

**MINUTES OF THE 60TH ANNUAL GENERAL MEETING OF
THE ASSOCIATION FOR PERIOPERATIVE PRACTICE
Registered Charity No: 1118444
Held on Wednesday, 24 September 2025, at 7:00 PM
GoToWebinar**

1. Opening Remarks

Alex Duke (AD), Chief Executive, opened the meeting and welcomed those present to the 60th Annual General Meeting, reminding everyone that only members are entitled to vote. AD explained the voting procedure, advising that polls would be shared on screen. Members would be able to select a “yes” or “no” response to cast their vote, with the results displayed on screen and confirmed by the Chair. It was confirmed that the required number of regions were represented and that the meeting was quorate. AD confirmed that the current total membership stands at 5,773, including 599 free student members.

2. Apologies of Absence

Apologies were received from Lisa Nealen, Elected Trustee and Alison Venn, Non-elected Trustee.

3. President’s Report

Oliver Tierney (OT) thanked AD for opening the meeting.

OT opened his address by expressing his pleasure in reporting on the developments and achievements of The Association for Perioperative Practice over the past year. He noted that it had been a hugely successful year, characterised by the launch and completion of several key initiatives and projects.

OT began by offering thanks to Ruth Collins, former President, for her support and encouragement, as well as to the Board of Trustees and the HQ team for their hard work. He acknowledged that significant improvements had been achieved, enabling a smooth transition into his presidency. He noted the continued hard work of the team, which he stated should never be underestimated. OT also welcomed several new team members and expressed confidence that their contributions would bring fresh ideas and energy for the coming year.

Nationally, OT reported that AfPP had continued to maintain an important and influential role in shaping the perioperative environment, working with a number of prestigious groups. He highlighted AfPP’s position as a prominent member of the Centre for Perioperative Care (CPOC), which had enabled the organisation to positively influence perioperative care pathways. He also referenced close collaboration with the Health and Safety Investigation Branch (HSIB) on the analysis and development of actions surrounding perioperative incidents.

On an international level, OT noted AfPP’s continued partnership with the International Federation of Perioperative Nurses (IFPN), ensuring the organisation remained visible and active on the world stage. He acknowledged that more detail would be provided in the CEO's report but noted the importance of the successful implementation of the new CRM system (Radius) and website on 16 April 2024. He stated that this development had significantly enhanced AfPP's ability to support members through improved online resources and services.

OT was pleased to announce the implementation of free student membership, alongside a new introductory, lower-cost membership tier aimed at newly qualified practitioners. He stated that this

initiative was part of AfPP's commitment to growing its membership base at the grassroots level and supporting the next generation of perioperative professionals.

With regard to the Journal of Perioperative Practice (JPP), OT confirmed that it had now gone 100% digital. In addition, AfPP had successfully launched a new Journal Writers Special Interest Group (SIG) to support members in publishing their work. It was hoped that this initiative would lead to a dedicated journal written by the membership, for the membership.

OT reported that the year also marked the 60th anniversary of AfPP, celebrated at the Annual National Conference in August 2024, held at the University of Warwick. He noted the event's success and expressed appreciation for the positive feedback received, particularly regarding the variety of speakers and the quality of the content. Planning for the next conference was already underway.

He also highlighted the launch of a roadshow of regional study days as part of the 60th anniversary celebrations. These events were well attended and well received, and he thanked all who had contributed to their success.

In closing, OT reflected on the past year as one of regeneration for AfPP. He expressed optimism for the year ahead and confidence in the organisation's ability to continue its mission to support, develop and empower perioperative teams.

He concluded by thanking all members, volunteers and staff for their continued dedication and hard work, stating that without them, AfPP would not be the strong organisation it is today.

4. Adopt the Minutes of the 59th AGM held on 25 September 2024

The Minutes of the 59th AfPP AGM, held on 25 November 2024, were made available online and by mail upon request. With no amendments raised, OT called for a member to propose the minutes as a true and accurate record and another to second the motion. Will Windsor proposed, and Judith Creasey seconded, that the minutes be accepted as a true and accurate record.

5. Interim Chief Executive's Report

AD thanked OT for delivering the president's report.

