



Centre for the Advancement of  
Interprofessional Education

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

**Thursday 14<sup>th</sup> June 2018**

**11:00 am**

Present: Hugh Barr, (President), Richard Pitt, Sundari Joseph, Maggie Hutchings, Pat Bluteau, Juanjo Beunza, Laura Chalmers, Yvonne Clark, Heather Donald, Jenny Ford, Richard Gray, Dawne Gurbutt, Carol Haines, Marion Helme, Elizabeth Howkins, Kirsty Hyndes, Jae Hargan, Susanne Lindqvist, Helena Low, Dawn McBean, Nichola McLarnon, Melissa Owens, Laura Park, Suzy Plows, Chris Sanders, Bongsi Sibanda, James Wade, Julia Wassell, Andreas Xyrichis, Emma Smith, Sarah Temple-Smith, Emma Beal

Apologies: Alison Machin, Linda Eyre, Stephen Garvey, Veronica O'Carroll, Chris Essen, Carol Dicken, Liz Anderson, Jayne Frisby, Kate Parkin, Heloise Agrelli, Kenny Gibson, Laura Sherlock and Marion Huber

### **1. WELCOME & TRIBUTE TO PROFESSOR SCOTT REEVES**

Hugh Barr welcomed everyone to the CAIPE AGM for 2018. The dominating news for CAIPE came on the 3<sup>rd</sup> May 2018 when we were told of the sad loss of Professor Scott Reeves. Hugh gave a special tribute to Scott and a moment of silence was observed for guests to reflect and remember him.

### **2. CHAIR'S REVIEW**

The Chair gave a review of the year for CAIPE.

- 2.1 It has been an active year for CAIPE and there were many people to thank for their hard work on various activities for CAIPE. Richard Pitt reflected on the last AGM when he took over as Chair and committed to continue with transparency and accountability.
- 2.2 He said that the website has been fundamental in the expansion of CAIPE. Craven Digital, our web provider, supplies reports for board meetings and these demonstrate an increase in traffic to the

website particularly from overseas since our new site was launched. An immense amount of work has been done in setting up and maintaining the website and he thanked Debbie Holmes, Web Manager and Emma Beal, Admin Assistant for their hard work on the website.

- 2.3 The E-newsletter continues to improve, and Richard asked members to share their activities with us to include in the newsletter. Any suggestions for improvement would be welcome.
- 2.4 Richard reported that CAIPE board members are looking at changing CAIPE to a Charity Incorporated Organisation (CIO). This will mean that we only have to register with the Charities Commission and not companies house. It would make the accounts easier and reduce paperwork.
- 2.5 Membership fees have remained the same as last year and will be reviewed at the first Exec Group meeting each year in January.

Membership numbers as at 31<sup>st</sup> March 2018 (previous year's numbers in brackets):

Student:	132 (186)
Service User:	21 (10)
Individual:	81 (57)
Corporate:	29 (30)

This year we have welcomed the following new corporate members:

University of Dundee  
Kingston University and St George's University of London  
Staffordshire University  
Newcastle University  
Hochschule for Gesundheit  
Canterbury Christ Church University  
Oslo and Askershus University College of Applied Sciences  
University of St Andrews

- 2.6 Thanks were given to the student group for supporting conferences. James Wade, Senior Lecturer, Northumbria University spoke of his experience and promotion of CAIPE at a combined IPE Conference with University of Newcastle and Northumbria University.
- 2.7 The John Horder Lecture last year took place in June on a hot and sunny day in London. Linda Eyre won the individual award and the team award was won by Saffron CEPN Foxes Group (Community Education Provider Network).
- 2.8 The EIPEN Conference was held in Lausanne, Switzerland in September and CAIPE supported two student members to attend.

- 2.9 CAIPE Corporate Forums were held at the University of Salford in October 2017 and Glasgow Caledonian University in March 2018. Thank you to both for hosting these forums and providing excellent programmes.
- 2.10 Hugh Barr leads the Routledge Publications Working Group and he confirmed that Scott Reeves had signed off as Lead Editor for the books before he passed away and this will be a lasting legacy of his work with CAIPE. Richard thanked the Publications Group.
- 2.11 In December the Chair's Event was replaced by a celebration of CAIPE's 30<sup>th</sup> Anniversary. Michael Carmi who was one of the founder members of CAIPE attended to tell the story of CAIPE and its beginnings. Thanks to Marion Helme, Elizabeth Howkins and Helena Low who did a great job of formulating the history of CAIPE. Helena, Marion and Hugh have agreed to continue working on the history and will capture the paper copies of the historical documents. Over 40 guests attended and many were international guests.
- 2.12 At the anniversary celebration the CAIPE Fellows created a presentation of CAIPE's Focus. Richard thanked Susanne Lindqvist, Liz Anderson and Lesley Diack for their work on this presentation.
- 2.13 The CAIPE 2013 publication 'Introducing IPE' has been translated into Spanish and Portuguese. Richard was invited to launch the publications to the 2<sup>nd</sup> Regional Technical Meeting of Interprofessional Education in Health: Improving the capacity of human resources to achieve universal health" organised by the Pan American Health Organization the Health / World Health Organization (PAHO / WHO), and the Brazilian Ministry of Health, with the participation of representatives of the health and education ministries of the countries of the Region in Brasilia, Brazil.
- 2.14 Richard said that we are working hard on International developments and the Indonesia network are interested in developing their network further with the help of CAIPE. Sundari Joseph has continued to act as secretariat for the WCC with Shobi Nagraj and Richard. Shobi has now resigned from the board and Richard thanked her for her input and help. Thanks to Sundari for her hard work and diplomacy in co-ordinating with the WCC.
- 2.15 The Policy Review Group have had a busy year. Policy reviews have been reviewed and fed back throughout the year. Thank you to Chris Sanders for leading the policy group.
- 2.16 Following 2016 ATBHVIII, under the leadership of Richard Gray, CAIPE has been part of a group that has achieved setting up a Values Based Interprofessional Education and Practice Network. Richard Pitt thanked Richard for his hard work on this.

