<table>
<thead>
<tr>
<th><strong>Note taker:</strong></th>
<th>Sarah Thomas</th>
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<tr>
<td><strong>Apologies:</strong></td>
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<td><strong>Attendees:</strong></td>
<td>Prof Jonathan Ross (JR)(chair), Dr Janet Wilson (JDW), Dr Jan Clarke (JC), Dr Raj Patel (RP), Dr Immy Ahmed (IA), Dr Ann Sullivan (AS), Dr Richard Lau (RL), Mr Michael Bell (MB)</td>
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### 1. Welcome / Apologies

- None

### 2. Declarations of interests

Dr Sullivan stated that she will be presenting an item on electronic partner notification and has been working with the proposed provider Mikkom

### 3. Minutes of the previous meeting – 10th December 2010

The minutes were corrected to note that Mr Bell was in attendance at the meeting. Following this corrections, the minutes were approved
4. Matters arising/ Action points

**Annual report 2009-10**

- Dr Clarke reported that there was a version control issue with the latest annual report, with a version being sent to the printer without final revisions. A number of narrative elements were omitted from paragraph twenty and appendix 1 was not included. The corrected version has been submitted to the auditor and the charity commission and will appear on the website.

5. Invoices for authorisation

**Quadrivalent vaccine for HPV (Gardasil) Campaign**

- The invoice was authorised.

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6. Reports / Business plans

**PPI**

- A report was received from Rachel Challenor from the BASHH Public Panel. A formal request was received regarding setting up BASHH social networking, specifically a BASHH Facebook page. Dr Clarke would request clarification of what funding, if any, would be required to establish this.

**Public Health SIG**

- The project is on hold as no response has been received to date from Helen Ward who was invited to submit a proposal to the Board with regard to setting up the Public Health SIG. It will be established whether she has sufficient time to be involved with the project.
- Dr Sullivan reported that she had approached a number of public health doctors who declined to be involved.
- Dr Pui Ling-Li, Regional Director of Public Health at NHS London could be contacted to join the project.

**EPN**

- At present, Mikkom are keen to procure financial backing for their brand of electronic patient notification. Dr Patel reported that the Board declined to finance the project financially but may offer support in other ways at a later stage.

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7. General Secretary's report

Elections
- Dr Clarke reported that the electronic method for collecting election votes was a good process and worked far more efficiently than the postal process used in the past.
- Dr Ahmed stressed the importance of ensuring that everyone receives ballot papers as a number of problems had been reported and urged that a general notice of the election be sent in advance to allow all members to submit their correct contact details.
- Dr Clarke noted that the election was mentioned in the newsletter and that all email bounce backs were sent a paper copy of the ballot paper. She will also look again into whether anything can be done about emails being delivered to spam folders, especially with NHS email addresses.
- Mr Bell suggested that a text notification could be sent by mobile phone alerting people to the election.

Progress on incorporation
- The progress to date on the incorporation process was reported to the Board who gave their approval.
- Dr Patel noted that BASHH must be aware that the membership may be conservative about change. To ensure the likelihood of the membership supporting the proposal, minimal alterations should be made to the constitution.
- An important change that has been suggested is that the Trustees will now vote in the President rather than the members. Dr Clarke will check whether this is required by law and suggested that this change should not go ahead unless completely necessary.
- Dr Patel noted that it would be important to ascertain the best way to present this proposal to the membership and to highlight the benefits and changes.
- The Trustees will meet to discuss the changes that need to be made and a draft will be prepared within the next three months.
- The process for moving forward will be that the proposal is sent to the members by email and an EGM held with the opportunity for a Q&A session which will be followed by an AGM at which the vote will be held.

Feedback on RSM contract meetings
- This portion of the meeting was closed.

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<td>Detailed feedback on the draft Articles for incorporation to be sent to JC</td>
<td>JR, JDW, MB</td>
<td>Mid April 2011</td>
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8. Honorary Treasurer’s report

Quarterly finance report

Subscriptions
- All subscriptions are now up to date, the previous issues arising when money that had come in was not updated on the system. In the process of moving payments to direct debit, a number of overseas fellows were lost despite being sent two reminder letters.
- The additional charge for paying by cheque will be £26.00 as recommended by the RSM. It was suggested that charging an additional fee to overseas members who have no other option that paying by cheque is unfair therefore payment will be accepted by credit card at no additional charge for this group.