AD began by welcoming all attendees to the meeting. She noted that it was encouraging to see so many members joining as the Association reported on the results for the year ending 31st March 2025.

AD reported that during the last financial year, AfPP began delivering on a number of key improvements previously identified, while also marking the significant milestone of its 60th anniversary. She described it as a year of intense activity for the organisation.

It was confirmed that the consolidated accounts for the year showed a deficit of £28,000, which compared favourably to the budgeted deficit of £148,000, representing a positive variance of £120,000. The primary reason for this was attributed to lower employment costs due to delays in recruiting for certain roles. Further detail on the variances was included in the audited report.

AD went on to report that the new Customer Relationship Management (CRM) system, Radius, along with a new website, launched on 16th April 2024. The new system enabled AfPP to deliver member resources on a more user-friendly platform. Since go-live, incremental improvements had been implemented to enhance features and by the end of the financial year, 73% of members had engaged with their unique member portal.

As of 31st March 2025, AfPP's paid membership (excluding free student members) stood at 5,398. This compared to a like-for-like figure of 5,462 on 31st March 2024 (excluding paying students), representing a net decrease of 64 paying members. AD acknowledged that, while the overall number of paying members had declined, the net monthly loss had improved significantly, falling from 76 members per month in 2023/24 to 15 members per month in 2024/25.

She acknowledged that recruitment and retention of members remained a key challenge. New measures were being implemented to improve engagement with members throughout the year, rather than only at points of renewal.

Two major membership changes were highlighted: the introduction of Free Student Membership and the new Newly Qualified Member category, both of which were launched in September 2024. AD reported that student membership had risen from 186 (when paid) to 627 by the end of the year, and that a structured campaign of regular communication was helping to convert free student members into NQMs upon graduation.

Educational provision had also been enhanced during the year. This included the addition of EBSCO library access to e-publications, made freely available to members via the portal. Following the appointment of Jen Maher (JM) as Education Lead, further educational resources were developed, including a new Resource Hub and new modules intended for commercial sale under the AfPP Academy brand. JM also played a key role in curating content for the AfPP Roadshow and the Annual Conference.

The Annual National Conference took place at the University of Warwick for the first time. The central location received positive feedback from both delegates and suppliers. The conference attracted 332 delegates, with an additional 30 volunteers and Board members, giving a total of 362 practitioners. Notably, 52% of attendees were non-members, providing an opportunity to engage a wider audience. The AfPP Roadshow was launched for the first time as part of the 60th anniversary celebrations. Organised by the events team and a dedicated group of volunteers (including regional leads, SIGs, and some Board members), the Roadshow visited eight cities and attracted 659 paying delegates. Of these, 233 (35%) were non-members. These delegates were now being actively marketed to as prospective members.

AD noted that webinars had become free to members during the year. Despite this, the average live attendance conversion rate was a strong 65%, with an average of 126 registrants and 81 attendees per webinar. Additionally, AfPP's 34 on-demand webinars received 1,091 views, of which 178 (16%) were paid views by non-members. On-demand access was offered free to members after one month via the Resource Hub.

The Journal of Perioperative Practice (JPP) retained its impact factor of 1.2, ranked 186 out of 290 in the surgery category (Web of Science). Following an initial test phase, JPP transitioned to a 100% digital format. Carolina Britton was appointed as the new Editor in August and was working to ensure peer-reviewed submissions remained relevant and high-quality.

Nikki Stroud was appointed Editor of the IPP magazine, which continued to receive positive feedback as an accessible and engaging publication.

AD provided an overview of AfPP's collaborative work with external bodies. The Association remained active in groups such as the Centre for Perioperative Care (CPOC), the Faculty of Perioperative Care, the Royal College of Surgeons England Robotics Network, the British Association of Day Surgery, and SAFE OR, among others. Other key collaborative projects included:

- The Surgical Burns Action Group
- BD's Joining Hands to Reduce Surgical Site Infections project.
- Three ISO standard projects (covering sharps containers, catheters, and needles)
- NHS England's Perioperative & Theatres Workforce Programme and Expert Stakeholder Engagement Group

The Professional Advice Service (PAS) supported 178 members over the year, approximately 3% of total membership. The most common issues related to employment (12% of cases), followed by documentation (9%). AD confirmed that PAS remained a vital support mechanism for members navigating professional challenges.

