**Minutes from the previous meeting**

**Discussion:** Both open and closed minutes from the meeting on 11th June were approved.

**Matters Arising from the minutes**

**Discussion:**

Investment policy – the transfer of funds into the investments agreed at the last meeting has started and will be completed by December 2010.
### Incorporation – presentation

**Discussion:**
- The society’s solicitor’s, Stone King, presented the options for modernising the structure of BASHH (see pack).
- The risk of litigation against trustees in the current structure is small but incorporation would protect trustees compared to the current situation when they sign contracts on behalf of BASHH and remain potentially liable.
- Currently innocent breaches of charitable law are unlikely to be penalised.
- A new trading company would be useful to limit BASHH’s liability when organising large conferences.
- Approximate timescale for incorporation is 6 months at a cost of approx £7,500.
- Incorporation would protect the trustees and assets of BASHH. Current professional indemnity insurance offers only limited protection and would allow BASHH to use its assets to cover liability. The trustees would still be held liable for gross negligence.
- There is no need to dissolve BASHH to covert it to a charitable company limited by guarantee (incorporation).

**Conclusions**
- It was agreed to pursue converting BASHH into a charitable company limited by guarantee and create a suitable trading company following the advice of Stone King.

### Approval of STIF competencies - nurse training

**Discussion**
Approval of STIF competencies - nurse training.

**Conclusions**
Approved.

### RSM contract renewal

**Discussion**
- BASHH have the option to renew/withdraw from RSM contract on 1st October each year on the current contract.
- Following a meeting on 2.9.10 it was agreed to rollover the current contract for a further 12 months.
Discussion

- Election timetable: Nominations will be sought via the RSM, followed by a web based election coordinated by the Electoral Reform Society.
- The results of the election should be available for ratification and approval by the end of December 2010.
- Constitutional changes: There will be standard constitutional changes.
- Annual report and accounts. All written reports and final accounts should be available by the end of October. The annual report will be sent round via PDF for approval by the 10th Dec 2010.

Honorary Treasurer’s Report and Long Term Financial Forecast

Discussion

- Subscriptions: The direct debits run in August resulted in 160 failed subscription collections. A rerun at the beginning of September has collected most of these and the RSM has agreed a target of <3% failure for next year. A proposal to increase subscriptions rates will be put forward to help with future running costs.
- Travel policy: The current advises that advance purchase lower cost tickets should be purchased where possible but this is not always adhered to. A reminder has been sent to those requesting reimbursement and the policy may need to be reworded to reinforce this advice if high cost claims continue to be made.
- Quarterly finance report: A balance sheet was provided by the RSM but has not yet been audited by Farringdon & Co, although the figures are unlikely to change significantly.

Membership report

- BASHH will register and implement the Data Protection Act registration.

Any other business

Duties:

- The importance of all trustees being aware of their duties and responsibilities was highlighted. BASHH will pay for appropriate training where required.
- RP suggested that we may consider altering the terms of trustees, however the standard is 3 years – need more advice from Stone King.

VAT return:

- Electronic –within 6 weeks of the year.
- Need all written reports and final accounts to allow us to printing beyond October.
- Usually send round annual report by Pdf –approve -10th December –membership 17th December – “approved by trustees”.

Event to promote HIV testing: “Time to Test” 1st December
• BASHH may be asked to contribute to this event.

Proposal to found Public Health Group
• Helen Ward has agreed to chair this new SIG and the Board have supported its creation.

Bacterial Special Interest Group:
• The BSIG has requested funding to support a research programme. The Board has asked for more information before making a recommendation.

Date of next meeting 10th December 2010