



Centre for the Advancement of
Interprofessional Education

AGM MINUTES NCVO, London

Thursday 15th June 2017

11:00 am

Present: Hugh Barr (HB) President, Richard Gray (RG) Chair, Elizabeth Howkins (EH) Treasurer, Sundari Joseph (SJ) Vice Chair, Richard Pitt (RP) Vice Chair, Elizabeth Anderson (EA), Pat Bluteau (PB), Lesley Diack (LD), Jenny Ford (JFo), Jayne Frisby (JFr), Marion Huber (MHub), Maggie Hutchings (MHut), Susanne Lindqvist (SL), Helena Low (HL), Shobhana Nagraj (SN), Sarah Smith (SSm), Milika Matiti (MM), Pip Hardy (PH), Kate Parkin (KP), Marion Helme (MHe), Amira Chaudhry (AC), Heather Alexander (HA), Laura Chalmers (LC), Karin Crawford (KC), Ruther Edwards (RE), Alla El-Awaisi (AEA), Linda Eyre (LE), Marion Helme (MHe), Rick Iedema (RI), Harun Juwale (HJ), Joanne Keeling (JK), Neena Lakhani (NL), Melissa Owens (MO), Diana Pinho (DP), Anthea Pryde (AP), Chris Sanders (CS), Laura Sherlock (LS), Ann Urmston (AU), Ali Yildirim (AY), Amanda Squire (AS), Juanjo Beunza (JB), Debbie Holmes (DH), Emma Beal (EB)

Apologies: Ann Ewens, Veronica O'Carroll, Emma Smith, Scott Reeves, Nichola McLarnon, Ivan Birch

1. WELCOME

Hugh Barr, CAIPE President, opened the meeting by welcoming everyone and thanking them for attending. He welcomed overseas guests thanking them for travelling so far to be with us. He commented that he was particularly pleased to see such a large number of attendees with many attending their first CAIPE AGM.

2. CHAIR'S REVIEW

2.1 RG thanked everyone for attending and began his final review as CAIPE Chair. Talking about the improvement in communication with

the new web site and integration with social media. He thanked the Promotion Group for their work and RP, EB and DH for their work to get the new website up and running.

- 2.2 RG said that he anticipated that membership fees would remain the same. Numbers have increased across all levels and currently stood as follows:

Student:	186
Individual:	57
Corporate:	30
Service Users:	10

He welcomed new corporate members, University of Central Lancashire, Eastern Health Organisation (Australia), Brighton & Sussex NHS Library.

RG thanked Emma Beal for her work co-ordinating CAIPE membership.

- 2.3 RG said that the student membership is the jewel in the CAIPE crown. CAIPE has been able to fund students attending various conferences. Two were given bursaries for ATBH VIII, places given for the West Sussex Student Conference and SCSN in Scotland. This year two students will attend EIPEN conference in Lausanne. The student committee represented CAIPE at the Newcastle and West Sussex conferences.
- 2.4 The Student Committee has welcomed new members. Anna Dawson, Philip Wyatt, Gabriele Carlomagno Vilanova, Hussain Bux, Anthea Pryde, Farah Siddiqui and Patrick Ballesteros. They will join Krisztina Barbara Szanto, Stephen Garvey and Issac Lim who will continue in their second term on the Student Committee. RG thanked Linda Eyre who has finished her term on the committee. He also thanked Jenny Ford, Pat Bluteau and Veronica O'Carroll for their hard work running the student committee task group.
- 2.5 RG advised that a new Service User Group has been set up and two members, Emma Smith and Laura Sherlock, have been co-opted to the CAIPE board to represent them.
- 2.6 CAIPE Corporate Forums continue to be popular. The forum scheduled for September 2016 was replaced with a post-conference meeting at ATBH VIII in Oxford. The forum in March took place at the University of Lincoln and was very well attended. RG thanked RP and SJ for their work in organising the forums and thanked the University of Lincoln for hosting the forum in March and organising a good and well received day.