Marketing efforts continued to grow awareness of AfPP. Between August 2024 and March 2025, 17 press releases were issued, resulting in over 35 articles being published in both print and digital media. Additionally, a news area was launched on the members portal.

Website engagement also improved, with 3,000 more active users and the average engagement time increasing from 1 minute 6 seconds to 2 minutes 6 seconds.

AD reported that the Theatre Access Course had been successfully relaunched in a digital format, with an end-of-course test. A total of 71 courses were purchased during the year. New marketing materials and a revised course booklet were in development to further promote the course.

On the commercial front, AfPP had secured the contract to re-accredit Circle Health Group's 49 hospital sites. The success of this work had generated further interest, particularly within the private sector, and AD reported a healthy pipeline of enquiries extending into the next two financial years.

Looking ahead, AD reported that AfPP's Standards and Recommendations would soon be made available in a digital format as a member benefit. The team would also continue efforts to improve member retention and recruitment, enhance the member portal and website, and explore new educational and event formats.

Work was also ongoing to further develop the Audit and Accreditation services, supported by a strengthened consultant team, in preparation for increased commercial demand.

AD concluded her report with a series of personal thanks. She expressed her gratitude to the trustees for their support and dedication and to the volunteer networks (SIGs, regional leads, link members), as well as the Journal and IPP contributors, editors and reviewers. Thanks, were also extended to AfPP's consultants, members, and staff.

She highlighted the HQ team's commitment and reported that all strategic objectives for the half and full year had been achieved, along with additional unplanned items. AD expressed pride in the team's achievements and reaffirmed AfPP's commitment to supporting practitioners at every stage of their careers.

AD then invited Carol Livingstone (CL), Finance Manager, to present the financial summary.

6. Financial Summary

CL opened her address by thanking AD and reminded everyone that the Accounts had been published on the website, with all members notified via email.

The accounts had been independently audited by Armstrong Watson and their audit report was included within the accounts. Their report is always presented to the Board, and in summary, the report confirms that the accounts:

- Reflect a true and fair view of the affairs,
- Have been properly prepared in accordance with the relevant UK Accounting Practice and Standards, and
- Provide a high level of assurance of no material misstatement, fraud or error.

The results for the year showed total income amounted to £1.38m, and total expenditure amounted to £1.41m, which resulted in an overall deficit of £28,000. Despite this deficit, it was much lower than what had been forecasted in the budget, which was a deficit of £148,000.

Post-meeting note: For the purpose of clarity, the following additional detail is included: Total income amounted to £1.381m and total expenditure amounted to £1.409m.

The main reasons for this difference from budget were:

- Wage costs were lower than expected. This was mainly due to delays in recruiting specific staff roles, as it proved more difficult to find the right candidates, especially for a new Head of Department role.
- A position in the membership department was not replaced, after efficiencies from the new Radius system took effect.
- The Annual Conference and many other events throughout the year generated more revenue than had been budgeted and subsequently more net surplus from these.
- Governance costs were lower than budget, with key areas here being reduced overseas travel costs and reduced Board development costs, as well as the lack of trustees' election costs.
- Investment income generated more bank interest than what was forecast, due to closer monitoring of the free reserves and the ability to move more cash into higher interest-bearing accounts.

Despite all of these positive results against budget, there were some areas which fell behind budget, including:

- Membership income was slightly lower than forecast, simply due to member numbers reducing throughout the year, but CL was pleased to report the rate of that downward trend is now slowing.
- Job Forum advertising income fell short of budget and was the biggest disappointment in terms of financial results; however, this is being addressed and a strategy is in place to improve this area of activity.

Overall, the cost savings seen over the year were very positive; however, it is important to note that the majority of those savings were simply delays in the expenditure and investment needed in order to deliver on the strategy of the Board. Therefore, these expected costs are now coming to fruition within the current financial year instead.

As always, it is important in finance to not look only at last year or at the current year, but to always be looking at and monitoring the broader time frame, and continuously ensure financial decisions align with the organisation's strategy and objectives.

