

MINUTES OF THE 54th ANNUAL GENERAL MEETING OF THE ASSOCIATION FOR PERIOPERATIVE PRACTICE

Registered Charity No: 1118444

Held on Thursday 9 August 2018 - York University, York

1. Opening Remarks

Dawn Stott (DS), Chief Executive, opened the meeting and welcomed those present to the 54th Annual General Meeting reminding only members are entitled to vote. It was confirmed the required number of Regions were represented. Current membership is 6904.

2. Adopt the Minutes of the 53rd AGM held on 11 August 2017

The Minutes of the 53rd AfPP AGM held on 11 August 2017 had been previously circulated. There being no amendments, DS 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.

3. Chief Executive's Report

DS opened her address thanking all for attending this year's AGM and the residential event which had, once again, successfully sold out.

In order to make the content of the AGM a little lighter, last year's theme was the weather and this year will be time – namely 1970's TV programmes, particularly children's TV looking at new technology and change.

DS advised that unfortunately, we are not achieving our market share and membership is showing a downward trend with a decrease of 204 members against last year. However, with continued support and with new products and innovations believes this can be rectified.

DS urged all to speak up in their workplace and tell non-members what they are missing out on.

DS thanked all those who gave their time to ensure study days were arranged and delivered over the last year. The regional teams came up with some brilliant study day topics including:

- Anglia: Care of the Vascular Patient
- South West: Scope of Practice
- Scotland: Practice makes Perfect
- West Midlands: Mentorship; Identifying the Standards and Inspiring the Future
- London: Future Roles and Different Aspects of Patient Safety
- South West: 'OK Team, How did we do?'

We have shared ideas/best practice and engaged/collaborated with many organisations:

- The Royal College of Surgeons Edinburgh
- 3M One Together
- The Perioperative Care Collaborative
- Health Education England
- Derby University
- Sheffield Hallam University ODP day

We have also engaged with the ODP trail blazer apprenticeships scheme and have held ODP focus groups which were very informative.

She thanked the Trustees for their continued commitment and support and the knowledge they bring to the Board. David Robinson, new non-executive Director, was welcomed to the Board in January and Angela Cobbold and John Dade joined as new elected Trustees. Heather Darwen, North West Regional Lead, has also taken on the role of Clinical Advisor for Early Career Development.

Social media is becoming more and more important and we have carried out Board development on how to use social media to the best advantage.

Member benefits continue to develop with on-line 'How to' videos, the professional advisory service and a brand new website is planned for the first quarter of next year.

Consultancy Services continue to develop with audits, whole team training and Endorsement & Accreditation.

Overseas relationships – The decision was taken to leave EORNA due to internal politics and to channel energies elsewhere. Mona Guckian Fisher, immediate Past President, is now President of IFPN and AfPP have pledged to support her in this role.

DS also thanked the HQ team for their continued hard work and a special mentioned to Chris Wiles, who for over 13 years has managed the Journal and publications. She has been an excellent member of the team and will be missed when she retires.

4. President's Report

AJ said it had been a privilege to serve as President and now only four months to go before he hands over to Tracey Williams and Julie Peirce-Jones will become Vice President.

He said Patients put their complete faith in people they have never met before and thanked members for putting their trust in the Trustees. He summarised the obligations of the Trustees and explained a little about their role:

Representing the Association on national committees:

- Anaesthesia Related Professional Committee
- 3M One Together
- Perioperative Medicine Advisory Group (RCoA)
- National Emergency Laparotomy Audit Group
- Surgical Services Patient Safety Expert Group - Ethiopia & Uganda Scoping
- Decontamination Professional Expert Communication Forum
- Group Royal Pharmaceutical Society Review of Safe and Secure Storage of Controlled Drugs – CQC
- Perioperative Care Collaboration

and involvement in perioperative practitioner development:

- Royal College of Surgeons - Expert Reference Group
- Health Education England – Medical Associate Profession
- Skills for Health, ODP Trailblazer (Apprenticeship Standards)
- CPO Medicines Mechanisms Programme - Patient Group Directions Project
- Surgical First Assistant – Education Forum
- Advanced Clinical Practitioner - Consultation
- CODP 2018 ODP Curriculum

Membership – the professional advisory service and educational events continue to provide an opportunity for engagement with members and we are very aware of the issues you face on a daily basis

AJ recognised Ann Conquest and thanked her for her commitment as a Trustee and to the Association. He also thanked the HQ staff - an amazing group of individuals, the Trustees, CEO and the many volunteers who continue to support the Association.

He thanked all for taking the time to attend the AGM and wished everyone an enjoyable and informative weekend.

5. Receive the Annual Report

The Annual Report has previously been circulated, AJ 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 2017/18 should be received and accepted. The required majority voted in favour.

6. Receive the Accounts for the year 2017/18

The Accounts for the year 2017/18 have previously been circulated. There being no questions, AJ asked for a show of hands to accept the Accounts. The required majority voted in favour.

7. Appoint the Auditors for 2018/19 and beyond

The required majority voted in favour of this proposal.

8. Officers/Trustees for 2018/19

Turning to matters of continuing office:

DS advised Adrian Jones has expressed his willingness to continue his term of office as President/Trustee. A show of hands supported this.

AJ advised Tracey Williams has expressed her willingness to continue her term of office as Vice President/Trustees. A show of hands supported this.

AJ advised Julie Peirce-Jones has expressed her willingness to continue her term of office as Trustee. A show of hands supported this.

Following the recent Trustee election, AJ congratulated Brian Smith and Chloe Rich as the successful candidates. He thanked Lindsay Keeley and Dee Taylor-Robinson for their nomination and acknowledged their continued service and commitment to the Association.

AJ asked whether there were any questions anyone wished to raise with the Board/elected Trustees within the context and formality of the AGM? There being no questions, on behalf of the Board and Chief Executive, AJ thanked all for attending and officially closed the 54th AGM advising the date for the next AGM will be confirmed in due course.

The meeting closed at 12.20pm