



British Association for Sexual Health and HIV

Established 2003 through the merger of MSSVD (est. 1922) and AGUM (est. 1992)

Royal Society of Medicine, 1 Wimpole Street, London, W1G 0AE
Tel: 020 7290 2968 Fax: 020 7290 2989 e-mail: bashh@rsm.ac.uk website: www.bashh.org

MEETING OF BASHH TRUSTEES 28 September 2007 RSM

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

In attendance: Jan Clarke (JC); Keith Radcliffe (KR); Simon Croker (SC); Adrian Palfreeman (AP) (Chair of HIV SIG)

1. Apologies for Absence

None given

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) Trustees' Indemnity Insurance

JC informed the Trustees that BASHH had taken out Trustee Indemnity Insurance with Sydney Packett. This provides indemnity Insurance of up to £1,000,000. RC asked whether the insurance covered the Directors of the trading company as well. JC to investigate.

JC

b) Risk Assessment

The risk assessment was accepted by the Trustees.

5. Update on Business Plans

i) HIV SIG

AP informed the Trustees that preparations for the HIV Spotlight Meeting were in hand. The British Library has been booked for 23rd November and all publicity has been sent out. The venue costs will be £11,300 with the overall cost of the meeting predicted to be ~ £22,000. This should leave a surplus of ~ £4,000. Brian Smith Associates (BSA) are charging a flat fee of £7,500 to run this meeting.

Warwick University has been booked by BSA for the March 2008 HIV Master classes.

ii) BASHH Media Group

SB informed the Trustees that he and Colm O'Mahony had met with Munro and Forster to re-negotiate the contract. The new contract now offers a more tailored service at a lower cost than was originally tendered. The Trustees approved the

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new contract with Munro and Forster. Colm O'Mahony will be stepping down as Media Group Chair. SB to write to CO'M thanking him for his hard work. The new chair will be appointed by the incoming President.

SB

6. ISSTDR 2009

The Trustees approved the cost of £15,000 for a scoping trip to the 2008 ISSTDR meeting. AR informed the Trustees that she had spoken to Hunter and £30,000 should be forthcoming from the 2007 ISSTDR meeting account to the BASHH/ISSTDR trading company. Should this money not be received however, provision will have to be made for a possible further loan from BASHH to the trading company.

7. New York 2008

AR informed the Trustees that the outline planning for the meeting was now done and an informal agreement had been made between BASHH and ASTDA agreeing that BASHH would receive 50% of any surplus. Whilst the meeting should make a profit it is unlikely to be a significant one.

8. AGM Preparations

i) Timetable and constitutional changes.

SC informed the Trustees that the Annual Report and any papers for the AGM would have to be at the BASHH office by no later than 4th December. This will allow time for printing in preparation for sending out the papers on 14th December. The Trustees approved the changes to the constitution creating separate positions on the Board and Clinical Governance Committee for both Health Advisers and Nurses.

ii) Expanding the number of Trustees

RC will present a proposal that one additional non-BASHH Trustee be appointed to the membership at the January AGM.

iii) Annual Report and accounts

KR informed the Trustees that the annual report was underway. The deadline for returning items for the annual report to the secretariat is 26th October 2007

9. General Secretary's communications

i) Instruction of solicitors

SC informed the Trustees that a letter had been sent by Simmons and Simmons solicitors to the owners of bashh.co.uk demanding that they take down their website. The owners of the website had failed to respond prior to the deadline given. Therefore the solicitors are looking for further instructions. The Trustees agreed that the owners of bashh.co.uk should be approached to see if they are willing to sell the web address. Failing this BASHH should formally approach 'Nominet' for mediation. KR to instruct the solicitors accordingly.

KR

ii) bashh.co.uk

As above

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10. Quarterly Finance Report

JR informed the Trustees that £167,000 had been received in subscriptions for 2007/2008. An additional £10,000 of direct debits failed. SC is currently investigating why this occurred. JC informed the Board that the RSM contract only covers the accounting processes and not VAT as the contract was drawn up prior to VAT registration. The RSM accountant has requested that all VAT issues should be undertaken by the RSM. The Trustees agreed however that using an independent consultant allowed for greater scrutiny and therefore Vipin Shah of Aakabeni and Co. has been retained by BASHH as its VAT consultant.

11. Prospective Financial planning

At the previous Trustees' meeting it was agreed that consideration should be given to investing in additional projects. Recommended were e-learning, PEPSE monitoring and a sexual health standards project. AR informed the Trustees that looking at the BMJ costings, the cost of setting up e-learning would far exceed £50,000. As such it was agreed that this should be postponed until further details were available. Likewise further details would be required from Paul Benn over PEPSE monitoring before a decision could be made.

JC recommended that the subscription rates for fellows and clinical members be increased by £20 and £10 respectively. This was approved by the Trustees.

12. Investments and reserves

The Trustees agreed that BASHH should aim to maintain sufficient resources to cover 2 years of normal operating costs. The current reserves allow for this.

JC informed the Board that £318,000 is currently invested in a separate high-interest account entirely separate to the RSM accounts. £118,000 from the EADV 2005 meeting makes up part of this amount. Whilst there are no restrictions on use, consideration should be given to the fact there may be a need to justify how this is spent in the future.

13. Membership report

There are currently 980 UK members and 72 non-UK members.

14. Any other business

There was no other business.

Date of next meeting: 14 December 2007

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