

Minutes from the Trustees' Meeting - Open
Friday 13th March 2009 Royal Society of Medicine
3pm-5pm.

Trustees Present: Dr Rachel Challenor (RC) Dr Keith Radcliffe (KwR) Prof Jonathon Ross (JR) Dr Richard Lau (RL) Mr Michael Bell (MB)

In attendance Dr Jan Clarke (JC) Dr Raj Patel (RP)

Minute Taker: Rachel Flower (RF)

1. Apologies/Welcome

Apologies were received from Dr Simon Barton

Welcome of New Trustees

RC welcomes the new Trustee members Mr Michael Bell and Dr Richard Lau. Current and new Trustees members introduce themselves. RC explains the role of a BASHH Trustee to new members. Trustees are responsible for dealing with funds and for ensuring that nothing done by or for BASHH will affect its status as a charity. Their duties fall under three categories of compliance, care and prudence. There are 6 Trustees, everyone has an equal vote and, in the event of a tie, the Chair will have the casting vote. Trustees need to agree publicly and are required to sign an "Understanding of Commitment" as outlined in the Constitution.

1. Declarations of interest

JC has received all Board declarations of interest. Richard and Michael both signed declarations of interest as Trustees.

2. Minutes of the meeting held on Friday 12th December 2008.

Changes to the December minutes – RC commented that the time of the December meeting needs amending.

Matters arising/Actions from the minutes

NONOPEP – JC - This is currently on hold as there is no confirmation of funding with the second pharma sponsor and there is no agreement on data management with the HPA. Until these and other matters are resolved the Board will not progress the project. BASHH will retain £10,000 from the existing sponsor in a discrete account line until the matters are resolved.

Updates of VAT advice rates – JC – Have not yet received a rate card from the VAT advisors. RSM Finance will approach the company for details.

3. Reporting back to Trustees

Microscopy DVD –RC approved the expenditure of £500 for advertisement of the Microscopy DVD.

4. Patient and Public Involvement – KwR

This is an important theme currently and BASHH's most significant step is appointing Michael Bell as Lay Trustee. Meeting is going to be held to discuss this issue; those attending the first session are Dr Abbott, Dr Fitzgerald, Prof Jonathon Ross, Dr Apoola and Dr Winter. KwR will report back. RC asks if the working group continues on, should MB attend? MB is happy to do so.

9. ISSTDR 2009

Report from Janet Wilson indicates a healthy financial forecast for the meeting. JC informs Trustees that BASHH do not have a direct financial responsibility for the meeting. The trading company ISSTDR/BASHH 2009 was set up to shelter the charity from risk. BASHH has lent the company £30,000 as seed money and will expect a commercial rate of interest on this loan at the end of the meeting. RP confirms that the meeting is in a strong financial position but it is too early to estimate the size of any surplus. The trading company will decide the distribution of any surplus funds.

Honorary Life Fellows Reception – JC presents

BASHH thought it was fitting to honour their HLFs at the time of the ISSTDR as most of them are world leaders in their speciality and many will be attending the ISSTDR. Estimates of costing for this event include about £2,500 for striking the medals for those not already presented and about £2000 for a short reception in the RSM. The Trustees approved these expenditures.

10. General Secretary's Communications – JC

Report on Elections

A report of the recent elections was presented.

Name Change for NCCG Group

There has been a letter from Dr Lee requesting a change in name to SAS Doctors group to better reflect the current job descriptions of the members. This requires a re-wording of the Constitution and so will need review at the AGM. However, this can be internally changed now and then ratified at the AGM. The Trustees agreed the change.

Developing standards in sexual health (KwR/JC). The process has started and one meeting with MedFASH has been held. The projected costs were £50,000 over 2 years, and negotiations around the contract with MedFASH were ongoing. A quarterly report should be available at the next Trustees' meeting.

STIF Contract

The central contract formalises arrangements. RC asks if this is an annual agreement. RP explains that there will be one fixed cost and one variable cost depending on how much work she will do. MB warns that the contract should be looked at as BASHH do not want to get into a situation where they are paying the secretariat the same amount for doing less work. It is concluded by the Trustees that all secretariat contracts should be reviewed and that the dates of all contracts should be changed so they correspond with one another – preferably all commencing with the start of the BASHH financial year i.e. running from 1 August. Action point: JC to review all central contracts held by BASHH for renewal dates.

