### 1. Welcome / Apologies

JR welcomed DRJ the new lay Trustee introducing him to all the Members.

### 2. Declarations of interests

No conflict of interest was declared.

### 3. Minutes of the meeting held on 16 September 2011

The Minutes were approved.

### 4. Matters arising from the minutes

- **Lay Trustee**
  
  JR welcomed DRJ on Board as the New Lay Trustee introducing him to the members.
5. Ratification of agreed expenditure

- Payment has been agreed for the BASHH Annual Report.

6. National Audit group business plan

- RP informed the meeting a cost estimate for setting up the online re-audit, data collections, collation of a national aggregate report and regional aggregate reports has been provided by Hilary Curtis who provides this service for the BHIVA and BASHH audits. The cost estimate is £3,500. This does not include individual clinic reports which would be significantly more expensive and which are thought to be less important for this particular audit.
- JR happy to approve.

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<tr>
<th>Action item</th>
<th>Person responsible</th>
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<tr>
<td>To approve</td>
<td>JR</td>
<td>asap</td>
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7. PPI interim business plan

- JC informed the Meeting that she is now taking over as Chair from Dr Rachel Challenor who has set a very high standard to emulate.
- A meeting reviewing the terms of reference and strategy for the group will be organised for February 2012. Provisional dates have been circulated to the group and the business plan has been amended to reflect probable costings.
- An agreed business plan for next year will be submitted into the next planning round in March 2012.

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<th>Action item</th>
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<tr>
<td>Business Plan to be submitted</td>
<td>JC</td>
<td>asap</td>
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8. HQIP

- HQIP have asked BASHH, MedFASH and BHIVA to draw up specifications for a new joint national STI/HIV infection national audit programme that will be procured in 2012/2013 and funded for up to five years.
- The next meeting should involve HQIP as a facilitator.
### 9. Incorporation update

- The EGM Meeting of BASHH was held on the 30th September 2011 where a legal advisor from Stone King was present. Thoughts now need to be given to JC on how to incorporate. After January the terms of reference to Branches will be looked at.
- Concern was expressed at the increasing cost of Stone King’s fees. RP advised that he has stopped paying invoices once they have reached £7,000.
- The general consensus is that we have been misled by Stone King and for the future to ask for a fixed rate to keep control of fees.
- DRJ suggested having two lawyers on the books to bid against each other.
- JR welcomed the advice from DRJ but still feels we should still retain Stone King until they have completed their job.

### 10. Expenses policy review

- The Guidelines for expenses claims Policy for BASHH Meetings was attached to the Minutes.
- JR advised that if first class fares were purchased on the day of travel they would not be reimbursed.
- JR picked up on point 2 e Speakers at BASHH Meetings – (speakers paid honoraria up to £250 maximum). BASHH members should not be expected to be paid for speaking at local meetings. This was agreed by all the Members.

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<th>Action item</th>
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<tr>
<td>To check car mileage rate</td>
<td>JC</td>
<td>asap</td>
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### 11. General Secretary’s Report

- A document listing the BASHH elections 2012 was attached to the Minutes. JC informed the meeting that a list of uncontested posts will be published on the Website.
- Dr Beng Goh has been nominated for a BASHH Honorary Life Fellowship. A letter outlining his strengths was attached to the Minutes. The Board had voted for Ben Goh and this has been accepted.
- JC advised the Meeting that the Annual Report is now available to read on the Web, a shorter more readable version which has been developed in response to a membership survey. Only six copies are required to be signed off. The print cost for the Report last year was over £2,500 this year the costing is between £400 and £600.
- DRJ would like to be the proof reader for this which was welcomed by JC and agreed to send it through to him.
- BASHH Trustee’s Report was attached to the Minutes.

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<tr>
<td>Send through Annual Report to DRJ</td>
<td>JC</td>
<td>asap</td>
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### 12. Honorary Treasurer’s report
- RP informed the meeting that the past 12 months have been a challenging period for BASHH.
- There is a £15,000 deficit less than 2% of our turnover and 1% of our reserves on the 2010-2011 Year End results.
- The BASHH STI-HIV course had 27 delegates in Autumn 2011 – it requires 35 to break even. The course organiser has been asked to review the situation urgently. The Board and Trustees must bear in mind that we have until recently realised a surplus of approximately £20,000 a year on this course. RP advised that the Spring Meeting is not looking good – sponsorship is down forecast a substantial decrease of £40,000 or more from last year.

### 13. Membership report

- JC advised that we have managed to attract a few more members but there are also a considerable amount of resignations the concern being a number being young consultants. These would be looked into.
- The total number of Members as of December is 1077.

### 14. AOB

- JR expressed his thank you to Michael for all his input over the years. Michael welcomed David and articulated his best wishes. JDW thanked JR for his excellent leadership and Chairmanship of the meetings