

# **MINUTES OF THE 58TH ANNUAL GENERAL MEETING OF THE ASSOCIATION FOR PERIOPERATIVE PRACTICE**

**Registered Charity No: 1118444**

**Held on Wednesday, 22 November @ 7pm virtually via Zoom**

## **1. Opening Remarks**

Alex Duke (AD), Interim Chief Executive, opened the meeting and welcomed those present to the 58th Annual General Meeting reminding everyone only members are entitled to vote. AD talked through the voting procedure and advised polls would be shared on screen. Members would be able to select a yes or no response to place their vote, with the results being shared on screen and confirmed by the Chair. It was confirmed that the required number of Regions were represented, and the meeting was quorate.

## **2. Apologies of Absence**

There were no apologies of absence.

## **3. President's Report**

Ruth Collins (RC) thanked AD for opening the meeting.

RC opened her address by stating how honoured she was to be presenting this year's President's report and reflected on the past year, in particular the year being a productive and eventful one for the Association. RC expressed pride in the progress the Association had made in advancing perioperative care and promoting excellence in our field.

RC expressed thanks to the members for their continued support and commitment to the organisation and highlighted that without them the Association would not exist. She talked about continuing to serve the members in having an organisation that is current, fit for purpose and one that inspires the members to achieve the best within the perioperative setting, and in turn to give the best to achieve positive patient outcomes and experience.

RC talked about a drop in membership, and highlighted the reasons were mainly members leaving due to retirement and some citing the current financial landscape for their departure, however highlighted that the Association had welcomed new members, both nurses and ODPs. RC talked about continually reviewing the membership and the belief that there is recognition of the importance of perioperative practice and the value of belonging to our organisation.

RC talked about the recent conference being held in person again in York over the summer with the title 'A Profession to be Proud of'. She highlighted that one of the primary goals as an association is to provide high quality education and professional development opportunities to the members and in pursuit of this goal, talked about the organisation of several successful educational initiatives throughout the year. She expressed the initiatives had included workshops, webinars, conference and many study days, covering a wide range of topics relevant to perioperative practice.

RC talked about how members have greatly benefited from these educational opportunities, enhancing their knowledge and skill in the field. Feedback from these events had been very positive, however, RC expressed we were always keen to learn how to bring added value to these events for our members.

RC talked about actively seeking collaboration and partnership and highlighted the Association had been invited by other organisations and stakeholders in the healthcare industry to provide guidance and expertise. She said that by working together, we had been able to leverage our collective expertise and resources to drive positive change in perioperative care. Our collaborations have included advocacy efforts, and the development and contribution to best practice guidelines. These partnerships have strengthened our position as a leading voice in perioperative practice and have allowed us to make a greater impact on patient outcomes. We continue to position ourselves in collaboration with CPOC, Health Education England, Safe OR and the Surgical Plume Alliance to name but a few. We continue to participate internationally through IFPN, are involved in Northern Ireland regarding advancing perioperative careers with NIPEC and the Department of Health and continue to provide expertise which is sought after and respected on a global level.

RC talked about advocating for the recognition and support of perioperative professionals, highlighting the vital role they play in ensuring safe and effective surgical care. We have engaged to influence decisions that impact perioperative practice and believe our efforts have increased awareness and understanding of the unique challenges faced by perioperative professionals.

RC closed her address by expressing her immense pride in the achievements of the Association over the past year and highlighted that the Association continues to thrive thanks to the dedication and commitment of the members. She expressed gratitude to the AfPP Board, all the regional teams and volunteers and all the staff at HQ. She ended by stating that together we have made significant strides in advancing perioperative practice and improving patient care and thanked everyone for their continued support, and participation at this meeting.

#### **4. Adopt the Minutes of the 57th AGM held on 8 September 2022**

The Minutes of the 57th AfPP AGM held on 8 September 2022 had been previously circulated. There being no amendments, RC requested a member propose the minutes to be a true and accurate record and a member to second the motion. RC thanked both Oliver Tierney and Lisa Tierney and the minutes were signed as a true and accurate record.

#### **5. Interim Chief Executive's Report**

AD thanked RC for delivering the President's report.

AD opened her address by reminding everyone that she had held the Interim CEO post from June 2023 and would reflect on the year ending March 2023, in particular highlighting the year 2022 to 2023 had been a mix of challenges and successes.

In terms of successes, AD talked about how the commercial work had grown in the past financial year, in particular relating to a large audit and accreditation contract that had been secured with the Circle Health Group of private hospitals. She highlighted the consultants had supported 27 hospital audit and accreditation visits and accredited five hospitals. The work had continued into this financial year with a further 14 theatres achieving AfPP Accreditation.

