

**APPROVED**

**Proposed: Pat Bluteau**

**Seconded: Sundari Joseph**



*Centre for the Advancement of  
Interprofessional Education*

**AGM MINUTES  
Friends House, Euston, London**

**Thursday 13<sup>th</sup> June 2019**

**11:00 am**

Present: Hugh Barr, (President), Richard Pitt, Sundari Joseph, Maggie Hutchings, Richard Gray, Carol Haines, Nichola McLarnon, Melissa Owens, Chris Sanders, Sarah Smith, Jayne Frisby, Sharon Buckley, Rachael Kilner, Gabriele Carlomagno Vilanova, Bob Hutchinson, Margaret Lloyd, Johanne Barry, Caoimhe Cooke, Sanjiv Ahluwalia, Octavia Wiseman, Emma Beal

Apologies: Pat Bluteau, Lesley Diack, Veronica O'Carroll, Cornelia Mahler, Jenny Ford, Liz Anderson, Laura Chalmers, Andreas Xyrichis, Dawne Gurbutt, Alison Machin

**1. WELCOME**

Richard Pitt welcomed everyone to the CAIPE AGM 2019 and gave a review of the 2018 – 2019 year.

**2. CHAIR'S REVIEW**

- 2.1 RP said that the CAIPE Board have been very active and busy this year. He said that two years into his term of office his visions for CAIPE continue to progress and go forward.
- 2.2 Communications with our membership have improved especially with social media. Our monthly Twitterchat discussion, run by our Student Working Group, has been successful and brings in many members and non-members each month and many re-tweets. Many themes have been explored over the year.
- 2.3 Our monthly Newsletter continues to improve but we need stories and innovations from our members to promote and share. In January we began adding a guest editorial from our board members. RP said that we would be happy to consider member entries for editorials. He welcomed Ad Hamilton to the newsletter

## APPROVED

Proposed: Pat Bluteau

Seconded: Sundari Joseph

team who has joined to help with proof reading and layout of the newsletter.

2.4 Our efforts to improve transparency and accountability has given us an opportunity to convert to a Charitable Incorporated Organisation (CIO) with the Charity Commission. We have submitted this following Association Model and are waiting to receive confirmation of the conversion date. RP confirmed that we did not offer places on the CAIPE Board this year due to the changeover to a CIO. Sarah Smith explained how the CIO works and how it will help for CAIPE to convert to this. We will not be required to submit out accounts to Companies House. In future they will only be filed at the Charity Commission.

2.5 Membership numbers as at 31<sup>st</sup> March 2019 (previous year's numbers in brackets):

Student:	96 (132)
Service User:	13 (21)
Individual:	86 (81)
Corporate:	36 (29)

This year we have welcomed the following new corporate members:

Aston University  
University of Northampton  
Eastern Health (Australia)

Student and service user numbers have dropped but RP explained that this might be because we now offer sponsored logins to corporate members so that staff, students and service users can use this instead of joining separately. However, RP stated that we need to continue promoting CAIPE and increasing membership in all categories.

Corporate members have increased and we continue to promote and encourage more corporate members.

2.6 Working Groups have been developed and each board member is part of a working group. The Awards Group is a new group which looks at all awards eg John Horder and bursaries for attending conferences. We supported individual and student members to attend ATBH IX in New Zealand. The Student group is working well and hard to promote CAIPE. James Wade and Laura Park (Northumbria University) have continued to promote CAIPE in the North East at a conference and Stephen Garvey and Gabriele Carlomagno Vilanova have continued to work hard on the Twitter Chats. The Workshop Working Group have developed a selection of

## **APPROVED**

**Proposed: Pat Bluteau**

**Seconded: Sundari Joseph**

workshops that CAIPE can offer and are now on offer on the website to book. The first workshop has been booked by Newcastle University and will take place in July 2019.

- 2.7 The Corporate Forums took place in Birmingham, hosted by the University of Birmingham and Birmingham City University. In March the forum was held at the University of Nottingham. Thanks were given to both for hosting these excellent events.
- 2.8 Education Inter-Regulatory group meetings are held twice yearly and the Health Care Professions' Education Leads Group meet quarterly. RP as Chair normally attends these meetings.
- 2.9 The Publications Working Group have been busy and RP welcomed Grace McInnes from Routledge Publications who is the Senior Editor for Health and Social Care and contact for the CAIPE/Routledge Collaborative Practice series publications. They published 'Collaborative Practice in Critical Care Settings' in September 2018. In August this year the fourth book 'Collaborative Practice in Primary Care' will be published. Another benefit for members is that we will work with Grace to link our publications on our website to Routledge with a discount code. HB announced that this year the Away Day will discuss possible titles for the next series of publications. RP also congratulated Andreas Xyrichis (board Member) on his appointment as Editor in Chief of the Journal of Interprofessional Care.
- 2.10 The International Liaison Group has updated their web page. They are now offering a visit itinerary planning service for overseas visitors, charging £100 to organise this. RP announced that Sundari Joseph has completed her time as secretariat for Interprofessional.global, a rebranding of the WCC after ATBHIX. Nine networks are now part of this growing group. ATBHIX in 2020 has been awarded to Qatar University, Doha 24-27 October 2020.
- 2.11 CAIPE were commissioned to provide workshops for HEE South and these workshops are now taking place with more to come. This project was shared with HEE Midlands and East and workshops have taken place in this area too.
- 2.12 NAEP and ASPIH links continue and the Knowledge Partnership agreement has been signed with the International Foundation for Integrated Care. We have cordial relationships with Irish Interdisciplinary Forum for Healthcare, World Interdisciplinary Forum for Healthcare and International Network for Health Workforce Education.