Membership Cards

These are in the RSM contract. Every member would have a BASHH membership card with a magnetic strip to swipe in to meetings to record CPD. KwR comments that these would be extremely useful and that maybe laptop scanners could go to the regions to use the cards for all BASHH educational events.

Costings were presented for options produced by the RSM Press. A hard card valid for 3 years was considered the best option but will not be ordered until the correct software was in place.

11. Honorary Treasurers' Report – RP presents

Journals

The Journals databases are now up to date and because of this the saving for BASHH has been £5,000 - 10,000. HIV meetings are starting to make money and all BASHH subscriptions are up to date. Retired members' subscriptions have been increased. There is a new strategy for Honorary Life Fellows, they will no longer receive the Journals for life, and it is proposed that once they are made life fellows they receive the Journals free for the first 5 years only.

RSM Contract

There was a £40,000 rise in the contract price with the RSM but BASHH still gets a discount compared to public prices. MB asks if there is good reason for the BASHH contract being with the RSM. MB comments that the Trustees need to ensure that the RSM is the best place from which to run BASHH. RP and KwR both comment that it is hard to judge as it is difficult to find another venue that has strong medical links and can provide a base for BASHH in a central London location. MB comments that we do need to assure ourselves that the RSM is an appropriate place. RC suggests that this should be reviewed at the Trustee Sept 2010 meeting 12 months before the contract is renewed again.

Royal College of Physicians

BASHH have given a commitment of £10,000 to the liver, alcohol and sex project of the RCP but as yet there is no contract.
Action point JC to chase contract arrangements

Reserves

RP informed the Trustees that BASHH holds around £500,000 in two deposit accounts, one in Bank of Scotland and one with Allied Irish Bank. There was a discussion on the interest rate that BASHH is receiving. Consideration of moving some of the reserves into Gilts was suggested, and RP is to meet with an IFA to look at this option along with longer deposit agreements. RC comments that the main role of the Trustees is to make sure that the money is not lost and should we be looking to spread the money into a third bank account? JR commented that BASHH should remain with two banks and look into Gilts as a safe option.

Action – RP to explore options with RSM finance and an independent advisor.

Additional Spends (RP)

Catering at the current level is predicted to go £9,000 over RSM contract estimates this year and Board decided that provision of lunch at OGMs needs to be reviewed. RP advised that the Education Subcommittee are going to consider this next week. The reduction in OGMs to omit the June meeting from next year will also be considered. BASHH has assigned £70,000 of extra commitment in the next financial year and we await detail of business plans from the groups and SIGs. KwR suggested that RP produces an income and expenditure document indicating the commitments made by BASHH. KwR suggested that a projected worse case and best case scenario needs to be put together and then BASHH need to plan using the mid case scenario.

Discussion about possible surplus from ISSTDR, the finances and future of the STIF course and sponsorship then continued. Immediate cost saving actions including cutting catering at OGM's, and declining the invitation to the FPA dinner this year were recommended. The Trustees also wished to consider reviewing the contract BASHH has with Munro and Forster.

Action points

RP to produce a projection of income and expenditure for next meeting based on business planning and existing commitments.

JC to ask Media group to produce a report for the full year's activity from Munro & Forster.

Travel Policy (RP)

The Travel Policy was discussed at the last Board and Trustee meetings, but both groups failed to reach an agreement about proposed changes. MB is glad to look over the Travel Policy with a critical eye and will feedback his views at the next Trustee meeting.

Action points MB to review travel policy and report to next Trustees' meeting

12. Membership Report

BASHH membership continues to grow and RP is confident that these members are now fully up to date paying members.

13. Any other Business

There has been a difficulty in getting a meeting set up with regard to the forthcoming BASHH/BHIVA Conference in 2010. There is a request that RC writes to Dr Elizabeth Foley to advise that the Trustees need a written quarterly report on this meeting prior to each Trustee Meeting to report on progress as Dr Wilson always used to do.

Action: RC to write to Dr Foley

Date of next meeting

Friday 5 June 2009