1. Welcome / Apologies

2. Declarations of interests

No conflict of interest was declared.

3. Minutes of the meeting held on 3 June 2011

The minutes were approved.
4. Matters arising from the minutes

Approval of expenditure previously requested
- BASHH strategy day. This has been approved.
- 2013 BASHH conference This has been approved
- Farringdon & Co finance report preparation This has been approved

ASIG BP and report The Trustees received the Report

5. Risk assessment review

- The BASHH Trustee Risk Assessment document identifying potential risks with steps to mitigate the risks was distributed to the Trustees.
- On Potential Risks The Trustee body lacks relevant skills is on Medium risk which should change to low risk after more training has taken place

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<thead>
<tr>
<th>Action item</th>
<th>Person responsible</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training needs to be investigated</td>
<td>JC</td>
<td>asap</td>
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</table>

6. Incorporation of BASHH

- The EGM Meeting of BASHH will be held on the 30th September 2011 at 5 p.m. where a legal advisor from Stone King will be present to answer any questions.
- The option for incorporation was not available when BASHH was created but it is now the most common structure used for new charities. With the increasing complexity of BASHH’s activities and often large sums of money involved, it was felt appropriate to move to this more formal and legally secure approach.
- The election of the Trustees and Officers of BASHH will occur at the AGM. Proxy votes will be available for those unable to attend the AGM.
- At the EGM votes will be taken to dissolve the old constitution and to transfer assets to the new company. If the vote is in favour of the changes the new company will be incorporated and registered.
- The final draft of the constitution has appeared on the Website no enquiries as to date.
- New contracts and bank accounts are in the process of being set up ready to be signed.
- Concern was expressed at the increasing costs of Stone King’s fees. The Trustees were told initially that the costing would be £7,000 but now looking at approximately £20,000 an alarming increase.
- Professor Ross asked JC if she could draft a letter to Stone King outlining the Trusts’ concerns over the high fees asking if these could be reviewed. Professor Ross would sign the letter. A clear breakdown of costs to date was also requested.

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<tbody>
<tr>
<td>Letter to be drafted to Stone King</td>
<td>JC</td>
<td>September 2011</td>
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</table>
7. Honorary Treasurer’s report

- The year-end position on our total assets is roughly balanced with some invoices yet to come in. A year end deficit of £3091 is expected on a turnover of £769,000.
- The process for collecting subscriptions has worked well – collecting subscriptions from 1001 members through the runs in August and September. RP suggested that all training grade members who have claimed reduced dues from more than 6 years should be automatically reviewed on an annual basis by the membership secretariat to confirm their actual status.
- The final Spring Meeting account for 2011 will generate a surplus of £80,000.
- Currently the Association is owed £21,355 of which only £300 is more than 60 days aged.
- There is still the issue of the three cheques which went missing during the office move. IA knows of Amy Baugh one of the three and he is going to chase her.
- Professor Ross discussed with the Trustees areas where costs could be cut. It was suggested that the number of journals produced could be cut possibly down to 10 rather than 12. Board influence would be required here JC to put on Agenda.

<table>
<thead>
<tr>
<th>Action item</th>
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<th>Deadline</th>
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</thead>
<tbody>
<tr>
<td>Chase Amy Baugh re outstanding cheque</td>
<td>IA JC</td>
<td>September 2011</td>
</tr>
<tr>
<td>Number of Journals Produced Item for Board Agenda</td>
<td></td>
<td>September 2011</td>
</tr>
</tbody>
</table>

8. General Secretary’s Report

- **Election Timetable:** A document has been produced by the Electoral Reform Services outlining the timetable and costs which was shown to the Trustees.
- **ERS Quotation** The Electoral Reform Services produced a document outlining the estimate for the cost of their services being Project Management, Administration and Postage £2,177, envelopes, £70 and printed materials £400.
- **Annual Report** from Survey Monkey; the conclusion was most people found it too long and of poor quality. JC suggested that a PDF Summary be uploaded on to the website half the size of the printed copies. Only six copies are required to be signed off.

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<tbody>
<tr>
<td>Chase groups for information to put on Annual Report</td>
<td>JC</td>
<td>September 2011</td>
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</tbody>
</table>

9. RSM Contract

**Membership, finance and secretariat functions**
- Information on BASHH workload – membership, finance and Secretariat Functions was distributed to the Trustees.
10. Scottish audit activity

- The 2011 BASHH Scotland audit is on the topic of non-attendance at HIV services. This is being done in collaboration with the Scottish HIV and AIDS Groups, Health Protection Scotland and NHS Health Scotland.
- It was agreed amongst the Trustees that support would be given to the Scottish Branch with this audit. Professor Ross advised that a letter would be written to Steve Baguley, the Chair of the Scottish Branch to offer support and responsibility.

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<tbody>
<tr>
<td>Letter to be written to Steve Baguley</td>
<td>JR/JC</td>
<td>asap</td>
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</table>

11. Independent trustee [applicants]

- JC advised that there were four applicants for this position with a potential for a fifth.
- The CVs were attached to the Agenda for the Trustees to observe namely Laura Conrad, Jennifer Johnson, David Roberts-Jones and Stephen Bitti.
- It was agreed that RP, JW and JR would arrange to meet with David Robert Jones on the 30th September at 11.45 if he was available. JW to speak to the applicant.

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<tbody>
<tr>
<td>Interview to be organised with David Robert Jones for the 30th September at 11.45</td>
<td>JW</td>
<td>asap</td>
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</tbody>
</table>
## 12. Membership report

### Membership

- JR expressed his concern about the amount of unpaid subscriptions. RP informed the Trustees that since this list had been produced 4 or 5 members had paid, others were on maternity or study leave. RP felt there was note of concern being two Consultants who had opted out of BASHH.

- RP stated the procedure of chasing for payments. A renewal notice is sent followed by a first reminder and finally a second reminder. If the payment has not been made after the second reminder the record is closed.

- RP was worried that unpaid members were still receiving the journals – a decision will have to be made by the 9th October. KC agreed to send an email out on the 23rd September stating clearly that if we have not heard from the member their membership would be closed.

- A final list of members is required to be circulated to the Regional Chair with starting and leaving dates.

### AOB

No further matters were raised