



**CAIPE Annual General Meeting Minutes of Meeting
Portsmouth Historic Dockyard, Portsmouth
on
Thursday 29th July 2021**

11:00 am

Present: Richard Pitt, Liz Anderson, Sundari Joseph, Maggie Hutchings,
Sharon Buckley, Laura Chalmers, Alison James, Melissa Owens,
Suzy Plows, Andreas Xyrichis, Lisa Tritton, Lisa Hughes, Emma Beal

Via Zoom: Hugh Barr, Sarah Smith, Dawne Gurbutt, Chris Sanders, Angela Lennox

Apologies: Linda Eyre, Richard Gray, Alison Power, Alison Machin, Amira Chaudhry,
Emma Smith, Nichola McLarnon, Susanne Lindqvist

1. WELCOME

Richard Pitt welcomed everyone to the CAIPE AGM 2021, his final AGM as CAIPE Chair. The meeting was held in person at Portsmouth Historic Dockyard and joined by CAIPE Board members via Zoom. This is permitted in accordance with CAIPE CIO Constitution and Charity Commission advice on holding meetings during the current COVID19 Pandemic. Voting can also take place and records kept.

2. CHAIR'S REVIEW

2.1 RP provided a review of the 2020 – 2021 year which is available in the End of Year Accounts for 2021.

2.2 RP informed that membership numbers as at 31st March 2021 (previous year's numbers in brackets) were as follows:

Student:	216 (128)
Service User:	15 (14)
Individual:	86 (70)
Corporate:	33 (34)

This year we have welcomed the following new corporate members:

Wrexham Glydwr University
Edinburgh Napier University

3. THE Formal CAIPE Annual General Meeting

3.1 Apologies for Absence.

Apologies for absence was received from Linda Eyre, Richard Gray, Alison Machin, Amira Chaudhry, Emma Smith, Nichola McLarnon and Susanne Lindqvist

3.2 Minutes of the AGM held on 25th June 2020

The minutes of the previous AGM held on the 25th June 2020 were accepted as a true and accurate record.

Proposed: Melissa Owens
Seconded: Laura Chalmers

3.3 Matters Arising

There were no matters arising.

3.4 Board & Chair Election Results

RP congratulated Liz Anderson and Angela Lennox on their appointment as Co-Chairs of CAIPE. He said that he was very happy to hand over the Chairmanship to two very accomplished and enthusiastic advocates for IPECP.

RP also congratulated Suzy Plows, Alison Power and Vikki Park who were 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.

RP thanked departing Board members Veronica O'Carroll and Dawne Gurbutt. He said their contribution to CAIPE had been amazing and he hoped they would continue to be involved in other capacities with working groups.

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 it was agreed that the CAIPE Organisation Chart will need to be reviewed.

3.6 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 2020-2021. 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 continued work on the accounts.

Voting took place on the following:

Do you approve the annual financial report for 2020 - 2021?

Proposed: Sharon Buckley

Seconded: Liz Anderson

The meeting unanimously approved.

Do you agree that CAIPE should appoint Sarah Smith as the Financial Auditor for 2021-2022?

Proposed: Laura Chalmers

Seconded: Andreas Xyrichis

The meeting unanimously approved.

3.7 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 and said that he was pleased that it had been possible to continue with the meeting both in person and online. He thanked his Vice Chairs, Maggie Hutchings and Sundari Joseph who have supported him share the workload and organised many events for CAIPE. He also thanked EB for her support through the years. He closed the meeting by handing over the Chairmanship of CAIPE to Liz Anderson and Angela Lennox and wished them well in their stewardship of CAIPE for the next four years.

Liz and Angela introduced themselves and said that they were both very excited to work together again as Co-Chairs of CAIPE. They said that they were reflecting on the work of the current team and said they are impressed and felt CAIPE is in a strong position going forward. They thanked RP for his excellent Chairmanship and for leaving CAIPE in a strong position for them to take over.

HB asked everyone to join him in congratulating Richard for four unstinting years as CAIPE's Chair. He said that only those who have done the job fully appreciate the time and commitment demanded and gave his thanks on behalf of everyone involved.

HB said that Richard has been CAIPE's tenth Chair. Each of the previous nine left their indelible imprint. He said that Richard will be remembered for his boundless energy; more than that, energising others, opening doors and creating opportunities, valuing each and every contribution from members of the Board and beyond. Forging alliances with others at home and abroad, building the global interprofessional movement.

He praised RP for the digitalisation of CAIPE just in time before the pandemic hit. Turning tragedy into challenge, Richard saw lock down as an opportunity not only to develop a more streamlined and cost-effective but also a more caring community.

HB said that none of that would have been possible without EB's skill and support, sharing the load and easing the pressure, as Richard is the first to acknowledge. He sent congratulations to both!

APPROVAL:

These minutes were approved at the Annual General Meeting held on Friday 11th November 2022.

Signed:



Liz Anderson
Co Chair



Angela Lennox
Co Chair