

Minutes

<p>Meeting title: Board Meeting Location: Teleconference Date and time: 25 October 2016, 1200 – 1300 GMT Recorded: Yes Chair: Duncan Service (Chair) Present: Iain Grimmond (Treasurer), Sue Huckson (Vice Chair) (joined 12.07), Ina Kopp, Sonja Kersten (joined 12.08), Stephanie Chang, Gillian Leng, Sophie Blanchard, Elaine Harrow (Executive Officer) Apologies: Amir Qaseem, Craig Robbins, Holger Schünemann, Per Vandvik (Craig, Holger and Per provided approvals via doodle poll), Absent: Lubna Al-Ansary Minutes by: Anne Docherty Evaluation by: Stephanie Chang</p>			
Agenda item	Topic and discussion	Decisions	Action
1	<p>Chair’s opening remarks</p> <p>The Chair welcomed everyone to the meeting in particular the new Treasurer. The Treasurer stated that he is looking forward to working with G-I-N and his bio and picture have been uploaded to the website.</p>		
a)	<p>Declarations of Interests</p> <p>The Chair asked if anyone had any updates to their existing DOI and reminded everybody to indicate specific COI when we are working through the agenda.</p>	This is an ongoing agenda item.	None required
b)	<p>Matters arising</p> <p>The Chair asked if there are any matters arising. The Executive Officer stated that she would like to take a few minutes at the end to provide an update on next years’ mid-term meeting.</p>		
2	<p>Executive Committee update -IK/DS/SP/EH</p> <p>a. <u>Review actions from Board meetings (paper in Dropbox)</u> This item wasn’t discussed.</p> <p>b. <u>Staffing Proposal (paper in Dropbox)</u></p>		
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	<p>The Executive Officer stated that the Communications & Admin Assistant will be starting Maternity Leave early next year. Therefore, in preparation for this and in order to increase the capacity of the Secretariat she is proposing to take on a full time person from January 2017. The Executive Officer outlined the role and advised that there will be no impact on budget for this year, as there is an underspend in the overall staffing budget. The Trustees raised some questions with regards to skills and where the role would be based, the Executive Officer clarified these. The post will be reviewed by the Board and it is intended that it will be offered as a permanent contract when the Communications Admin returns to work.</p> <p>c. <u>EO Report (paper in Dropbox)</u></p> <p>The Executive Officer outlined some of the achievements and stated that last Board year was a highly productive year. The Executive Officer highlighted that there have been a number of important discussions which are still open ended and need to be closed and implemented. They are:</p> <ol style="list-style-type: none"> 1. Member benefits – especially with regard to Umbrella organisations, these need to be clearly defined and clarified on website 2. Discuss financial benefits for Conferences in particular with regard to Umbrella organisations 3. Guideline Charges – charge for non-member organisations remains outstanding, although principle is agreed 4. Membership Committee – conduct survey early 2017, keen to get this scheduled 5. Partnerships with priority to Cochrane and the Task Exchange Platform there is an outstanding decision as to whether we ‘buy in’ to this <p>Looking ahead, priorities include:</p>	<p>The staffing proposal was approved by all at the meeting and by HS, CR, PV by doodle poll and LA-A by email</p>	<p>Who: EO What: Commence recruitment process When: immediately</p>
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	<p>1. Consideration of reports from the 2 conference workshops, i.e. Task Exchange/G-I-N Website and the Working Group/Regional Group workshop and implementation of improvements that came out of these</p> <p>2. Much enhanced communication in the next year with members, also considering what we do externally and be more strategic in our targeting</p> <p>3. Conference is a priority; we will use the output from this year’s survey to build into 2018</p> <p style="padding-left: 20px;">Success in these actions is dependent on capacity building within the Secretariat.</p> <p>d. <u>Risk Register proposed new format</u></p> <p>The Vice Chair advised that she has reviewed the register and provided her observations, the register will be circulated when she has completed her update for feedback especially with regard to mitigation.</p> <p style="padding-left: 20px;">The Chair outlined the high risks and asked if anyone had wanted to raise any issues as some have been addressed and/or planned to address. A Trustee highlighted that the risk after mitigation column hasn’t been completed and this would have been beneficial. The Chair stated that this will be updated, the Vice Chair will follow up on this.