



# **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 15<sup>th</sup> December 2006 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 submitted her apologies.

**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**

a) Valuation of BASHH Library

The RSM librarian has been asked to organise a professional valuation of the BASHH library. This was approved by the Trustees

b) Microscopy DVD

A second bid for producing the Microscopy DVD was requested by the Trustees. This is being arranged

**5. Scheme of delegation**

KR to adapt the scheme of delegation to allow for the Conference and Communications secretary to sign off contracts relevant to their post. See item 8iii.

**6. Constitution**

The Trustees approved the changes to the constitution. SB offered two possible names to be approached as additional trustees, one with a business background and the other with an educational background. SB to invite the interested candidates to meet with the Trustees to discuss the role.

**SB**

**7. ISSTDR 2009**

JC informed the Trustees that the ISSTDR/BASHH 2009 trading company was incorporated on 11<sup>th</sup> October 2006. Concorde Ltd (PCO engaged to organise the conference) will act as company secretary and undertake all administrative duties. Angela Robinson, Jonathan Ross, Jan Clarke, Cathy Ison and Raj Patel are named as directors. JC has recommended that the trading company hold accounts separate to those held at the RSM for BASHH and that the event be registered for VAT independent of the association. Stone King solicitors have recommended that the company should not be wound up following the 2009 meeting but should be left dormant should it be required in the future. Concorde Ltd have requested that a loan of £30,000 (to be repaid at commercial rates) be made to the trading company by BASHH to facilitate payment of the deposit on the Queen Elizabeth II conference centre. JC informed the Trustees that this was being processed and requested two Trustees to sign off the loan once the paperwork was in place. The costs associated with setting up the company are unknown as yet but it is estimated to be in the region of £2000. It has been recommended that the BASHH logo should be licensed for use by the company and as such listed as an asset. This was approved by the

**JC**

Trustees. It has been recommended that liability insurance taken out to cover the Directors of the trading company. A full business plan will be need to be submitted before a quote can be given.

## **8. Blackpool 2007**

### i) Approval of budget

The budget was approved.

### ii) Use of Oxford Abstracts

The Trustees formally approved the use of Oxford Abstracts to manage the Blackpool delegate registrations and abstract submissions. SC informed the Trustees that this was already set up and in place.

### iii) Signing of contracts

The current scheme of delegation requiring the General Secretary to sign off all contracts can prove an unnecessary impediment to the course of business. The Trustees agreed that the Conference and Communications secretary should have the authority to sign contracts on behalf of BASHH pertaining to conferences they are directly involved in organising. Likewise, it was agreed that the Chair of Trustees may delegate to Fellows /Members of BASHH the authority to sign contracts on behalf of the Association for activities which the Board has assigned them responsibility for organizing on its behalf. IKR to amend the scheme of delegation to reflect this. This will be presented to the members for approval at a future general meeting.

**KR**

### iv) Joint meeting with BASHH and FFPRHC

The budget was approved

## **9 Honorary Treasurers communications**

Stone King (Charity Lawyers) have recommended that BASHH consider becoming incorporated, limiting the association by guarantee. They are currently producing a paper on this for BASHH. Further discussion will be undertaken once the paper is received.

## **10 Proposed training for primary care enhanced services**

The BASHH Board agreed in principle that this should be supported. AR requested up to £2000 to finance initial meetings with e-learning technicians to discuss the proposal. The Trustees approved this sum.

## **11 Annual Report and 2007 AGM**

SC informed the Trustees that the annual report was printed and ready to be sent along with the AGM papers on Monday 18<sup>th</sup> December.

KR reported that the Board had selected two BASHH Fellows (Dr James Bingham and Dr Mohsen Shamanesh) to be awarded Honorary Life Fellowship of the association. KR to write to inform the successful candidates and invite them to give a brief talk at a convenient OGM in 2007

**KR**

## **12 Quarterly Finance Report**

SB informed the Trustees that the monies from the EADV conference are due imminently. It was agreed that this should be held on a separate budget line and used exclusively to pursue the charitable objects of BASHH (to be considered on receipt of monies).

Cathy Ison has requested Trustee approval for a BSIG dinner to thank its members for all their hard work. SB to write to Cathy Ison proposing that this be combined with a BSIG OGM as a speakers dinner.

The success of BASHH is increasingly mirrored in its growing financial resources. In line with Charity Commission guidelines consideration should now be given on how to use these funds to pursue the associations charitable objects. The Trustees agreed

to review the situation in March and dependant on the financial situation will request BASHH members to submit proposals for large scale projects (budgets up to £50,000).

**13 BASHH expenses policy**

Concern was expressed that the current limit on expenses for those travelling from outside of the UK effectively limits the ability to attract high quality speakers from the west coast of America, Australasia etc. It was agreed that a specific ceiling should not be placed on the amount available and instead the policy should state that appropriate expenses for travel and accommodation costs for those travelling from outside of the UK will be met. KR to amend the expenses policy and present to the members for approval at a future general meeting.

**KR**

**14 Membership report**

There are currently 947 UK members and 70 overseas members

**16 Any other Business**

SB reported that BASHH's involvement with the APPG on Pro-Choice and Sexual Health had proved highly successful, offering BASHH excellent access to Parliamenatarians and interested MPs. Accounts for the full costs of providing the secretariat will be submitted and the future cost reviewed with the fpa.

**Date of next meeting: Friday 2 March 2007**