AD went on to talk about how during the year the Association had endorsed materials for medical device companies and delivered training under the whole team training programme which all contributed to the success of the commercial arm of the Association.

AD talked about some of the challenges the Association had faced, highlighting membership had certainly been an area that had challenged us. Membership numbers had unfortunately been hit by

the standard of living crisis, amongst other things and on 1 April 2023 the Charity's membership was 6330, down 366 from the same point in 2022. This trend had unfortunately continued into this current financial year and membership today stands at 5963.

AD highlighted that although this further reduction was disappointing, she assured the meeting that it had been in line with what had been expected and budgeted for in 2023/2024.

AD went on to say the Association is first and foremost a membership organisation and is continually working hard, looking at new ways in which to support members in the coming years, whilst also reminding members of the benefits of being part of the Association. AD went on to say the strategy for 2024 and beyond was nearing completion and highlighted there were some innovative ideas to attract and retain members that would be shared in the weeks and months to come.

AD talked about how wonderful it had been to hold the Annual Conference in person again, with increased attendance in 2022, both in terms of delegates and exhibiting suppliers. She went on to say the increase was most likely the effect of not being able to attend events for so long during the Covid-19 pandemic. She highlighted that the attendance was additionally bolstered significantly by, for the first time, virtual delegates, having attracted 173 in total.

AD highlighted that the combination of Annual Conference, regional study days and webinars, had resulted in a total of 1686 delegates across all the live events and went on to say 'I think you'd agree that's a significant number of practitioners, both members and some non-members being educated by our Association.'

In addition to the 1686 delegates attending live events, AD highlighted that 487 delegates had opted for the 'webinar on demand' education, taking the total to 2173 pieces of education being delivered and consumed.

The Association continues to be asked to be part of major influencing groups, such as CPOC, the PCC and the work NHS England is doing around building outstanding theatre teams, to name just a few. We have contributed to some significant pieces of work which we are proud to have been consulted and represented on.

AD said as an association we do fantastic work and believes we can improve the way we communicate the many benefits of being a member. Membership can have a significant impact on a practitioner's whole career, by providing education and also the many and varied opportunities that participation with the Association can present to dedicated professionals.

AD talked about sharing future goals with members and the opportunity to make a difference in what will be the Association's 60<sup>th</sup> anniversary year in 2024. She talked about exciting plans to promote and talk about the organisation, with the aim of increasing membership and promoting AfPP to the wider perioperative team. AD explained that over the coming weeks plans would be shared via marketing channels and hoped that members would be excited about the announcements and changes.

AD asked that when the time comes to share the future goals, that the membership help to support in spreading the word about the benefits of the Association. She went on to say that many members continually do this and expressed gratitude for their ongoing support.

AD ended her address by thanking the HQ team in Harrogate for all they do in keeping the train on the track, the Trustees for their time and dedication, the various volunteer networks, SIGs, Regional Leads and Link Members who are instrumental in helping to deliver the Association's messages. To

end AD expressed her personal thanks to the members for the continued support, passion, and dedication to delivering safer patient care.

AD handed over to David Robinson, Non-Executive Director, and Advisor to the Board to present the financial summary.

## **6. Financial Summary**

DR thanked AD and opened his address by expressing one of the principal reasons for holding the AGM was to adopt the Trustees Annual Report and the Financial Statements for the year ended 31 March 2023.

DR advised the Annual Report had been published on the organisation's website and all members had been advised by email of this. DR confirmed that no comments had been received in relation to any aspect of the Report but highlighted there would be an opportunity in the meeting to make any comments.

DR went on to say the Annual Report had been subject to an independent external audit. He advised the auditor's report ran to four pages, and in summary, had not reported anything adverse. DR advised the report was as expected.

DR highlighted that total income for the year was £1.628m compared to £1.15m in 2021/2022. He explained this was in part reflected by the increased commercial activity post Covid restrictions. He went on to explain net income for the year was £28k compared to a deficit of £12k the previous year, highlighting this was a very pleasing result.

The consolidated group balance sheet showed a bank balance of £590k and highlighted this was a significant increase on the previous year when the balance was £383k. DR explained it is expected that the bank balance is usually lower at the year-end due to payments for the member insurance policy in the month of March. DR noted the current bank balances are now much higher at £700k.

In closing his address, DR advised total funds / reserves at 31 March 2023 were £793k which he advised included investment in fixed assets, principally IT systems of £307k. He pointed out that reserves freely available to spend were £486k and highlighted that both figures were much higher than that of the previous year and the Board were satisfied with the Charity's financial position, notwithstanding the current economic climate and challenges ahead.