So, we will continue to focus on the changes being made in the running of the organisation in order to improve the offering provided to members.

Finally, a crucial area of the finances within an organisation like AfPP is to review the Charity's Free Reserves, and as at 31st March 2025, The balance sheet shows reserves of £906,652, all of which are unrestricted; however, £360,124 of this relates to fixed assets, including the value of the new CRM Radius system. So, when you remove that, free reserves readily available are £546,529, and CL was pleased to confirm this is comfortably above the amount considered as required by the Charity's Reserves Policy.

To conclude, CL confirmed the Board are satisfied with the Charity's financial position.

7. Receive the Annual Report & Accounts 2024/2025

The Annual Report had been available online. OT confirmed that no comments had been received in relation to any aspect of the Report and requested a vote as to whether the Annual Report for 2024/25 should be received and accepted. The required majority voted in favour.

Before continuing, OT asked the members present if there were any questions regarding the report and accounts.

A question was raised about the conversion rate from free student free membership to newly qualified membership. AD explained that, as this is a relatively new offering, figures build very slowly as students become due to convert. However, she noted that over the past two months, the conversion rate had been approximately 40%, which was higher than initially expected and not expected to continue. AD highlighted that conversions were easier where students' bank details were already on file from previous paid subscriptions, while converting those without bank details (the new free students) presented more challenges. The team was actively exploring various touchpoints to maintain engagement and improve chances of conversion as the membership journey continued.

8. Appoint the Auditors for 2025/26 and beyond

The Trustees of the Association for Perioperative Practice continually review the provision of external audit services as part of their periodic assessment of service providers. In line with good governance, the Board recommended that Armstrong Watson be reappointed as auditors for the 2025/2026 financial year.

OT asked whether it was the wish of the members to confirm this appointment. The required majority voted in favour of the motion.

9. Officers/Trustees for 2025/2026

Turning to matters of continuing office:

OT reported that the current elected trustees are Maxine Page, Nadiene Deane, Lisa Nealen, Craig Griffiths and Will Windsor.

OT noted that RC would be stepping down from her position as Immediate Past President in January 2026. OT thanked Ruth for her services to the organisation, adding that she had made an incredible impact on the Association as a whole.

OT noted that Maxine Page will take up her position as President Elect in January 2026.

OT shared that he would continue in his role as President until January 2027, after which Maxine Page would succeed him in the position. In accordance with the process outlined in the Articles, the trustees had unanimously agreed that OT would then continue as Immediate Past President for a term of one year.

Considering the upcoming departure of RC, OT confirmed that the election process had been initiated to fill the resulting elected trustee vacancy. He anticipated welcoming a new elected trustee to the Board in January 2026 to continue supporting the important work of the Board.

Alongside the elected trustees, OT noted that there is also the option to engage up to four non-elected trustees. The Board considers the skills and support needed in alignment with the business strategy and the Board's skill set.

OT added the current non-elected trustees are Lisa Tierney, Alison Venn and Louise Dye.

Lisa Tierney had recently completed her second term of office and stepped down from her post on the 15th of September. OT thanked Lisa for her exceptional dedication and insight throughout her time on the Board. Most notably, her work and experience allowed the Association to develop a robust and responsive risk and governance framework, and her work both nationally and internationally representing AfPP as part of the Safe OR team was truly commendable. On behalf of the Board, OT wished Lisa all the best in her future endeavours.

Alison Venn had completed her first term of office and would be stepping down in December. OT took the opportunity to thank Alison for her valuable contributions, dedication and commitment throughout her time on the Board. Her input had been greatly appreciated and OT wished her all the very best for the future.

OT went on to note that two new non-elected trustees, Georgia Headley and Thomas Roberts, had recently been appointed and would officially join the Board from December. He welcomed them and expressed confidence that they would make a positive contribution to the work of the Board.

At this point in the proceedings, OT asked the membership if there were any further questions they would like to raise with the Board of Trustees within the context and formality of this Annual General Meeting. No further questions were raised.

10. Any other business and Close

There being no other business, OT, on behalf of the Board and Chief Executive, expressed his gratitude to all for attending and wished everyone a pleasant evening. OT then officially closed the 60th AGM.

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