (RC), Chair; Simon Barton (SB); Jonathan Ross (JR); Angela Robinson (AR);

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

1. Apologies for Absence

Claudia Estcourt

2. Declarations of Interests

There were no declarations of interest

3. Minutes of last meeting

The minutes from the last meeting were accepted.

4. Matters arising from the minutes

i) Feedback from BASHH election and STV

RC informed the Trustees that she had spoken to Peter Watson to discuss his concerns surrounding the process used to elect Board members in January 2007. The first count was undertaken using the single transferable vote method outlined by the Electoral Reform Society. As no nominee reached the quota in the first round of counting, the nominee with the fewest votes was removed and all their votes were transferred to the second preference on each ballot sheet. This process was continued with successive lowest-scoring nominees being removed. When the next preference was for a non-continuing candidate the vote was discarded. This resulted in an increasing number of non-transferable votes being generated which in turn lowered the quota required for election. Only the initial quota was reported when the results were announced on the website leading Peter Watson to be concerned that none of the elected members had been successful in reaching the quota. In response to these issues, the returning officers undertook a re-count whereby all votes were transferred to the next continuing candidate. This returned the same result as the initial count. Following discussion with the Chair of Trustees, Peter Watson was satisfied with the result.

It was agreed that in the future, the initial quota, the adjusted quota and the number of non-transferable votes should be reported along with the results.

b) Expanding the number of Trustees

RC to speak to the Board in October

RC

c) Any other matters arising

Trustee indemnity insurance - the Trustees approved BASHH taking out the policy presented by the Treasurer. JC to enquire whether the insurance covers subsidiaries of BASHH.

JC

5. Business Plans 2007/2008

i) Education Committee

SB informed the Trustees that the Board had approved all SIG business plans with the exception of the HIV SIG. It was agreed that prior to approval it will be necessary to rationalise the structure of the secretariat supporting the HIV SIG. The Honorary Treasurer, the Chair of the Education Committee (Raj Patel) and the Chair

of the HIV SIG (Adrian Palfreeman) will meet to explore the various issues. The Trustees approved the Education Committee business plans.

ii) Clinical Governance Committee

SB informed the Trustees that the Board had approved the Clinical Governance Committee business plans. No plan was received for Northern Ireland however they do not generate income or expenditure. Last year's deficit seen by the Yorkshire branch had been discussed with the branch chair. It was expected that losses will not be seen this year.

The Trustees approved the Clinical Governance Committee business plans.

iii) BASHH Library

The Trustees approved the Library Business plan

iv) BASHH Media Group

SB informed the Trustees that the proposed cost of renewing the contract with Munro and Foster was nearly double that of the preceding year. The Board agreed that the service provided by Munro and Foster had been of significant value and that the relationship should continue however negotiations would be entered as to the final cost. JC, SB and Colm O'Mahony to meet with Munro and Foster to negotiate the contract and discuss the possibility of removing unnecessary services. Following negotiations the Media Group business plan would be brought back to the Board and Trustees in September

v) BASHH Website

SB informed the Trustees that the web team business plan requesting £2000 to support server costs, software purchases and travel expenses was approved by the Board. The Trustees approved this Business plan. The Trustees were also informed that the web team were in the process of refining the new website specification to go out to tender. The web master estimates the costs of the new website to be up to £20,000 however before tenders are submitted, this is merely an estimate. The Trustees approved this expenditure in principle subject to receiving a minimum of 3 quotes from different companies.

vi) APPG

SB informed the Trustees that the Board approved the continued support of the APPG at a cost of £10,000 p.a. to be reviewed annually. The Trustees approved this. SB to write to the fpa to confirm BASHH's continued involvement

SB

vii) Mentoring

SB informed the Trustees that the cost of supporting the Mentoring programme would be £2144. The Trustees approved this subject to clarification of the amounts proposed as delegate fees.

6. Blackpool 2007

The Board and Trustees thanked Janet Wilson, John Sweeney, Waafa Wasef, Simon Croker and Sarah Oshinowo for their hard work in running a very successful meeting. SB informed the Trustees that he had received very positive feedback from the sponsors, delegates and the National Health Team.

7. ISSTDR 2009

JC informed the Trustees that the organising committee met on 01/06/07. The formal contract is currently in the process of being signed and a Business plan will be produced following the ISSTDR meeting in Seattle. Company accounts will be seen by company directors and the RSM accountant in line with the trading company being a subsidiary of BASHH. It is estimated that a scoping trip to Seattle by the PCO and organising committee will cost in the region of £15,000.

The Trustees were informed that AR had been nominated as Treasurer of the trading company.

The Board and Trustees will be continuously updated about developments in the programme, finances and general business.

8. Risk Assessment

RC asked the Trustees to review the Risk assessment document and feedback any proposed changes by the end of June. CE to be informed of this request.

9. Quarterly finance report

Rachel Challenor and Jan Clarke have provided personal information to the VAT accountant and the auditor as required for protection of the charity against money laundering.

SB informed the Trustees that the EADV money was in the process of being signed off and should be with BASHH shortly.

JC informed the Trustees that the current income from registrations (~£170,000) does not cover the Charity's administration costs (~£180,000). As such consideration should be given to raising the subscription fees. RC stated that she would be reluctant to do this given the amount of reserves currently held by BASHH. The Trustees agreed that any increases should be no greater than current inflation. KR reminded the Trustees that the Treasurer will need to announce the coming year's subscription rates at the September Board meeting.

JC informed the Trustees that Graham Tomlinson had now retired and therefore would no longer act as the charitable governance consultant. JC to approach new firms about taking up the position and also ask Graham Tomlinson if he is referring his clients on to anyone in particular.

JC

11 Quarterly Finance Report

The Quarterly finance report was accepted. JC informed the Trustees that the possibility of Branches and SIGs having online real time access to the finance reports was being explored. The estimated cost of this is ~£3000. Quotes are being sought.

JC informed the Trustees that BASHH is currently awaiting a cheque from the EADV for £125,000 for the 2005 conference. This amount has been confirmed and the EADV have stated that the cheques are being raised.

Once the final total cost of the business plans approved so far had been calculated, it was agreed that in light of strong reserves Trustees should consider recommending that the Board approach the membership asking for proposals to promote new areas of education etc. Proposals with expenditure up to £50,000 should be considered.

12 Membership Report

There are currently 1007 UK members and 71 overseas members.

13 Any other Business

VAT Prepayment

JC informed the Trustees that a standing order had been set up to pay a monthly payment of £470 to customs and excise in line with the annual accounting scheme.

Honorary Life fellows

SB informed the Trustees that two Baroness Gould and Lord Fowler had been elected as Honorary Life Fellows.

Date of next meeting: 28 September 2007