



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 27 February 2004 Committee Room 1, RSM

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

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

1. Welcome to Trustees and Apologies

No apologies received.

All trustees signed a declaration of intentions.

MF welcomed the new BASHH Trustees to the meeting. MF circulated a scheme of delegation for the Trustees to have an idea of their role. The Trustees should not get too bogged down in detail, but keep an eye on the strategic direction of BASHH, be there to inform the Board and ensure that BASHH is using its finances appropriately. The Trustees role would be 'enabling' things that the Board have discussed; the Trustees should not merely rehash what the Board have already discussed.

The Trustees would have to oversee the expenses policy. At the Interim Board BASHH adopted the MSSVD expenses policy. The Trustees would need to review this at a later date, before sending it to the Board. This would need to be circulated to get feedback from the Board, Education Committee and Clinical Governance Committee.

The regions are in the process of setting up business plans. To incorporate the different regions the RSM software would have to be updated. Tony Ferguson of the Finance Department of RSM would provide a quote on the cost. The Trustees will need to discuss this at the next meeting; Tony could be asked to attend if it felt more detail was required. JC to follow up.

JC

The regions would need to be formally adopted as BASHH Branches. KR to liaise with Mike Abbott to ensure that this happens smoothly. This needs to be done before June and a Business Plan needs to be submitted. Currently BASHH does not have responsibility for the branches until they are formally adopted, but the Trustees approved net expenditure of up to £300 for a branch as a contingency in case there were any costs involved in setting up the branches.

2. Declarations of Interest

None

3. Minutes of the last meeting of BASHH Interim Trustees

MF and AR approved the minutes.

4. Matters arising from the minutes

MSSVD/AGUM Accounts

The financial transfer is underway. Simon Barton (SB) as MSSVD Treasurer is undertaking some of the work. AGUM accounts are closed and are with the accountants now.

VAT registration is also underway. JC to feedback when all is complete

JC

Strategic Aims

An external communications group has been set up. SB is producing a business plan in relation to this. This group is still in its infancy, but the group are exploring what BASHH's needs are in terms of using external agencies. All appointment of such agencies must be ratified by the Trustees, via email if there is not a Trustees meeting imminent.

5. Business Planning

a) Sexual Dysfunction Group

No business plan was received from this group. Eric Curless has since taken over the group and is pulling things into shape. He will prepare a business plan in time for the March meeting of the Education Committee.

b) HIV Diploma Course

This was planned for the Saturday following the HIV Masterclass, in Warwick. Rooms have been booked, but the session will no longer go ahead as many of the speakers were unable to attend. It was decided a pilot would be run in London at a different time.

Unfortunately a commitment had been made and BASHH will lose £3K if they pull out. Vanessa Griffiths hoped to utilise the rooms for a meeting around nurse education, but unfortunately due to the short notice this could not go ahead.

It is unclear why this has happened: it is important to learn a lesson from this. The arrangements for this were far too casually made. If the organisation of a meeting is delegated to an outside agency, it is important that things are kept under close review. The Trustees need assurance that that the HIV Course is being monitored. As a matter of urgency JC will find out the breakdown of expenses by liaising with Martin Fisher and Brian Smith Associates and report back to the next meeting of the Trustees.

JC

c) NCCG Group

SB had approved expenditure for the NCCG Audit, but the numbers involved were in fact 500 not 400 and so costs came in slightly higher.

RC asked for a deposit for the NCCG Conference in Loughborough 2005 and tabled a financial breakdown. RC had overestimated the expenditure and underestimated possible income and this came up with a minimum credit of just over £4000. Loughborough required an advanced deposit of £3000. The Trustees approved this.

It was noted that the chlamydia audit had been approved by the Trustees on a financial level, but not necessarily on a conceptual level. The Trustees reiterated that when new things crop up that were not in the business plan it should go to the President, then if necessary to the Board, before being signed off by the Trustees.

d) Bacterial Special Interest Group

The BSIG raised the issue of publishing the guidelines which they had produced, at the last MSSVD Business Planning Meeting. The guidelines had gone to the Clinical Effectiveness Group for comment and will then be put on the website for further consultation. This will need to be included in the next BSIG Business Plan. KR to remind.

KR

e) Adolescent Special Interest Group

KR wrote to Karen Rogstad for further information on the finances of this SIG. Nothing further has been received to date. The group is organising a meeting with support from the Department of Health. The offer of support needs to be in

writing. KR to write to Karen Rogstad.

KR

6. Finances EADV 2005

BASHH needs to be clear of liabilities in relation to this event, should things go wrong. MF will write to Martin Black on behalf of the Trustees to get further information on the situation.

MF

7. Finances Bath 2004

Janet Wilson (JW) had tabled a document outlining the financial situation with Bath. The Trustees felt the AV costs were somewhat high, but felt that this was probably the going rate. MF to write to Janet Wilson to approve this level of expenditure, but no higher.

MF

It was agreed that whether to publish the abstracts in a supplement to a journal was a decision that would be taken year on year. If the abstracts are to be published tenders will be sought from the journals.

The Trustees approved that the nurses Kate Horn had asked to help with registration should be given complementary registration.

JW relayed requests from a number of people to be offered a reduced level of registration. The Trustees felt that this would be setting a bad precedent and refused these requests.

JW had hoped that Dorothy Patton could speak at the meeting, but unfortunately she was asking for her flight, accommodation and registration fee to be paid. If Dorothy Patton is not a member of BASHH or ASTDA, then she could claim her business class travel. It was suggested that BASHH could pay for her accommodation and registration if she only travelled economy class. There is an issue of equity and setting a precedent with this issue; JW to clarify, but all reasonable efforts should be made to facilitate her attendance.

JW

It was agreed that Peggy Morton should be invited to attend the meeting to be present for the Robbie Morton Lecture and to attend the Gala Dinner. AR to write to invite her.

AR

8. Contract with journals

SB and AR to meet with the journals to discuss their position.

AR/SB

9. Financial Report

The last summary report from the RSM Finance Department was presented to the Trustees.

10. Expenses / Scheme of Delegation

The procedure for expenses needs to be worked out carefully. The scheme of delegation also needs to be formalised. KR and JC to communicate to decide how best to take these forward, perhaps with the input of Graham Tomlinson.

KR/JC

11. Irish Branch

KR to write to Raymond Maw to suggest a compromise: that the Irish Society continues, with BASHH Branch meetings being held as part of their meetings, with no cost to BASHH

KR

Date of next meeting:

Unfortunately due to time restrictions, the rest of the items on the agenda were postponed and an extra meeting was scheduled for **Monday 19 April 2004 at 13:00** (Lunch provided from 12:30).