

## Minutes

<p><b>Meeting title:</b> Board Meeting  <b>Location:</b> Teleconference  <b>Date and time:</b> 11 January 2017, 1100 – 1230 GMT  <b>Recorded:</b> Yes  <b>Chair:</b> Duncan Service (Chair) (11.37)  <b>Present:</b> Iain Grimmond (Treasurer), Sue Huckson (Vice Chair) (11.10), Ina Kopp (11.23), Stephanie Chang, Sonja Kersten, Sophie Blanchard, Gillian Leng, Per Vandvik (11.15-12.00), Elaine Harrow (Executive Officer) (11.06)  <b>Apologies:</b> Amir Qaseem, Lubna Al-Ansary, Craig Robbins  <b>Absent:</b> Holger Schünemann  <b>Minutes by:</b> Anne Docherty  <b>Evaluation by:</b> Per Vandvik</p>			
Agenda item	Topic and discussion	Decisions	Action
1	<p><b>Chair’s opening remarks</b></p> <p>There was a mix up with the time of the meeting as it had been rescheduled to one hour earlier than planned, therefore some of the participants were late in arriving.</p> <p>The Vice-chair welcomed everyone to the meeting.</p>		
a)	<p><b>Declarations of Interests</b></p> <p>The Vice -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> <p>None were declared</p>	This is an ongoing agenda item.	None required
b)	<p><b>Board Minutes for approval</b></p> <ul style="list-style-type: none"> <li>• 25 October 2016</li> <li>• 21 November 2016</li> </ul>	All approved both sets of Minutes.	<p><b>Who:</b> Secretariat</p> <p><b>What:</b> Upload Minutes to website</p>
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			<b>When:</b> Immediately
c)	<b>Matters arising</b> Outstanding actions covered in Minute.		
2	<p><b>Executive Committee Update</b></p> <p>a) <u>Outstanding Actions (in Dropbox)</u> In the Chair's absence, the Executive Officer provided an overview highlighting that these are the key items, concerning membership and the Products Task Force and that some of the operational items are now closed. Looking for everyone's agreement that these are the key strategic priorities, then the Chair will come back to the key people with the action for these and discuss them individually. This will help us to work out reasonable timescales to ensure that there is commitment to follow through. The Executive Officer asked if there was anything else that the Board would like added or any comments that they would like to make. No comments were forthcoming. The Vice-chair indicated that some of the actions are also covered in the Risk Register.</p> <p>b) <u>EO Report (in Dropbox)</u> The Executive Officer stated that a new member of staff (Allison Smith) will be commencing employment next week. Allison will be working with Jenna over the next few weeks for induction and a hand over of duties as Jenna will be commencing maternity leave next month. Allison will also be introduced to the Manchester team for the Conference as this will be a major part of her work. She has a lot of Marketing and Communication experience so will be able to take a lot of the work around these areas forward. The Executive Officer asked if there are any questions regarding the report.</p>		<p><b>Who:</b> Chair <b>What:</b> Discuss major outstanding actions with owners <b>When:</b> asap</p> <p><b>Who:</b> PV</p>

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	<p>A Trustee asked how the guideline component will be handled for the GES. The GES SciCom Co-chair provided an overview of how the SciCom was set up, there is a SciCom and an Abstracts Committee and a Workshop Committee who will assess all of the Abstracts. One or more G-I-N representatives will take part in these committees. He also advised that the guideline entries will need to strike the right balance and this will be a challenge. There will also be special invited sessions which will include the G-I-N Aid Knowledge Working Group and a group within Cochrane. The Board discussed the process for submitting topics and the SciCom Co-chair advised that this is being worked on by the SciCom and he will feedback to the Board on this. A Trustee suggested that the Conference Committee and Board plan a satellite event that can be under the G-I-N logo. The SciCom Co-chair indicated that he would discuss this with the other Co-chair and take back to other parties.</p> <p>The Executive Officer advised that the GES travel offers will be worked on over the next 2 weeks. She indicated that the main hotel for this conference is the Cullinan, however the Trustees can elect to stay at any of the hotels and submit expenses for this up to the value of a single room at the Cullinan. There is an extensive list of hotels on the GES website, reservations can be made via the list. Feedback regarding this was that the Board should be encouraged to stay at the same hotel but are also free to choose their own hotel.</p> <p>c) <u>Risk Register (in Dropbox)</u> The Vice-chair indicated that she has carried out some work on this and it is ready for discussion and feedback. She highlighted some of the high risk</p>		<p><b>What:</b> Discuss satellite plan with SciCom Co-Chair &amp; other parties <b>When:</b> Immediately</p> <p>It was agreed by the Trustees that they should all be strongly encouraged to stay in the same hotel</p> <p><b>Who:</b> G Leng</p>
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	<p>areas e.g. Membership Survey, the Chair of the Membership Committee advised that he needs help with this. After some discussion, it was agreed that costs are sourced to engage a Market Research company to assist with asking the right questions in order to include non-members as well as members, the Secretariat will administer the survey and analyse the responses from the membership. A proposal will then be drawn up for the mid-term Board meeting. In the longer term it was also agreed that the wider world audience will be surveyed as well.</p> <p>The Vice-chair raised the risk of Staffing and workload and stated that it was agreed by the Executive Committee that they would prioritise the work and that some of the work around ToRs and documentation need to be refined.</p> <p>The Vice-chair raised the risk, Failure to attract/develop additional sources of income with regard to the mitigation. It was agreed that the survey may help with this but in the meantime the Vice-chair will review and amend this item with regard to mitigation. Any further comments should be sent to the Vice-chair.</p>	<p>It was agreed to get cost for hiring a Market Research company to assist with questions for survey and put proposal to Board</p> <p>It was agreed that the Executive Committee will prioritise Secretariat work and ToRs and documentation will be refined.</p>	<p><b>What:</b> send names of Market Research companies to EO <b>When:</b> Immediately</p> <p><b>Who:</b> EO <b>What:</b> Source costs from Market Research companies <b>When:</b> prior to mid-term meeting</p> <p><b>Who:</b> PV &amp; SK <b>What:</b> Offline chat to work on questions <b>When:</b> Immediately</p> <p><b>Who:</b> BoT <b>What:</b> Refine ToRs and documentation work <b>When:</b> Immediately</p>
3	<p><b>Conference Committee Update</b></p> <p>a) <u>Sub-committee Chair Report (in Dropbox)</u></p> <p>The Chair of the Conference committee asked for approval for the following items:</p>		