</p> <p>e. <u>Finances (paper in Dropbox)</u></p> <p>The Treasurer indicated that he had gone over the finance figures with the Executive Officer. The Executive Officer asked if there are any questions with regard to what was outlined in papers. No questions were raised. The Executive Officer stated that the finances are in good shape. The outstanding membership fees will be added to the next paper and we are still awaiting some expenses to come in for the Conference, also some of the invoices have still to come in for venue fees etc. for the conference budget. A Trustee asked if there is any implication with the falling value of Sterling. The Executive Officer advised that a line has been included in the document to cover this and that we have a Euro account as well as a Sterling account so</p>		<p>Who: Vice Chair</p> <p>What: Update RR and circulate to BoT</p> <p>When: 13 November 2016</p>
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		accommodation and registration.	
4	<p>Conferences (papers in Dropbox)</p> <p>The Executive Officer indicated that there isn't much to add until they have received the final invoices. An update will be circulated as soon as these have been received. A Trustee stated that she would like to see a revised forecast column so that she can compare this with the actuals.</p>		<p>Who: EO</p> <p>What: request forecast column to be updated</p> <p>When: 5 November 2016</p>
5	<p>AOB</p> <p>a. <u>Travel Policy</u></p> <p>This was raised due to the Communications Admin's insurance not covering her cancelled flights due to pregnancy. The Executive Officer stated that this left G-I-N exposed and proposed that we look at Travel Insurance and costs for business. The Chair advised that this will be progressed via the Finance Committee.</p> <p>b. <u>Allied Health Report (paper in Dropbox)</u></p> <p>The Executive Officer advised that the report was requested as this was the group that was awarded a grant and hadn't provided a report so the action came out of the last Board meeting. A Trustee indicated that we can count on publication of the framework in 2017 and they will have accomplished the project then. The Executive Officer stated that this is the plan. A Trustee advised that she is not sure why there is an AHP focus. The Chair agreed that this was a valid point but it may be too late to make any changes. The Executive Officer provided some background to the group and said this might be due to historical reasons. A Trustee stated that we need to be careful if we sell the product because usually</p>	<p>The Trustees agreed that Travel Insurance for business should be costed.</p>	<p>Who: Finance Ctee</p> <p>What: Cost travel insurance bring proposal to Board (if applicable)</p> <p>When: 14 November 2016</p> <p>Who: SC</p> <p>What: discuss Board observations with AH Chair.</p> <p>When: 14 November 2016</p>

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	<p>they would publish a set of forms and would need to include patients. The Executive Officer asked if this is something that should be considered when looking at grant applications or is it wider than that? A Trustee stated that we shouldn't intervene at this time, but we need to be clear on goals and perspective of projects. We should look at this but only preemptively. Another Trustee stated that her question was only whether it needed to be slightly reframed or repositioned and not to interfere with the work fundamentally.</p> <p>c. <u>Vienna Update</u></p> <p>The Executive Officer provided a brief update indicated that the Fleming Deluxe Hotel has been reserved for the mid-term meeting on the 17th & 18th March 2017. The Trustees were advised that the Secretariat will be working on the Travel Agreements over the next week and were asked that they indicate if they require any additional nights booked in the hotel. 50% of the rooms have been reserved from Thursday 16th until Sunday 19th and 50 % from Thursday 16th until Saturday 18th March. It was also advised that the Chair plans to conclude the Agenda at 4pm on the 18th March 2016 to allow Trustees to get a flight home that evening (if available).</p>		<p>Who: BoT What: send request for additional night in Hotel to Secretariat When: 5 November 2016</p>
	<p>Date & time of next meeting – 21 November 2016 at 1200 GMT to be confirmed</p> <p>Evaluation will be carried out by Per Vandvik</p>		

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