



# **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 18<sup>th</sup> March 2005 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**

It was stressed that it is the responsibility of the Trustees to alert SC to any changes in declarations of interests as and when they occur, not wait for the annual review. For future Trustees meetings, any conflicts of interest relating to the agenda should be declared at this point.

**3. Minutes of last meeting**

MF indicated minor changes required to the minutes.

**4. Matters arising from the minutes**

a) Policy on investments and reserves

Summary of risk assessment provided by auditors to be formalised and signed off at next Trustees meeting

**MF/JC**

b) Contracts with external secretariats

BASHH currently has no formal contracts with any of its external secretariats. Brian Smith of Brian Smith Associates to be asked to draw up a draught Memorandum of Agreement to be circulated to Trustees. It was agreed that a Memorandum of Agreement is preferable to a formal contract that would require a lawyers intervention.

c) Engaging a Public relations consultant

On advice from Stone King Solicitors, CO to amend the contract for engaging Munroe and Forster PR (M + F) and to re-send to M + F for final approval. Once approved, KR to sign

**KR**

d) GU Physicians Colposcopy group

BASHH are awaiting the transfer of funds before the Colposcopy Special Interest Group is formalised. KR to contact Emile Morgan to find out where this stands.

**KR**

**5. Rolled forward budgets**

The Budgets rolled forward from the MSSVD are not an absolute but do represent historical data which the Board can consider when looking at Business Plans. Likewise the presence of a large surplus does not mean a group can spend it regardless, as all expenditure will have to be approved by the board.

The Trustees approved the Boards recommendation that all groups (SIGs and Branches) be offered a 'pump primer' of £500 for administration costs.

## 6. 2003 AGM

MF has addressed the issue of the 2003 election personally and, supported by a letter from BASHH's charity specialist, Graham Tomlinson, the Trustees regard the matter as closed.

Commensurate from the issues raised over the 2003 election, a BASHH member highlighted concerns over methods of communication with members, appropriate channels of complaint and the quorum required to at the AGM. The Trustees agreed that as members receive an annual report, frequent Newsletters, email correspondence with the BASHH Secretariat and have access to a constantly updated website; communication between BASHH and its members was more than adequate. Likewise it was felt that the very fact that the chair of Trustees had responded personally to issues raised by the concerned member, the channels of complaint are open and sufficient.

Currently the BASHH constitution requires 10% of the BASHH membership to be present at the AGM in order for it to be quorate. It was felt that with steadily growing membership base, it will be increasingly difficult to achieve this. KR to raise the possibility of reducing the quorum to 30 members as an agenda item for the June Board meeting.

## 7. Contract with the RSM

The Trustees approved the increase in rates charged by the RSM however stated that it was necessary for the Memorandum of Agreement to be updated. KR has liaised with Graham Tomlinson over changes to the Memorandum of Agreement. Trustees to liaise with KR over changes.

KR

The BASHH account currently exists as a subsidiary of the RSM bank account. This was initially preferable as it afforded BASHH the advantages of a special interest rate offered to the RSM. JC reported that the Bank of Scotland will now match the rate offered to the RSM. In light of this, JC recommended that BASHH create its own account to allow greater management. This includes giving the Treasurer Signatory control and the issuing of corporate credit cards. JC to meet with Tony Ferguson (RSM) about the changing of accounts and the possibility of giving BASHH the facility to take credit card payments.

JC

## 8. Mini STIF booklet

Following MF correspondence with Dr Lee, it was felt that the matter of STIF copyright was satisfactorily resolved and that Dr Lee should be encouraged to continue with BASHH support. It was agreed that STIF material could be used for educational purposes with no charge under the provision that all materials should be properly attributed.

## 9. BP Process

RP and IA to present summaries of Business Plans to the BASHH Board at the June board meeting. MF pointed out that it was the Trustees role is to support the Boards decision and only intervene on points of charitable governance.

## 10. BASHH/BHIVA Spring Meeting

JW informed the Trustees that the Spring meeting should be profitable as they have received 100 registrants over the 'break even' point.

JC still to receive bank statements.

It was agreed that the current letter to BHIVA re: the relationship between BASHH and BHIVA should be re-worded. The 40 free conference places being offered by BHIVA will be covered by the increased sponsorship monies they have secured and as such should not be contested.

**11. General Secretaries Communications**

a) SE Thames Branch Budget

The Trustees approved BASHH underwriting £500 for the SE Thames Branch

b) New Constitution (and clause 36)

The Trustees agreed that affiliate members should have no voting rights. This to be put to the membership at the next General Meeting. During the AGM, all affiliate and non-members should be asked to vacate the room before voting takes place.

**12. Financial Report**

The financial report presented was that seen in the Annual Report

JC informed the Trustees that she was in talks with the Bank of Scotland regarding possible investment options.

The Trustees authorised the payment of £19,197 to ASTDA as their share of the profits from the 2004 BASHH/ASDTA Spring meeting.

The Trustees authorised the payment of £5,393 to Jailesh Patel for his work on the 2003 accounts. A letter of thanks to be sent.

The Trustees were asked to consider what expenses would be authorised for BASHH's participation in the RCP open day.

A Meetings and Regions Analysis showing a net income for expenditure to be sent to the Board and Trustees 3 weeks prior to the June board meeting

**SC/TF**

**13. Membership Report**

There are currently 845 UK members and 83 overseas members. In light of this KR to discuss amending limit of 800 members set in the contract.

**KR**

**14. Any other Business**

The Trustees agreed with the Boards decision to actively support the 2005 EADV Conference. The initial focus will be to encourage SPR's and NCCG's to attend. This is to be carried out by sending out a mail shot to all members highlighting the importance and value of attending a prestigious European Conference. A scholarship will also be offered to anyone who is successful in getting a poster or oral presentation accepted for the meeting. It was agreed that this scholarship be set to the value of €120.

AR to enquire about the possibility of extending the abstract deadline to BASHH members.

**Date of next meeting: Friday 24 June 2005**