BASHH Spring meeting 2011
- £90,000.00 of sponsorship has been received for the meeting. More than 200 early registrations have been received. When registrations reach 300, the financial risk of the meeting will have been covered.
- To date, 193 submissions have been received and abstracts will be published in a professionally produced abstract book.

Masterclass 2011
- The Masterclass usually brings in around £15,000.00 however low registration numbers meant that this year’s meeting only brought in £3,000.00. Places for the meeting were given away to nurses and pharma
companies to ensure good attendance.

- The model for planning this meeting next year must be carefully considered. This could become a regional road show or could be converted to a free nurse education conference funded by sponsors.
- Dr Clarke questioned whether BASHH would want to continue with the Masterclass despite it making a loss. Mr Bell noted that there is strong argument to invest in the Masterclass and to work within BASHH objectives therefore he would be sympathetic despite the loss making.

**STIF**
- The popularity has not fallen as predicted. Mr Bell questioned whether this could be marketed more aggressively as while the course is well known, the proportion of non-sexual health specialists for example who have completed it is low. Dr Lau noted that while marketing and promotion of the course does go on, other organisations have educational provision elsewhere therefore this may not be effective.

**OGM**
- Dr Patel reported that the expenses for the OGM are rising as the meeting organisers wish to put on the best meeting possible, however constraint must be exercised on spending, particularly with regard to catering costs.
- The Trustees agreed that while it is important to be sensible and provide some food for delegates, with the rising price of catering at the RSM it was unreasonable for the OGM to provide full meals before and after the meeting.
- As the OGM forms part of the central BASHH programme, BASHH should provide guidance for the planning and spending.
- Dr Sullivan noted that a lot of food is wasted on the day as a number of individual committees are held and are always over catered. Dr Clarke will email the committees to advise them to monitor catering spending.

**Aged Debt**
- Dr Patel reported that aged debt is in hand and being pursued. It was not proposed to write off any sums.

**Pre-authorisation of payment**
- Pre-authorisation of payment would be up and running by the end of March 2011. A page will be produced before the meeting with names and agreed expenses to be signed off.
- A warning will appear on the paperwork that those claiming full price or first class fares will be scrutinised more closely.

**Long term financial forecast**
- Dr Patel reported that a report is being planned with Patrick Heneghan to ascertain the volatile parts of BASHH budgeting. This will be circulated in a new format for review.
- Professor Ross requested that this should include projection on whether BASHH would be within balance using best estimate figures. Mr Bell stated that where figures are unknown, it is most sensible to work from last year’s figures.

**SOFA**
- Dr Patel reported that at present there is a cash sum of £750,000.00 to be moved or invested. Dr Ahmed suggested that the Treasurer should advise on how much of cash reserve is needed.
- Dr Clarke will go back to two investment companies to ask for advice and they will be invited to make a presentation at the next Trustees meeting. A focus on low risk investment will be requested.

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<tr>
<td>Guidance to be given to those organising OGMs regarding catering</td>
<td>JC/RP</td>
<td>May 2011</td>
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<tr>
<td>Committee chairs to be sent advice on cost effective catering at their meetings</td>
<td>JC</td>
<td>May 2011</td>
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<tr>
<td>Investment companies to be approached to for presentation at next Trustees Meeting</td>
<td>JC</td>
<td>May 2011</td>
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9. Membership report

The membership report was received.

17. AOB

The Trustees will need to plan for replacing Mr Bell as his tenure on the committee will shortly come to an end. This will be an item on the next meeting agenda.

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<td>Selection of new external trustee to be added to agenda of next meeting</td>
<td>JC</td>
<td>May 2011</td>
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Dates of next meetings

- 3rd June 2011 at 15.00
- 16th September 2011 at 15.00
- 9th December 2011 at 15.00