### Agenda topics

**Welcome**

**Trustees induction and role**

The chair of trustees welcomed the new trustees. He reminded all trustees to ensure they had signed the trustees undertaking and declaration of interests forms, to be lodged with the secretariat.

Declarations of interest for the business of the meeting: none declared

<table>
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<tr>
<th>Minutes from the previous meeting</th>
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<tr>
<td>Discussion: Both open and closed minutes were approved</td>
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<table>
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<tr>
<th>Matters Arising</th>
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<tr>
<td>BHIVA/BASHH conference 2010– projected to be in sound profit</td>
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**Investment and Reserves Policy**

Discussion: There is a need to revise the policy. £1 million will be kept as minimum reserves, the surplus will be put into low-medium risk investments.

| Action items: JR to update Investment and Reserves Policy | Person responsible: JR | Deadline: 2 weeks |

**Honorary Secretary’s Communications**

**Elections** – the scrutineers reported a problem with unique numbering of ballot papers and manual counting of ballot papers and votes. Options for electronic voting and for an external body to take on administration of the election were proposed.

Electronic options must still include postal voting as not all members use email.

Using external body will cost money and the RSM contract includes administration of the elections for the next 2 years.

JC to explore ways to use the RSM secretariat to perform electronic elections. RSM use surveymonkey, which allows a single transferable vote system, ensures there is only one vote per person and allows easier reporting.

This will need piloting, a trial before the election deadline; if this doesn’t work postal balloting can still be used. The nomination timeline will need to be changed for this.

The scrutineers need to be included in the decision-making process around the pilot

The scrutineers also raised a question around nomination secrecy. BASHH do not distribute nomination information until the papers are sent to all members. JC to explore with them any specific issues.

Election results – the results are listed on the website as soon as they are known.

**BASHH credit card**: process needs to be formalised. The President, Vice-President and General Secretary should have credit cards and the Secretariat should have one for payment purposes.

Receipts with explanation of transactions should be sent to the Secretariat.

When credit card statements arrive at the Secretariat they should be sent to RP before they go to the Finance department.

Expenditure on the credit card should be accompanied by a standard BASHH claim form.

**Conclusions**: The elections will be brought forward by 3 weeks to allow an electronic pilot. The RSM’s surveymonkey document will be circulated to the scrutineers.

| Action items: JC to check with scrutineers if they had any specific concerns regarding the confidentiality of nominations in the recent election. JC to explore with RSM the options for electronic voting processes and administration. JC /RP to check the relevant Officers have a credit card and are aware of the policy and processes | Person responsible: JC | Person responsible: RP | Deadline: 2 months | Deadline: 2 months |
End of project expenditure breakdown was presented, authorised and signed off. For future contracts BASHH expects service providers to work on a fixed-cost basis.

VAT had been included on MedFASH invoices, RP contacting MEDFASH to request clarification.

The final element of MEDFASH work, a poster for public display based on the summary of the clinical standards document, required a small extra expenditure which was supported by the Board.

The Clinical Standards Unit (CSU) business plan development and finance were supported by Board and approved by the Trustees. Dr Immy Ahmed to be first CSU chair. The Unit aims to keep the Standards up to date and relevant to practice, and to co-ordinate other areas of BASHH to develop and monitor training, service provision and audit relevant to the Standards.

Conclusions: Production of posters based on Standards document – extra £1500 approved.

STIF

Discussion: Educational elements being enhanced through e-learning and other activities. STIF Secretariat contract needs to be renegotiated for extra work. Smaller secretariats – speak to auditors re PAYE. Unless the secretariat is contracted as a limited company BASHH may have liabilities for PAYE.

Immediate need for £1000 for STIF Competencies advertising leaflet. More funding will be needed in future. Board recommends to Trustees. This is approved.

Action items: Send SIGs guidance regarding PAYE for secretariats

Person responsible: JC / RP

Deadline: 2 months

Honorary Treasurer’s Report

Subscriptions. These are now all collected, but the process was difficult in 2009/10 with multiple direct debit runs. The process has been addressed and it is anticipated to work more smoothly this year.

ISSTDR/BASHH 2009 meeting income has been received.

Travel expenses for those representing BASHH on external committees. The policy has been inconsistent, but in future anyone accepting such a role will have advanced notice as to whether they can submit expenses to BASHH.

The Year end financial position projection is based on prediction of meetings making the same money as last year. RP is preparing a long term financial forecast – trying to simplify projection but the current financial climate makes prediction very difficult.

HIV SIG – Officers currently managing finances pending the appointment of a treasurer for the SIG.

Executive Officer meetings

BASHH and RSM have quarterly quality meetings to discuss contract issues. RSM have given a refund of approximately £450 for late direct debit runs and have paid for re-posting of election papers

Finance details for SIGs and branches are to be uploaded onto the website in a secure area. This will help groups in business planning decisions.

Quarterly finance reports –

MedFASH and Munro and Forster being charged from general expenditure. These will be identified as separate lines in future accounts.

Bank account – options for moving account being explored.

Limited Liability

Trustees are currently liable for all BASHH financial activity. There are other possible formats for
BASHH as a different legal entity such as a charity limited by guarantee or incorporation.

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<th>Action items:</th>
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<tr>
<td>RP to prepare financial forecast based on projected income and expenditure estimates</td>
<td>RP</td>
<td>2 months</td>
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<tr>
<td>JC to explore with Stone, King, Sewell benefits of changing legal entity</td>
<td>JC</td>
<td>2 months</td>
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**[Time allotted]** Membership

Discussion: Membership numbers growing.

**[Time allotted]** Constitution of Branches

**Discussion:** Is it important to have a written constitution for the regional branches? There should be clearly defined roles and responsibilities to protect BASHH and its branches.

At the formation of BASHH branch chairs had to sign that the AGUM/MSSVD groups were no longer autonomous and any financial activity was authorised by BASHH through business planning. The draft documents should go through the CGC with a single option for editing. Suggested changes will come back to Trustees.

The trustees resolved that Branches and SIGs need to develop and submit branch constitutions along the lines of the template in the constitution. SIGs should develop terms of reference in a similar fashion.

In the business planning proforma there should be a statement reiterating they comply with the terms of reference.

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<tr>
<td>JC to contact CGC chair requesting branches to sign the draft constitution</td>
<td>JC</td>
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<tr>
<td>Future business plans to include terms of reference for SIGs</td>
<td>RP</td>
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**Time, date and venue for future meeting**

15:00, 11th June 2010, RSM