

MINUTES OF THE 57TH ANNUAL GENERAL MEETING OF THE ASSOCIATION FOR PERIOPERATIVE PRACTICE

Registered Charity No: 1118444

Held on Thursday, 8 September - York University, York

1. Opening Remarks

Dawn Stott (DS), Chief Executive, opened the meeting and welcomed those present to the 57th Annual General Meeting reminding everyone only members are entitled to vote. It was confirmed the required number of Regions were represented and the meeting was quorate.

2. President's Report

John Dade thanked Dawn Stott for opening the meeting.

John opened his address by reflecting on his time during the last financial year, in particular, having to adapt to the introduction of virtual meetings. At this point, JD gave his personal thanks to the team at HQ for all their hard work and adaptability during this time.

JD spoke about the last conference being held virtually and again highlighted the great achievement by the HQ team in putting this together. He then went on to talk about the return of in-person events, such as the AfPP Study Days and highlighted what a great moment this was and what a privilege it had been to be involved in these events again. JD mentioned the involvement in the Future Surgery Show which was attended by some of the HQ team, and of course our Vision Day, held last November in the East Midlands. He talked about the transition from virtual to in-person, and how the weekend would be incorporating a mix of both.

From the return of in-person meetings, JD talked about his involvement in collaborating with other organisations, national and international. He spoke about being a member of the Perioperative Care Collaborative which the Association joint chairs with Lisa Tierney. He thanked both Lisa, and Adrian Jones, who had previously chaired the PCC for many years.

JD recently joined the Board for The Centre For Perioperative Care. Although dominated by medics and clinicians, theatre practitioners do have a voice and the Association has been able to put forward important points about our own standards being related and referenced in the Natsipps document.

JD talked about becoming a member of the International Federation of Perioperative Nurses and his excitement of being able to collaborate with fellow presidents in other parts of the world, particularly Canada, New Zealand and Australia, and in particular, comparing notes about perioperative nurse education. JD went on to say how this had helped him on other projects he had been involved in, with Health Education England, to explore commissioning programmes for theatre nurses, based on the perioperative care collaborative 2017 curriculum.

JD talked about other collaborations; Operation ODP, with Health Education England and Helen Lowes and also his involvement with the Royal College of Anaesthetists. Collaborating with these organisations means we have a voice, which is important for us as theatre practitioners and to be involved in the way practice is going.

JD gave his personal thanks to the AfPP Board, expressing apologies for two Trustees who unfortunately could not be present, the Governance Committee, the Special Interest Group Leads, Regional Leads and Link Members. He expressed his thanks for all their work, commitment and support.

JD ended his report by expressing thanks to the room on behalf of the HQ team and the Board.

3. Chief Executive's Report

DS opened her address by recognising that three of AfPP's past presidents were present at the meeting and thanked them for their attendance.

DS then went on to share a few highlights from the last year, from an operational point of view and stated that in her last report she had expressed how difficult the last year had been. She was now pleased to say the Association had seen a real transition in getting back to normal and highlighted how the HQ team had developed a great hybrid approach to managing the office.

DS said how the commercial work had begun to grow again, which was positive news, however, expressed she was very much aware that it still was not business as usual for the front-line staff and expressed her thanks to them for all their hard work through such challenging times. She went on to say, through this we had seen some attrition with people leaving the perioperative environment, however, we had also seen some growth, and she expressed how great it was to see so many from the perioperative environment at the conference.

DS advised the Surgical Skills Workshops had started to pick up and were showing growth again. The webinars had proved really successful during lockdown and beyond, which had now been released on a free of charge basis to support members with their ongoing professional development.

Whilst the Association had not been able to run the study days, there had been an opportunity to run one this year, which had started the appetite for growth of more in-person events, with new topics developing and dates ready to roll out.

The Journal is continuing to be popular, advising we are currently working through the various stages of accreditation to achieve an impact factor. Relationships with industry partners continues to grow and the conference is testament to that and have kept engagement despite not being able to have face to face conferences. We have formed an alliance with the International Council of Surgical Plume (ICSP) to encourage the adoption of clinical driven standards and guidance to reduce patient harm from surgical plume. Penny Smalley would be delivering a session at conference and DS encouraged members to attend.

The new Standards and Recommendations 2022 launched in April and are available in both digital and paper format and would be for sale on the stand over the weekend.

DS shared a financial update, comparing the core business income drivers for the organisation and had reviewed them year on year for the past three years. She advised there are many areas of the business that require financial input but explained the main drivers are where the organisation derives most of its income, which in turn supports the delivery of the high-quality value for money education, which forms part of the charity requirement. She reminded the room all the tickets for conference are subsidised from industry partners and encouraged everyone to visit the stands stating that without their support the organisation would not be able to deliver such an amazing event.

She advised income in 2021 had dropped but was growing back in 2022. Membership income was reducing; however, DS explained the third main reason was due to members retiring from the perioperative environment and was currently looking at ways to engage our younger members and keep them onboard.

Commercial income around audit and accreditation, corporate membership and whole team training, coming out of lockdown was looking particularly strong and DS expressed her excitement of winning a

new contract with Circle to accredit thirty-nine of their hospitals and was incredibly pleased to announce this would be rolled out very soon.

