**MINUTES OF THE 56TH ANNUAL GENERAL MEETING** **OF**

**THE ASSOCIATION FOR PERIOPERATIVE PRACTICE**

# Registered Charity No: 1118444

**Held on Thursday 4 November 2021 at the Hilton Hotel, West Midlands**

**Apologies for Absence:** Ros Moore, Non-elected Trustee

**1. Opening Remarks**

John Dade (JD), AfPP President, opened the meeting and welcomed those present to the 56th Annual General Meeting reminding everyone only members are entitled to vote. However, there were two corporate member representatives present and it was confirmed that they were able to vote as a member. It was confirmed the required number of Regions were represented. Current membership at year end (31 March 2021) 6789.

**2. Adopt the Minutes of the 55th AGM held on 9 August 2019**

The Minutes of the 55th AfPP AGM held on 9 August 2019 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.

**3. President’s Report**

JD provided a brief overview of his tenure as president, which had commenced early due to the Vice President not being able to take up post. His focus has been on engagement and getting to know the HQ team and board.

A full updated of his activities can be found in the March 2021 report and accounts.

JD handed to DS for her update and the three formal votes:

**4. Chief Executive’s Report**

DS opened her address thanking all for attending this year’s AGM and apologised for not being their in person due to testing positive for Covid 19.

DS confirmed that it had been a challenging year. Covid hit the country hard and whilst we have seen some membership losses due to the situation, our numbers have stayed fairly steady. Members at 29.10.21 = 6783. 31 March 2021 = 6789, compared to 2020 = 6845 . A loss of 62 members across the two financial years to date. However, this financial year is not over yet and for the first month in a long time our DD run was greater than the month before – confident we are moving in the right direction.

**Highlights:**

* We bought some simulated learning kit to run surgical skills workshops. The intention is to develop educational opportunities for the wider surgical team for them to be able to undertake simulated learning in a safe environment. Currently work alongside the RCS England providing the simulations for them to run their courses for junior doctors. We are just starting to see this income stream grow.
* Student engagement has continued and we have seen some growth.
* Virtual meetings and education have been instrumental in keeping us moving throughout the pandemic.
* We introduced webinars into our educational portfolio and have invested in our own platform. We initially developed the webinars to support practitioners working through the pandemic and we offered them free of charge. They have now become part of our events/education and we took the decision to charge for them as any other event. (would welcome input as part of the strategy meeting as to whether this was a good move and the value of the webinars)
* Education continues to be a major priority for us and various surveys have provided us with the intelligence required to develop education and support members.
* We continued to venture into the virtual world and worked in partnership with the RCS England and Closer Still Media on their Future Surgery Conference. This is being held in person next week at the Excel in London. Sadly I won’t now be able to attend!
* Partnerships – One Together, RCS Ed, short life working group to discuss the prevention and management of surgical fires
* We feel the Journal is still a very valued benefit to our members – again discussions throughout the day about the Journal will help us to shape it for the future.
* Launched new publications and you will see later today and demonstration of our online standards platform.
* Introduction of the TogetherAll platform to support the wellbeing of practitioners.
* Lobbying and collaborations – surgical fires, OneTogether etc.

DS asked that during the vision/strategy session that everyone think about what else we can support, what would add value.

**Finances**

DS stated that we had experienced some ‘hits’ on our financials, particularly on the commercial side of the business as we have not been able to get out into hospitals to undertake audits and deliver training due to Covid. We are starting to see a gradual uptake in this area and again, we are hopeful that we will be able to meet our targets in the future.

She went on to discuss the future and what the future holds, She said that we didn’t see Covid coming, I hoped the next surprise would be less destructive. We do have some things in the pipeline:

* Smoke Plume Alliance (SPA)
* Centre for Perioperative Care (CPOC) we have just been accepted onto their board
* Journal review
* More virtual interaction – streaming etc., to make everything we do more accessible
* Ofqual accreditation

DS stated that she was hoping that the discussions for the rest of the day will help us to shape the future of your association.

**5. Receive the Annual Report & Accounts 2020/21**

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 2020/21 should be received and accepted. The required majority voted in favour.

**6. Appoint the Auditors for 2021/22 and beyond**

As previously agreed a rolling annual agreement exists with Saffery Champneess to continue as external auditors for the financial year 2021/22. The required majority voted in favour of this proposal.

**7.** **Changes to Memorandum & Articles of the Association**

Following a full review of the M&As a number of changes have been agreed by the board and in order for them to become current they require the vote of the members. A summary of changes had been made available on line and previously circulated. No comments have been received in relation to any aspect of the changes, by post or email. DS invited the floor to offer up any comment or to ask questions.

A question was raised by Sue Lord about the rationale behind moving to 51% of regional representation from 75%.

DS explained that the reason for this was due to the fact that we struggled to achieve a 75% quorum at most AGMs even when the meeting is held at the annual conference. The move to virtual opportunities to attend would help eliminate not being able to achieve quorum but it was still felt that it was necessary to make the reduction to ensure our meetings can go ahead effectively in the future.

As there were no further questions a vote on the changes were taken and unanimous support was received.

**8. Officers/Trustees for 2019/20**

Turning to matters of continuing office:

JD advised Nick Baker, Oliver Tierney, Julia Spencer and Ruth Collins had expressed her willingness to continue her term of office as Trustees. A show of hands supported this.

Alongside the elected Trustees the Board have the option to engage up to four non-elected Trustees to provide the skills and support that are required in line with the business strategy and the board skill set.

Our current non-elected Trustees are Ros Moore, Kat Topley and Lisa Tierney. The Board are open to suggestions from the membership of a suitable candidate to support the Board.

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

Thomas Mulhoon asked if there were any specific requirements/expertise that the board would be looking for to fill the role of non-elected trustee?

JD said that discussions would be taking place at the next Board Meeting about requirements and expressions of interest or suggested candidates, would be sought from membership.

JD informed the meeting that he would be stepping down in January 2023 and in line with the amended M&As a President Elect would be required in January 2022. JD announced that following a vote at Board that Ruth Collins had been elected into the role of President Elect and would take up post in January 2022.

JD continued to remind delegates that we had recently sought nominations to fill the Trustee vacancy as we have had a good response. He took the opportunity to introduce the seven candidates who were all present at the meeting.

A questions was raised by Jenny Abraham about the online voting process and felt that it had disadvantaged some members as they may not have or want to have access to online platforms outside of work. DS explained that an option for a paper vote had been offered within the email for those people who preferred to vote by paper method. DS said she understood JA’s sentiment and this would be taken into account in the future.

JD opened the meeting to the floor, however, there being no further questions, on behalf of the Board and Chief Executive, JD thanked all for attending and officially closed the 56th AGM advising the date for the next AGM will be confirmed in due course.

The meeting closed at 10:55am.