- 2.17 We have supported members attending Westminster Health Forums throughout the year. Richard Pitt confirmed that he, along with his vice chairs, review the forums on offer and seek out the appropriate person to attend and support them financially through CAIPE.
- 2.18 RP reported that following the funding from HEE South to undertake an IPE project we now have additional funding from HEE Midlands and East to undertake pilot projects in collaboration with Coventry University in this region.
- 2.19 Digital Stories have been created using funds from ATBHVIII. Richard Gray and Elizabeth Howkins led this. Nine members were funded, and we now have nine completed digital stories. They will be available on our website and will be shown at the Chair's Event.
- 2.20 Richard closed his presentation by thanking all of the board members for their hard work, help and commitment. He welcomed the new board members. He gave particular thanks to Hugh for his help and expertise and said he has learned so much from him. He thanked the board members who are leaving, Amanda Squires, Shobi Nagraj and Marion Helme. He gave a special thanks to Marion for her long service to CAIPE and IPE. He thanked Pat Bluteau for taking up the role of treasurer and for the work she has done with Emma to streamline the accounting system. He thanked Maggie Hutchings and Sundari Joseph for their invaluable work as Vice Chairs and thanked Richard Gray for his help over the past year for the transitional period of their Chairmanships.

### **3. THE AGM**

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

Apologies were received from Alison Machin, Linda Eyre, Stephen Garvey, Veronica O'Carroll, Chris Essen, Carol Dicken, Liz Anderson, Jayne Frisby, Kate Parkin Heloise Agreli, Kenny Gibson, Laura Sherlock and Marion Huber.

#### **3.2 Minutes of the AGM held on 15<sup>th</sup> June 2017**

The minutes of the previous AGM held on the 15<sup>th</sup> June 2017 were accepted as a true and accurate record.

Proposed: Sundari Joseph  
Seconded: Maggie Hutchings

#### **3.3 Matters Arising**

There were no matters arising from previous minutes.

#### **3.4 Board Elections**

Following an unprecedented number of 10 new board members positions available and 25 nominations, Richard thanked Emma Beal for organising the voting process. A new system was used using Survey Monkey and it had worked well for voting for board places. Richard said that the board would review the board members voting process and policies in the following year.

Richard was pleased to announce the following members have been elected for the next three years:

Chris Essen, University of Central Lancashire  
Juanjo Beunza, European University of Madrid  
Dawne Gurbutt, University of Central Lancashire  
Laura Chalmers, Robert Gordon University  
Sharon Buckley, University of Birmingham  
Emma Smith, Service User  
Stephen Garvey, Coventry University  
Andreas Xyrichis, King's College London  
Veronica O'Carroll, University of St Andrews  
Jenny Ford

Special thanks were given to Ann Ewens, CAIPE Company Secretary who works hard behind the scenes ensuring CAIPE adheres to governance. Elizabeth Howkins asked if we could thank Ann for her hard work formally from CAIPE and Richard agreed to organise this.

There were 15 unsuccessful nominees and they have all been offered the opportunity to join working groups. Of these 12 have accepted.

Richard Gray and Dawne Gurbutt have been awarded CAIPE Honorary Fellowship.

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

Sarah Temple-Smith, Independent Finance Examiner, explained her role and talked through the annual report and accounts for 2017-2018. Overall, she was happy that CAIPE has complied with the necessary accounting requirements for a charity and that it had been a very good year. There was a deficit this year, but this was planned due to work on the website.

Helena Low asked if the change to a CIO meant that the trustees would hold the same liability? Sarah said it would remain the same and explained how it would work.

Richard thanked Sarah for her work on the accounts.

The accounts were accepted.

Proposed: Sharon Buckley  
Seconded: Andreas Xychiris

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

### **3.6 Any Other Business**

There was no other business to discuss. The AGM was closed at 12.15 pm.

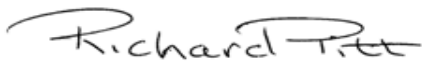
## **4. CLOSING REMARKS**

- 4.1 Keynote presentations were given during the afternoon.
- 4.2 Following the keynote presentations the Chair thanked everyone for attending and officially closed the meeting at 3.45pm.

### **APPROVAL:**

These minutes were approved at the Annual General Meeting held on Thursday 13<sup>th</sup> June 2019.

Signed:



Richard Pitt  
CAIPE CHAIR