Looking to the future, DS asked for ideas to be put forward for membership growth and asked that members complete the survey in the delegate bag about a digital version of the JPP. DS spoke about the Association's greener approach to developing the Journal and IPP by taking it digital. Work would continue with ICSP to raise awareness of surgical plume in theatres and DS advised the Association is looking for new consultants to join the team and invited interested parties to apply.

DS rounded up her report by giving her personal thanks to all healthcare practitioners for their hard work and dedication in keeping everyone safe. She expressed 'every set back is sent to try us but only makes us stronger as an organisation. I believe we have implemented some remarkable things during covid and my approach to operational leadership, supporting the Trustees with their strategic visions and aims, does not falter. I have been doing this for over thirteen years, and it gives me great pleasure to see our organisation supporting our members, and to watch you flourish; it is absolutely amazing.

I could not, of course, end without saying something about the HQ team. I could not do what I do without the backing of my team. They are amazing. We of course, have turnover, but this only brings new ideas and fresh thoughts to the organisation.'

Dawn thanked all the HQ team for adapting to the new ways of working, the uncertainty they have had and the changes they have gone through and expressed how hard they had all worked to settle into a new normal. DS finished by saying 'I believe we are, and will, continue to do very well.'

Dawn asked if there were any questions.

A question was asked whether the collaborative plans and programmes mentioned in the President's report would be available in NHS Scotland. JD advised NHS Scotland had their own plans and advised they have a perioperative nursing curriculum working group.

A question was raised regarding the financials and clarification around what the figure at the bottom referred to. DS clarified the figures shown were of monetary value.

A question was raised around membership decreasing and could anyone retiring continue their membership. DS advised the Association offers a retirement membership and expressed how the organisation would like to keep the skills of the retired members and for them to continue supporting the Association.

4. Apologies

Apologies were given for Julia Spencer and Jennifer Maher who did not join the meeting.

5. Adopt the Minutes of the 57th AGM held on 4 November 2021

The Minutes of the 57th AfPP AGM held on 4 November 2021 had been previously circulated. There being no amendments, JD asked for a show of hands to confirm it was the wish that the Minutes be adopted. Minutes to be signed as a true and accurate record.

6. Receive the Annual Report & Accounts 2021/22

The Annual Report has previously been circulated, DS confirmed no comments had been received in relation to any aspect of the Report and asked for a vote as to whether the Annual Report for 2021/22 should be received and accepted. The required majority voted in favour.

7. Appoint the Auditors for 2022/23 and beyond

As previously agreed, a rolling annual agreement exists with Saffery Champneess to continue as external auditors for the financial year 2022/23. The required majority voted in favour of this proposal.

7. Any other business

There was no other business to discuss.

8. Officers/Trustees for 2019/20

Turning to matters of continuing office:

DS advised Oliver Tierney had expressed his willingness to continue his term of office as Trustee. A show of hands supported this.

DS advised Ruth Collins had expressed her interest to continue her term of office as Vice President and take up Presidency in January. A show of hands supported this.

DS advised Julia Spencer (not present) had expressed her willingness to continue her term of office as Trustee. Show of hands supported this.

DS advised Jennifer Maher (not present) had expressed her willingness to continue her term of office as Trustee. Show of hands supported this.

John advised the meeting he would step down as President next year and Ruth Collins, the current Vice President would precede him. The Board unanimously agreed that Ruth would be appointed as President as of next year.

JD also advised the meeting nominations had been sought to fill a current Trustee vacancy which had now gone out to vote. He advised there had been a good response and the result from the election would be announced on Monday, 10 October.

Alongside the elected Trustee's John advised there could also be up to four non-elected Trustees. John then asked the current elected Trustees to stand. Apologies were made for Kat Topley who could not join the meeting. JD then advised that Kat would be retiring at the end of the year, and he thanked Kat for her hard work and commitment over her tenure. Kat had brought a wealth of knowledge and experience to the Board. He also advised that during the last financial year, Ros Moore had stepped down as Trustee, who again brought valuable experience. This meant by the end of the year there would be two Trustee vacancies available. JD expressed his thanks to both Trustees and recognised how the Trustees are invaluable in supporting the Board and invited the floor to send suggestions to fill the roles, expressing the need for industry related experience, but particularly HR experience.

JD asked whether there were any questions anyone wished to raise with the Board/Elected Trustees within the context and formality of the AGM.

A request to clarify the president elect system was raised. JD explained the process had changed and advised there is a President elect in situ for one year, working alongside the President, in preparation for becoming President. The past President then remains on the Board for one additional year to support the new President.

A comment was made by a member of the audience who thanked the Board for everything they do for the members, in particular Dawn Stott, who was recognised for her hard work and support and for the way she approaches issues in a positive and constructive way.

JD offered his personal thanks to past Presidents, Adrian, Tracey and Mona who were present at the AGM, for their invaluable support and experience during his presidency.

A question was raised regarding recruitment of new members and whether there would be any scope for AfPP to attend inductions programmes to raise awareness of the organisation. DS advised this is something the Association currently offers with a programme of visits to universities and advised the member to speak to the HQ team for details.

Another question was raised around whether any thought had been given to appointing a patient onto the Board of Trustees. DS advised this was a great idea and would be added to the next meeting's agenda for discussion.

There being no other questions, on behalf of the Board and Chief Executive, JD thanked all for attending and officially closed the 57th AGM advising the date for the next AGM will be confirmed in due course.