MINUTES OF THE 53rd ANNUAL GENERAL MEETING OF
THE ASSOCIATION FOR PERIOPERATIVE PRACTICE
Registered Charity No: 1118444

Held on Friday 11 August 2017 - York University, York

1. Opening Remarks

Dawn Stott (DS), Chief Executive, opened the meeting and welcomed those present to the 53rd Annual General Meeting reminding only members are entitled to vote. It was confirmed the required number of Regions were represented.

Current membership is 7108.

2. Adopt the Minutes of the 52nd AGM held on 12 August 2016

The Minutes of the 52nd AfPP AGM held on 12 August 2016 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. President’s Report

Adrian Jones (AJ) said he was proud to be President in the 53rd year – AfPP has been supporting members for over half a century and will hopefully continue for the next 50 years. He thanked all for their continued support: Co-Trustees, volunteers and HQ staff.

Several successful study days were held across the country over the last year including Scotland and Wales where travel distances can be long.

AJ introduced the current Trustees and non-elected Trustees and reminded everyone they would be receiving voting papers shortly and encouraged all to cast their vote. He announced Denis Kaye, Non-executive Director of AfPP Limited and charity support, would be stepping down in December following 12 years supporting AfPP with financial and business advice. AJ thanked Denis for his good guidance and advised a successor is currently being sought.

There are plans to publish a new toolkit by the end of next year. AJ took this opportunity to thank Chris Wiles for her support and meticulous expertise in producing the JPP and AfPP publications.

Representation at strategic level included NHS England, RCN, Care Quality Commission, Royal College of Surgeons (England and Edinburgh), NICE and many more. AfPP were also represented on many national committees: Anaesthesia Related Professional Committee; Institute of Decontamination Sciences; National Safety Standards for Invasive Procedures; Perioperative Care Collaborative and more recently, Surgical Services Patient Safety Expert Group – Ethiopia Scoping to name but a few. Representation at global level also continues with the International Federation of Perioperative Nurses and the European Operating Room Nurses Association.

AJ remembered Kirsty Boden, Australian Nurse, who sadly lost her life helping others during the London Bridge attack.
Membership continues to increase and Karen Cox has been appointed Patient Safety & Quality Lead to provide additional support to members and clinical knowledge to the HQ Team.

4. 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.

It had been an exceptionally busy year and there are many future plans for the coming year which prompted the theme for her report this year ‘the meaning of time’ – how many seconds in an hour, a day, a week – 79,200 seconds of CPD at regional study days alone have been delivered by AfPP in the last year.

DS referred to a research questionnaire included in the conference packs and asked all to complete as feedback will be invaluable. Any ideas as to how we can expand in areas like the bite sized videos would be appreciated. We have the ‘Thumbs up’ board in the exhibition area for you to make comment also, please feel free to approach any of Trustees or DS anytime over the weekend.

Highlights of the year included:

- A strategy meeting was held earlier in the year; Trustees, representatives from HQ and invited external stakeholders attended and resulted in strategic objectives for the coming year, including increasing market share; strengthening our financial resources and growing our educational offering
- Very successful regional events in Scotland; Anglia; South West; West Midlands; Wales
- Following the successful event in London in June, additional 3M and AfPP Leadership Days are planned for Manchester, Wales and Scotland before the end of the year
- Collaborations continue as mentioned by Adrian
- Social Media continues to develop and followers are increasing
- Irena Mazur, Career Development representative, left to have a baby, we will be looking for a replacement to this role
- Two new non-elected Trustees appointed – Brian Smith and Kat Topley
- We have filmed bite-sized videos on varying subjects
- Commercial arm continues to expand with NHS and private hospitals approaching us for theatre audits and whole team training through our consultancy service
- Finances were 34% ahead of budget and remain healthy going forward

DS asked for any questions:

How does the Limited arm link to the charity?

DK responded – the Limited arm works to raise funds for the charity i.e. AfPP trading activity, the profit from which gets passed to the Charity to be used as required. Unlike the Charity, the Limited Company is not restricted on its activities.
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 2016/17 should be received and accepted. The required majority voted in favour.

6. **Receive the Accounts for the year 2016/17**

The Accounts for the year 2016/17 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 2017/18 and beyond**

DS explained it has been practice since Saffery Champness were appointed as AfPP auditors in 2009, to put the external audits out to tender every three years.

Firstly, it is a time consuming exercise to prepare an invitation to tender and to follow this through and it is now possible to review the Accounts of similar charities by visiting the Charities Commission website to provide a benchmark for fees charged.

Secondly, we have an excellent working relationship with Saffery Champness and have avoided the potential trap of complacency through a rotation of senior audit staff.

Saffrey Champness are a national, reputable firm and the only one in Harrogate specialising in Charity accounts. It is therefore recommended that the external audit is not re-tendered for the year ending 31 March 2018 but that a rolling annual agreement be made with Saffery Champness with no specific dates for a new tendering process.

This proposal is a pragmatic approach to an issue that will otherwise utilise resources that can be better deployed elsewhere and for an outcome that will, in all likelihood, be unchanged.

The required majority voted in favour of this proposal.

8. **Officers/Trustees for 2016/17**

Turning to matters of continuing office:

Dawn 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 Ann Conquest has expressed her willingness to continue her term of office as Trustees. A show of hands supported this.

AJ advised Julie Peirce-Jones has expressed her willingness to continue her term of office as Trustees. A show of hands supported this.
Sadly Ruth Collins resigned as a Trustee earlier in the year, resulting in a requirement to seek nominations to fill this vacancy. Sandra Pryme has also expressed her wish to continue for a further term after she completes her initial term in December 2017. We have received five nominations, including Sandra’s, and as mentioned earlier, voting papers will be posted out with the September Journal. AJ requested all take the time to read the individual election statements and cast their vote accordingly. There are two vacancies; therefore two votes should be cast.

AJ continued….. The Board have the option to appoint up to four non-elected Trustees depending on the skills and support required. As Dawn mentioned we welcomed Brian Smith and Kat Topley as non-elected Trustees to the Board.

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 53rd AGM advising the date for the next AGM will be confirmed in due course.

The meeting closed at 12.20pm

An engagement session will follow the AGM.

Adrian Jones, President/Elected Trustee
Tracey Williams, Vice President/Elected Trustee
Ann Conquest, Elected Trustee
Julie Peirce-Jones, Elected Trustee
Sandra Pryme, Elected Trustee
Dawn Stott, Chief Executive