



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 June 2004

Marcus Beck Library, 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, 23 April 2004

The minutes of the last meeting were approved as an accurate record and signed by MF.

4. Matters arising

a) BASHH/BHIVA meeting, Dublin 2005

It is anticipated that Dublin will be a more expensive Spring meeting than others. The Trustees felt that BASHH should opt for an equal percentage split of profit (and risk) rather than a fixed sum. BHIVA have provided an estimated budget for the meeting.

The issue of sponsorship raised concerns: BHIVA is anticipating that each society will bring in £100,000 of sponsorship. The Trustees felt that BHIVA had underestimated the amount of crossover between BASHH and BHIVA sponsors. There were also concerns about the registration fee: it is BASHH's policy that the registration fee should cover the cost of the meeting. This is not BHIVA's policy.

Mediscript would undertake the majority of the organisation, with the RSM Secretariat being given a defined role (e.g. handling the abstracts). Mediscript are good conference organizers and this will free up the RSM Secretariat's time. However, it was stressed that this is a joint meeting. BASHH need to monitor (via JC and Janet Wilson) Mediscript very closely.

BHIVA and BASHH have different expenses policies, so a common policy would need to be decided. The Trustees were wary that BASHH should not compromise their expenses policy. The Trustees would have to provide Janet Wilson with very clear guidance to help them with their negotiations with Mediscript.

Vipin Shah would advise on the VAT issue. JC/KR to send him a letter of engagement. **JC/KR**

JC to email Ian Williams (BHIVA Treasurer) with a summary of the Trustees feelings on this issue. **JC**

b) EADV meeting, London 2005

It has been agreed that BASHH would receive a 10% share of profit. There are ongoing discussion about how this amount will be determined; SB to report back when this is resolved. There is no risk involved with this. **SB**

BASHH members need to be encouraged to attend and have a presence at the meeting.

c) Contracts with journals

AR and SB met with Rob Miller (RM) to discuss this. There is a potential conflict of interest issue here as both SB and AR are on the Editorial Board; this may have to be dealt with by a BASHH Board member/Trustee who is not on the Editorial Board. This is not a pressing issue, but should be dealt with at a future meeting. This would become a more urgent if the journal price went up.

d) VAT Registration

JC has been liaising with Vipin Shah. He advised that if BASHH continues expanding it would be worthwhile for BASHH to register for VAT. Registration will not cost a huge amount of money, but will open up options for further entrepreneurial activity. The Trustees approve JC to further investigate this issue and take this forward, if it seems something BASHH should do.

JC

e) Spring Meeting Insurance

This had been dealt with in correspondence between the Trustees. This would have to be re-evaluated on a meeting by meeting basis.

f) Scheme of Delegation / Declaration of Interests

The Scheme of Delegation has been amended according to the Trustees' comments at the last meeting. If no further comments were received by KR within the next week these would be assumed to be approved. The same is true of the Declaration of Interests Policy.

5. Business Planning

a) Clinical Governance Committee

i) Branches

All the business plans were accepted, apart from the West Midlands; the Trustees require more information. KR to write to A El-Dalil for further information.

KR

JC to ensure that accounting lines for all the branches are set up. JC would be writing to the branches with an induction pack. This should remind branches that no accounts should be held at branch level.

JC

ii) Clinical Effectiveness Group

This business plan was approved.

iii) National Audit Group

With the exception of the IT project requiring £20,000 per annum over two years, this business plan was approved. The Trustees would require more information on this before approval was given. Similar IT projects being undertaken by groups other than BASHH should be taken into account.

b) Education Committee

i) Special Interest Groups

More details were required from the HPV SIG and the HSV SIG. The HIV SIG were to re-submit their plan for approval. The Bacterial SIG's plan was approved apart from the expenditure on publishing guidelines. The Trustees would require further information and to actually see the guidelines before a decision would be made. All other business plans were agreed. KR to write to these two groups to request more information.

Generally, a figure of £1000 was agreed that could be used for monitoring purposes: if a group's balance was in debit above this figure, JC should flag this up to the Trustees.

ii) Spring Meeting
This business plan was approved

iii) Courses
All business plans approved.

c) Library

£1000 was approved for books. JC to contact Michael Waugh for further information on what the £2000 requested would be used for. **JC**

d) Website

This business plan was approved, with a further amount of approximately 500 to allow both David Kellock (Webmaster) and Ade Apoola (Deputy Webmaster) to arrange Dreamweaver training.

6. Approving Formation of BASHH Branches

Those branches whose applications had been approved by the Board were ratified by the Trustees. Those branches who had not submitted a constitution should submit this by mid-September. If this was done, the branches would be ratified. If not, they would need to come back to the Board and Trustees for approval. KR to circulate a memo to this effect.

7. Public liability insurance

As for the Spring Meeting, this had been discussed in correspondence between the Trustees. This would have to be re-evaluated on a meeting by meeting basis.

8. Contract with the Royal Society of Medicine

The Trustees agreed to recommend upgrading the salary of the administrator at the RSM. KR to contact Marty Adair.

The RSM had raised other issues concerning IT and finance support for BASHH – JC to and KR to arrange a meeting to discuss this.

9. Future Business

MF raised these issues to ensure that they were dealt with at future BASHH Trustees meetings.

10. Financial Report

JC circulated the latest BASHH Finance report for information. JC has discussed with the Finance Department of the RSM about BASHH having control of the BASHH account. JC will investigate this further. This will be discussed at a future Trustees meeting. **JC**

11. Membership Report

This was tabled for the information of the Trustees.

12. Any other business

BASHH Election

A member of BASHH has been in touch with KR regarding the last BASHH election. He was concerned that the election had not been constitutional. KR, along with the interim returning officers (Nicol Thin and Brian Evans) had investigated the matter fully and were confident that the election had been conducted appropriately. KR has written to this member to relay this.

Date of next meeting: 30 September 2004, 16.30-18.30