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	<ul style="list-style-type: none"> <li>• Theme - “Why we do what we do: the purpose and impact of guidelines”</li> <li>• SciCom             <ul style="list-style-type: none"> <li>a) size reduced to 10 members, but establish an additional Abstract Review Committee</li> <li>b) Chair Professor John Kinsella, SIGN &amp; Vice-chair Professor Steve Pilling, NICE</li> </ul> </li> </ul> <p>The BoT Chair suggested asking the G-I-N Working Groups to review abstracts if required. A Trustee suggested assigning a review abstract committee and they should be named on the website. This was to be noted.</p> <p>b) <u>2016 Conference (in Dropbox)</u> <i>Budget at 30 November 2016</i></p> <p>The Executive Officer indicated that she had received the December figures overnight and these are looking good. The pre-conference courses raised c\$10k and the overall surplus for this year is c\$100k and there are very little outstanding expenses still to be deducted from this. These figures will be uploaded to Board Papers in Dropbox. The Chair suggested that when the accounts are finalised, thank you letters can be sent to the hosts. A meeting will be arranged to discuss what made this conference so successful, the initial participants will be EO, DS, IG, GL, however any other interested Trustees can contact the Executive Officer to take part. The Executive Officer indicated that a call with the local hosts and PCO has been arranged next month and that a full conference report will also be available.</p>	<p>All approved the Theme, SciCom size to reduce to 10 and set up an Abstract Review Committee. Chair &amp; Vice Chair of SciCom also approved.</p> <p>It was agreed that a meeting will be held to discuss what made this conference so successful.</p>	<p><b>Who:</b> EO <b>What:</b> Send details of these CC items for approval to absent BoT for information <b>When:</b> Immediately</p> <p><b>Who:</b> CC <b>What:</b> Discuss the process for setting up the additional abstract review committee <b>When:</b> 31/01/17</p> <p><b>Who:</b> EO <b>What:</b> Upload December Conference figures to Dropbox <b>When:</b> Immediately</p> <p><b>Who:</b> Secretariat <b>What:</b> Arrange Telecon to discuss what went well at this conference <b>When:</b> Immediately</p>
4	<b>Finance Committee Update (in Dropbox)</b>		<b>Who:</b> EO/Treasurer

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	<p>The Treasurer indicated that some of the items in this report had already been covered in the EO report. Further information has been received for the Travel Insurance which will be discussed at the Finance Committee next week. A proposal will then be brought to the next meeting of the Board. The Committee require approval for a quorum of 2 for decision making, this was agreed. The Reserves Policy will be updated and taken to the Finance Committee meeting next week and then circulated for Board approval. The Treasurer outlined the new format of the accounts and highlighted the following:</p> <ul style="list-style-type: none"> <li>• Income at the end of month 8 (November) - is ahead</li> <li>• Expenditure – every line bar one is below budget</li> <li>• Forecast based on the Executive Officer’s best estimates of what is going to happen in the last few months of the year shows that expenditure will be very close within a couple of percent of budget. The Conference surplus will make the finances look very positive.</li> </ul> <p>In future an additional narrative sheet will be included with the accounts. Positive feedback was provided with regard to the new format.</p>	<p>All agreed a quorum of 2 for decisions.</p>	<p><b>What:</b> Update finance Committee ToR <b>When:</b> Immediately</p>
<p>5</p>	<p><b>Membership Committee Update (in Dropbox)</b> The BoT Chair indicated that any questions regarding this report should be directed to the Chair of this committee.</p>		
<p>6</p>	<p><b>Partnerships</b></p> <p>a) <u>G-I-N/Cochrane Working Group Update</u> This was discussed by the group and the points will be followed up with the Co-chair of the working group.</p> <p>b) <u>Marketing of Task Exchange to members</u> This item was not discussed, as the co-chair of the WG was not present.</p>		<p><b>Who:</b> BoT <b>What:</b> Follow up with CR <b>When:</b> Immediately</p>

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7	<p><b>AOB</b></p> <p><b>G-I-N Products mini task force - to be carried over to next meeting</b></p> <p>a) <u>Feedback &amp; outline plan</u></p> <p>The Chair stated that he would contact Holger with regard to this item and he will put some suggestions for discussion forward.</p> <p>The Aid Knowledge Board Liaison advised that this Working Group would like to publish a paper in line with G-I-N procedures and asked that the Board review this and provide any comments within 2 weeks.</p>		<p><b>Who:</b> DS</p> <p><b>What:</b> Suggestions for discussion and contact HS</p> <p><b>When:</b> Immediately</p> <p><b>Who:</b> EO</p> <p><b>What:</b> Circulate Aid Knowledge WG paper for comment</p> <p><b>When:</b> Immediately</p>
	<p><b>Date &amp; time of next meeting – 16 February 2017 at 1300 GMT</b></p> <p><b>Evaluation will be carried out by Gillian Leng</b></p>		

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