- 2.7 A major achievement for CAIPE was ATBH VIII held in Oxford in September 2016. Jointly organised with Oxford Brookes University and the University of Oxford, it exceeded all expectations of attendance and was a huge success. RG thanked Elizabeth Howkins and Helena Low for their work on the organising committee and Sundari Joseph for her work organising the Student Health Care Team Challenge. He was proud of the work done by the organising committee that he was Chair of. ATBH IX will take place in September 2018 in Auckland, New Zealand.
- 2.8 Consultations responded to by the Policy & Consultation Task Group led by Jayne Frisby, Kate Parkin and Shobi Nagraj. RG informed the following consultation responses:
- October 2016 GMC Standards for Postgraduate Curricula and Regulated Credentials; November 2016 HCPC Standard of education and training and supporting guidance – led by Hugh Barr; January 2017 HCPC Consultation on revised guidance on confidentiality; January 2017 HCPC Consultation on revised guidance on continuing professional development; There is currently ongoing work taking place with regards usability testing of the new NMC Education Framework.
- 2.9 Routledge have published two more books for CAIPE with four more to follow.
- 2.10 Shobi Nagraj is the lead of the Research Task Group. Veronica O’Carroll and Karin Crawford have joined the group and will ensure the development of the research page of the website.
- 2.11 RG confirmed that CAIPE has agreed to provide secretariat support to the WCC for a further two years. He welcomed Marion Huber and Juanjo Beunza as co-opted members to the CAIPE board as overseas member reps.
- 2.12 RG closed his review of the year by thanking board members for their hard work. RG thanked Hugh Barr for his unique experience and expertise who is always there to help. RG said that he had learnt so much from him. He then thanked Elizabeth Howkins for her hard work as Treasurer and previously as CAIPE Chair; Sundari Joseph for her practical and common sense approach; Jenny Ford for her creativity and attention to detail; and finally to Richard Pitt who he had worked closely with during the handover period and was impressed with his energy, enthusiasm and networking abilities.

3. THE AGM

3.1 Apologies for Absence.

Apologies were received from Ann Ewens, Veronica O'Carroll, Emma Smith, Scott Reeves, Nichola McLarnon and Ivan Birch.

3.2 Minutes of the AGM held on 18th June 2015

The minutes of the previous AGM held on the 16th June 2016 were accepted as a true and accurate record.

Proposed: Liz Anderson

Seconded: Sundari Joseph

3.3 Matters Arising

There were no matters arising from previous minutes.

3.4 Board Elections

An election of new board members with four places available. The following members were elected for 2017.

Kate Parkin, Chris Sanders, Nichola McLarnon and Linda Eyre.

RG congratulated them on their election in what had been a difficult vote with a number of very good candidates to choose from. He thanked the members who were not elected for putting themselves forward and encouraged them to apply again in the future as they were all good candidates.

RG thanked the outgoing members, Jayne Frisby, Ivan Birch, Elizabeth Howkins and Maggie Hutchings for their work on the CAIPE board. RG valued all the work they had put into CAIPE over their terms in office and he hoped all would continue to support CAIPE events in the future.

RG thanked Ann Ewens, CAIPE Secretary for her work behind the scenes. He congratulated her on her appointment as Dean at the University of Staffordshire.

RG thanked Elizabeth Howkins for her work as CAIPE Treasurer commending her on her work with the CAIPE and ATBH accounts. He announced that Pat Bluteau will be the new CAIPE Treasurer and thanked her for accepting the role.

RG announced that Scott Reeves has been appointed as a CAIPE Honorary Fellow.

3.5 Annual Report and Accounts

Sarah Temple-Smith, Independent Finance Examiner, explained her role and talked through the annual report and accounts for 2016-2017. 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. RG thanked Sarah for her work on the accounts.

The accounts were accepted.

Proposed: Helena Low
Seconded: Richard Pitt

RG 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 Handover to the New Chair

3.6.1 RG formerly handed over his role of Chair of CAIPE to the new Chair, Richard Pitt. RP thanked Richard Gray and Elizabeth Howkins for their superb work over their terms as CAIPE Chair and Treasurer and congratulated them for the excellent foundation they had set for future CAIPE Chairs and board members to build upon.

3.6.2 RP said that he had asked Maggie Hutchings to be Vice Chair of CAIPE along with the current Vice Chair, Sundari Joseph. He thanked Maggie for accepting the post and said that he looked forward to working with her.

3.6.3 RP said that RG had left a good Board structure and had promoted transparency of the work of the board. He said that he will continue to promote this during his term as Chair.

3.6.4 He said that he plans to launch a 5 year strategy for CAIPE.

3.6.5 The website will continue to be evaluated and updated. He said that he was happy with the progress made so far with the new website.

3.6.6 RP confirmed he will continue to look at funding and particularly to promote more CAIPE workshops.

3.6.7 RP said that he felt it was time to start working with Social Workers, Police, the Justice system etc and he intended to begin work in these fields.

3.6.8 RP advised that CAIPE celebrates its 30th Anniversary in 2017 and the intention is to hold a celebration reception in December at King's College London. Details will be circulated in the near future.

3.7 Any Other Business

3.7.1 RP invited HB to make a special presentation to Richard Gray and Elizabeth Howkins to thank them for their hard work and support of CAIPE.

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

4. CLOSING REMARKS

4.1 Key note presentations were given during the afternoon.

4.2 Following the key note presentations RP thanked everyone for attending and officially closed the meeting at 3.30 pm.