## **APPROVED**

**Proposed: Pat Bluteau**

**Seconded: Sundari Joseph**

- 2.13 Attendance at Westminster Health Forum Keynote seminars have been attended and we will continue to encourage attendance at these. The Away Day took place in July 2018 at Bournemouth University and discussed 'Extending CAIPE's Reach'.
- 2.14 ATBHIX in New Zealand was engaging and a good networking opportunity. RP said it was a very positive event and well represented by CAIPE. RP provided a Tribute to Scott Reeves on the second day of the conference.
- 2.15 The Values Based Interprofessional Education and Practice Network continues to evolve under the leadership of CAIPE Fellow Richard Gray and will be holding its third. Workshop this October.
- 2.16 The Chair's Event in November promoted 'Communicating IPE in a Digitalised World' and showcased the digital stories produced by CAIPE and Pilgrim Projects. The keynote talk was given by James Munro of Care Opinion.
- 2.17 RP announced that Kate Parkin and Jenny Ford have resigned from their CAIPE board positions. He thanked them both for their hard work over many years on the board. Next year we will offer three board places.

### **3. THE AGM**

#### **3.1 Apologies for Absence.**

Pat Bluteau, Lesley Diack, Veronica O'Carroll, Cornelia Mahler, Jenny Ford, Liz Anderson, Laura Chalmers, Andreas Xyrichis, Dawne Gurbutt, Alison Machin.

#### **3.2 Minutes of the AGM held on 14<sup>th</sup> June 2018**

The minutes of the previous AGM held on the 14<sup>th</sup> June 2018 were accepted as a true and accurate record.

Proposed: Melissa Owens  
Seconded: Sharon Buckley

#### **3.3 Matters Arising**

EIPEN has renewed its constitution and have advised that CAIPE cannot be a member due to the UK leaving the EU. We have recognised and accepted their decision and have requested to be an affiliated group. RP will follow this up.

## **APPROVED**

**Proposed: Pat Bluteau**

**Seconded: Sundari Joseph**

### **3.5 Annual Report and Accounts**

Sarah Smith, Independent Finance Examiner, explained her role and talked through the annual report and accounts for 2018-2019. Overall, she was happy that CAIPE has complied with the necessary accounting requirements for a charity and she commends the account. She suggested that we continue our efforts to grow our membership to keep funds coming in now that the legacy fund is being used.

Richard Pitt thanked Sarah for her work on the accounts.

The accounts were accepted.

Proposed: Chris Sanders

Seconded: Sundari Joseph

Richard Pitt proposed that Sarah Smith be re-appointed to the role of CAIPE's Independent Finance Advisor for the forthcoming year, 2019 - 2020. The meeting agreed.

Proposed: Richard Pitt

Seconded: Hugh Barr

### **3.6 Any Other Business**

RP noted the thanks to all Board members and CAIPE Fellows for their continued hard work as mentioned in the report.

There was no other business to discuss. The AGM was closed at 12.05 pm.

## **4. CLOSING REMARKS**

- 4.1 The John Horder Award 2019 followed this year's AGM. Hugh Barr, CAIPE President welcomed attendees to the event. Hugh provided an insight and personal tribute to the man behind the John Horder Award, some of which is included in the CAIPE AGM Report and Accounts. A very well received key note presentation, "Collaboration in General Practice- a personal perspective" was given by Dr Sanjiv Ahluwalia, Postgraduate Medical Dean at Health Education England North Central and East London and General Medical Practitioner. Presentations of The John Horder Award for team and student winners of 2018 and 2019 were also given.
- 4.2 Following the keynote presentations the Chair thanked everyone for attending and officially closed the meeting 3.45 at pm.

**APPROVED**

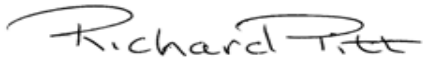
**Proposed: Pat Bluteau**

**Seconded: Sundari Joseph**

**APPROVAL:**

These minutes were approved at the Annual General Meeting held on Thursday 25<sup>th</sup> June 2020.

Signed:

A handwritten signature in black ink that reads "Richard Pitt". The signature is written in a cursive style with a large initial 'R'.

Richard Pitt  
CAIPE CHAIR