

**Minutes for the Trustees Meeting (Open)**  
**Friday 12<sup>th</sup> December Royal College of Nursing**  
**11am-3pm**

***In attendance:*** Dr Jan Clarke (JC) Dr Raj Patel (RP) Dr Rachel Challenor (RC) Dr Keith Radcliffe (KR) Prof Jonathan Ross (JR) Dr Claudia Escourt (CE)

***Minute Taker:*** Rachel Flower (RF)

**1. Apologies/Welcome – Dr Simon Barton**

**2. No declarations of interest**

**3. Minutes of the meeting held on 26<sup>th</sup> September 2008**

**4. Matters arising from the minutes**

- Claudia Estcourt needs to be added to the attendance list for the September minutes
- Section 11 needs to be changed. The sum of 200,000 taken out
- Page three – the amount of half million needs to be taken out as it was only looked into.
- When talking about the journal it has to be stated as the IJSA as this is confusing.

**5. Update on Business Plans 2008-09 – Nonopep**

JC presents – It is still a work in progress. There has been a donation as an education grant by Abbott. JR queries if they would want anything in return for their funding of this. JC relates that negotiations are continuing with the data protection agency. RP expresses concern around holding patient data on the BASHH website and can not understand why HPA do not seem to be moving forward with this.

Action – JC will e-mail Paul to say that things need to begin being actioned. The board will take no further action until queries have been dealt with.

**7. ISSTDR**

RP presents – The budget for this is looking very positive. Dollar grants are worth 20-30% more and it is already breakeven. The only concern is there could be an argument with regards to the profit of the meeting but all local organisers are BASHH members. RP is going to keep an eye on the budget to make sure that it does not spiral.

**8. Annual Report and AGM 2009**

JC presents – The AGM agenda is being put together. The board has decided to award Peter Piot and Willy Harris Honorary Life Fellows and an

Outstanding Achievement award to George Kinghorn. The board is making adjustments to HLF and they will no longer receive the free journals. This will be presented to the members at the AGM.

Action – JC to write to all Honorary Life Fellows to inform them that they will no longer receive the Journals.

## **10. Honorary Treasurer's report – Quarterly finance report**

RP presents – There are concerns by RP that the RSM are not supplying this document on time. There is now an executive officers meeting being held at the RSM where a quarterly production of finance reports has to be produced. Patrick has also agreed to send RP a monthly finance report of the financial activity carried out by the Sigs. RP also comments on the subscriptions and questions why these get moved around. General sub is where most of the money goes. RC comments that there can be no issues on the Sofa's as they are unreadable. The trustees are also informed that subscriptions for retired fellows are going to go up £90 for retired fellows.

### **End of year accounts**

RP presents – Next year there will hopefully be a plus. BASHH received 11,000 more from ASTDA than expected.

### **Expenses and travel policy**

The Board felt that a line in the travel policy should be added. However, the board failed to make a decision regarding this issue. There were issues regarding the quality of travel time and being able to work whilst on the train. There is also an issue with the amount of travel some people are expected to do as BASHH presidents/vice presidents. Trustees conclude that this issue needs to go back to the board for a decision to be made. Regional Expenses were also discussed. Trustees agree with the board that regional representatives should not claim expenses for travelling or chairing a meeting.

### **Long Term Financial Forecast**

RP relates to the Trustees that he has had no return on a string of questions about Journals etc from the RSM. RP comments that some elements of spend are getting excessive, such as flying in speakers for OGM's. We can afford these things but only if BASHH is willing to dip into its reserves. RP concludes that BASHH will not make the same savings this year as last year. Costs have gone up by 40,000 so it looks like there will be a deficit of 80,000. The issue of the Sigs spending needs to be addressed and they have to be aware that their spending needs to be reigned in. There is also a need to look at OGM's and how spending could be cut there. For example, if they do not raise money for Lunch they do not get it.

RSM would also like BASHH to adopt their VAT advisers. Comments that there should be a rates card in the contract. Jan Clarke should receive a rate

card so BASHH could bench mark when they are being charged for services. The Trustee's agree that the VAT consultancy agreement with the RSM can be signed.

Farringdon has also sent documents for the Trustee's to sign.

#### **11. Investment Policy/Statement**

The Trustees are very happy to adopt this enclosure

#### **12. The Sixth Trustee**

Michael Bell has been suggested, he is the chief executive of bell associates. He has been invited to the reception and the dinner after the January OGM/AGM.

#### **13. Membership Report**

The people who have not paid for this year's membership have now been taken off.

#### **14. Any other business**

The Trustees would like to thank Claudia for her work as a Trustee.

Date of next meeting is Friday 13<sup>th</sup> March 2009.