



Centre for the Advancement of  
Interprofessional Education

# **CAIPE Annual General Meeting Minutes of Meeting held virtually via Zoom on Thursday 25<sup>th</sup> June 2020**

## **11:00 am**

Present: Richard Pitt, Sundari Joseph, Maggie Hutchings, Pat Bluteau, Sarah Smith, Richard Gray, Margaret McAdam, Susanne Lindqvist, Sharon Buckley, Lesley Diack, Laura Chalmers, Veronica O'Carroll, Dawne Gurbutt, Liz Anderson, Chris Essen, Nichola McLarnon, Robin Lansman, Gabriele Carlomagno Vilanova, Helena Lowe, Alison James, Doina Gherghel, Alison Machin, Melissa Owens, Chris Sanders, Vicki Tully, Rachel Mulholland, Vikki Park, Noreen O'Leary, Hester Smeets, Amira Chaudhury, Marion Helme, Alison Power, Emma Pope, Suzy Plows, Emma Beal

Apologies: Hugh Barr, Andreas Xyrichis, Mark Brennan

### **1. WELCOME**

Richard Pitt welcomed everyone to the CAIPE AGM 2020, the first ever virtual AGM. This is permitted in accordance with CAIPE CIO Constitution and Charity Commission advise on holding meetings during the current COVID19 Pandemic. Voting can also take place and records kept.

RP provided a review of the 2019 – 2020 year.

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

2.1 RP updated on the progress made with the CAIPE website. He said that the site has been developed throughout the year and much hard work has been undertaken in updating and changing pages. He said that all Tweets using @CAIPEUK will now go straight to the news feed on the webpage. A new COVID-19 page was set up when the lockdown began and also a Research Registry, organised by Andreas Xyrichis. Many thanks to Emma Beal for maintaining and developing this work.

2.2 RP said that the monthly Newsletter needs more engagement from members. He encouraged everyone to submit items to him and EB

for entry to future Newsletters and encouraged everyone to read them each month and share with colleagues.

- 2.3 RP was pleased to announce that after submitting our application to become a CIO (Charity Incorporated Organisation) on the 5<sup>th</sup> June 2019, was approved on the 20<sup>th</sup> May 2020. He reported that it had been a long process and was a great achievement to finally complete the conversion. CAIPE now has a new constitution as a result of this change and this can be viewed on our website in the About Us section.
- 2.4 RP gave an update on membership numbers since the last AGM. He said he was pleased that Corporate member sponsored logins have increased and are being used by our members. He encouraged all Corporate members to use this system for their staff, service users and carers and students as it is a benefit of their membership. He said that further Corporate membership benefits need to be developed as spending from Higher education Institutions may be a major issue this year following the COVID-19 crisis. Individual Member numbers have dropped due to an issue with the membership system which has now been resolved.

Membership numbers as at 31<sup>st</sup> March 2020 (previous year's numbers in brackets):

Student:	128 (96)
Service User:	14 (13)
Individual:	70 (86)
Corporate:	34 (36)

This year we have welcomed the following new corporate members:

Cumbria University  
Dundee University  
Sheffield Hallam University

- 2.5 CAIPE has renewed its journal affiliation agreement with Taylor & Francis for the Journal of Interprofessional Care until December 2024. This agreement is reviewed every 5 years and this year new sponsorship deals for the John Horder Award and Scott Reeves All Together Better Health (ATBH) Award were also agreed. The Journal is also now promoting as the official journal of CAIPE. Taylor & Francis have produced a pull up banner to display at CAIPE events.
- 2.6 CAIPE and Interprofessional.Global have continued to collaborate and RP has attended many meetings and working groups on CAIPE's behalf. IPG support ATBHX and a new flyer for the 2021 conference is now available, having been postponed due to COVID-