DR passed the meeting back to RC.

RC personally thanked DR for all the work he had carried out in preparing the accounts.

## **7. Receive the Annual Report & Accounts 2021/22**

The Annual Report had previously been circulated. RC 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 2022/23 should be received and accepted. The required majority voted in favour.

A question was received from John Tarrant (JT). JT referred to note 4 in the consolidated accounts and requested clarification of a £200k variation in the current assets within the Limited company's accounts. DR checked his papers and advised that he did not have all the detailed information to hand but that this was in relation to the subsidiary company's increased activities, in particular the insurance and the commercial activity, throughout the year.

## **8. Appoint the Auditors for 2023/24 and beyond**

As previously agreed, a rolling annual agreement exists with Saffery Champness to continue as external auditors for the financial year 2023/24. The required majority voted in favour of this proposal.

## **9. Officers/Trustees for 2019/20**

Turning to matters of continuing office:

RC advised the current trustees, Oliver Tierney (OT), Jennifer Maher (JM), Julia Spencer (JS) and Nadiene Deane (ND) continue their term of office as Trustees. In addition, JS had agreed to another term.

RC advised that John Dade (JD) would be stepping down from his position as Immediate Past President in January 2024. RC gave her personal thanks to JD for his support, encouragement and mentorship during her time and on behalf of the Board and HQ, RC thanked JD for all his dedication to the organisation.

RC advised that OT would take up the position of President Elect from January 2024

RC would step down as President in January 2025 and Oliver Tierney, who would be the current Vice President would precede her. The Board unanimously agreed that Oliver would be appointed as President as of 2025 and RC would continue for one year as Immediate Past President.

RC advised that nominations had been sought to fill two Elected Trustee vacancies and following review by the nominating committee and the online vote, RC announced that Maxine Page and Lisa Nealen would take up office as Trustees from January 2024.

Alongside the Elected Trustees, RC advised there could also be up to four Non-elected Trustees. She went onto say the Board consider the skills and support that are required in line with the business strategy and the Board skill set.

Kat Topley (KT) had stepped down in December 2022 as Non-elected Trustee. Although KT was not present, RC thanked her for her service to the organisation.

Alison Venn had been welcomed to the Board as Non-elected Trustee in January of this year. RC advised she was a welcome addition, bringing a wealth of skills and business acumen to the Board.

RC advised the Board had also appointed a new non-elected Trustee, Louise Dye who would join in January 2024. Louise brings a wealth of skills, knowledge and experience.

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

A comment was made by Mona Guckian Fisher (MGF), Past President, who raised concerns around the falling numbers of membership and asked what plans were in place to support growth and retention. MGF also suggested it was more appropriate to hold the AGM in person and highlighted her disappointment in how the Journal and IPP were being produced, in particular the removal of the President's report from the JPP to the IPP and the relevance of papers in the JPP.

In response to the comments, AD talked about the plan to offer free student membership and highlighted this was an exciting opportunity to promote and expand the current membership. She also talked about plans to recruit an Education Lead to support the Association with education.

Next year would see the Association's 60<sup>th</sup> anniversary, and plans were in place to promote an education roadshow which would span over seven locations including the devolved nations. A new educational events team had been created to support the events with details to be broadcast to membership over the coming weeks. AD added the Annual Conference would be a two day event held at Warwick University next year.

AD advised the decision to hold the AGM virtually was due to the earlier dates of conference this year and the delay in finalising the report and accounts. She advised this was due to changes in the finance team, however, did express that holding the meeting virtually allowed people to attend without the financial impact of travel costs and so was more inclusive.

In response to the comments relating to the Journal, AD advised a survey had been carried out and the responses had suggested that the Journal was still well positioned in terms of content at that time. The Journal was still under review and various initiatives were being worked on to improve its relevance to members.

OT reiterated AD's words in relation to membership and the plans to promote growth. He also talked about the addition of a writer's guild to encourage and support members in writing articles for the Journal. A comment was made in relation to this being a positive addition for the Journal.

RC thanked MGF for her comments and advised they would be taken to Board for consideration.

A suggestion was made in relation to students and submitting their university dissertations for potential publication into the Journal.

A comment was received relating to the removal of the authors details on articles published and how beneficial it would be to reinstate the role of the authors to promote the brilliant work being carried out. In response AD had agreed to discuss the matter with the Journal editorial team.

## **10. Any other business and Close**

There being no other questions, on behalf of the Board and Chief Executive, RC thanked all for attending, for their continued support, commitment and dedication to the organisation and officially closed the 58<sup>th</sup> AGM.

The date of the next AGM will be published in due course.