19. RP reported that InterprofessionalResearch.Global (IPR.G have announced prestigious Research Awards named after three incredible World-renowned Interprofessional Education and Collaborative Practice (IPECP) Leaders one being our President, Hugh Barr.
- 2.7 RP talked through the list of CAIPE Working Groups that can be joined by CAIPE members. He thanked all members for their work in the groups through the year. He reported that the Publications Working Group have had their fourth publication in the Collaborative Practice series with Routledge published this year. He said that the Research Group has continued working on developing a research proposal to review IPE in the UK and is hoping to gain funding for this. Workshops and Consultancy held two workshops for Newcastle University and the University of Worcester. Sundari Joseph and Lesley Diack have now produced a format to deliver the workshops virtually via Zoom. All Working Group members are greatly thanked for their continued contribution to CAIPE.
- 2.8 RP reviewed the current CAIPE organisation chart and informed the meeting that he intends to stand down as Chair at the next AGM in 2021. Details of the process to select a new Chair will be sent to members in the very near future. The new Chair will select new vice chairs. A new treasurer will also be appointed in the coming year to take up term of office from the next AGM. RP thanked Maggie Hutchings and Sundari Joseph for supporting and guiding him through his term as Chair and also thanked Pat Bluteau and Emma Beal for their work on the CAIPE accounts.
- 2.9 CAIPE Regional Forums were held in September at Robert Gordon University in Aberdeen and in March at the University of East Anglia in Norwich. RP said that he would like to improve on capturing presentations from the forums more efficiently to make them available to members on the website with a report of each event. The Regional Forum in Norwich took place just before lockdown. Thanks to Laura Chalmers at RGU and Susanne Lindqvist at UEA for hosting the forums and providing excellent and insightful presentations from keynote speakers, students and service users and carers.
- 2.10 CAIPE Honorary Fellows are currently working on submitting various research bids in relation to Interprofessional Collaborative Leadership. They are also promoting the work of CAIPE as keynote speakers at events and as workshop facilitators. The Honorary Fellows are working on reviewing the CAIPE Policy and term of office for a CAIPE Honorary Fellow. Currently they serve 5 years but it can take time from submitting funding bids and research proposals to fruition of final completion of projects. It is considered

that there may need to be opportunity to extend the term of office to help with continuity.

- 2.11 RP has made links with various UK organisations and represents CAIPE at various groups. He talked through the various meetings he has attended (see Annual Accounts & Trustee Report for more detail)
- 2.12 The CAIPE Away Day was held at the University of Central Lancashire (UCLAN) in Preston with potential themes for publications as the main discussion. RP thanked Dawn Gurbutt for hosting the Away Day at UCLAN.
- 2.13 The CAIPE Symposium was very well attended in November with a very popular theme of 'Into Research'. Presentations and posters were well received from the research students who attended.
- 2.14 The King's CAIPE Conference was due to take place in June 2020 but, as with many events, it had to be postponed until June 2021. RP explained the idea for the theme of the conference and how it would be run and said that more information would be available very soon as the organising group resumes work on planning the event.

RP thanked the CAIPE Board and all members for their valued support and contributions throughout the year.

### **3. THE Formal CAIPE Annual General Meeting**

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

Apologies for absence was received from Hugh Barr, Andreas Xyrichis and Mark Brennan.

#### **3.2 Minutes of the AGM held on 13<sup>th</sup> June 2019**

The minutes of the previous AGM held on the 13<sup>th</sup> June 2019 were accepted as a true and accurate record.

Proposed: Pat Bluteau  
Seconded: Sundari Joseph

#### **3.3 Matters Arising**

There were no matters arising.

#### **3.4 Board Election Results**

RP congratulated Amira Chaudhry, Melissa Owens and Emma Pope who have been elected to the CAIPE Board this year. They

introduced themselves and talked about how they plan to support and contribute to CAIPE through their Board membership.

### **3.5 Board Organisation Chart and Working Groups 2020-2021**

The activity of the CAIPE Working Groups were reviewed in the Annual Accounts & Trustee Report. In light of our new CIO Constitution the CAIPE Organisation Chart will require reviewing.

### **3.5 Receive and Approve the Annual Report and Accounts**

Sarah Smith, Independent Finance Examiner, explained her role and talked through the annual report and accounts for 2019-2020. Overall, she was happy that CAIPE has complied with the necessary accounting requirements for a charity and she commends the accounts. Sarah reminded everyone that last year she spoke about moving membership forward to keep the income generating and that this year it has increased. She said that Gift Aid could be reviewed but was expected to be low as only Individual members are able to offer it due to HMRC rules.

Richard Pitt thanked Sarah for her work on the accounts.

Voting took place on the following:

#### **Do you approve the annual financial report for 2019 - 2020?**

Proposed: Alison Machin  
Seconded: Sharon Buckley

The meeting unanimously approved.

#### **Do you agree that CAIPE should appoint Sarah Smith as the Financial Auditor for 2020-2021?**

Proposed: Maggie Hutchings  
Seconded: Nichola McLarnon

The meeting unanimously approved.

#### **Do you agree that CAIPE should change its registered address with the Charity Commission to that of TSA (Oakham) Ltd?**

Proposed: Linda Alexander  
Seconded: Liz Anderson

The meeting unanimously approved.

**CAIPE to engage TSA to submit the annual accounts and trustees report and any new board appointment trustee declarations to the Charity Commission.**

The meeting unanimously approved.

### **3.6 Any Other Business**

There was no other business to discuss.

The AGM was concluded and closed at 12.25 pm.

## **4. CLOSING REMARKS**

RP thanked everyone for attending the AGM via Zoom and said that he was pleased that it had been possible to continue with the meeting this way.

### **APPROVAL:**

These minutes were approved at the Annual General Meeting held on Thursday 29<sup>th</sup> July 2021.

Signed:

Richard Pitt  
CAIPE CHAIR