

Minutes of CAIPE Board meeting held on Thursday 11th December 2008 at Bradford University

Present

Bryony Lamb (BL) (Chair), Angus MacFayden (AM), Dawn Forman (DF), Melissa Owens (MO), Ann Ewens (AE), Helena Low (HL)

Suzanne Linqvist (SL) joined for teleconferencing

1. Welcome and apologies

Apologies

Marilyn Hammick (MH), Lynn Clouder (LC), Hugh Barr(HB), Charles Campion-Smith(CCS), Liz Anderson(LA), Jill Thistlewaite(JT), Margaret Sills(MS), Siobhan Ni Mhaolrunaigh(SN), Chris Green(CG)

BL welcomed Board members to the meeting and thanked MO for organising the venue and the teleconferencing facilities. The order of the agenda was changed with agreement to allow for discussion of key items (student report, draft business plan and relationships with partners) through teleconference.

Agreed Actions

Action	Who Responsible
Copy of CS signed confidentiality agreement to AE for files	BL
Meeting to be arranged with Informa regarding on-line access and outstanding invoice	BL
Arrange date for CS and BL to visit TP at Oxford Brookes	BL
Review payment of travel expenses before AGM	Board Members
Send details of National Academy for Higher Education in Ireland to MS (outstanding from last meeting)	SN
Put notice on website re easy fundraising and put note in bulletin with web link (outstanding from last meeting)	HL/SN
Invite JT to join MH in searching for Patron for CAIPE	BL
Write to Elizabeth Howkins and Lesley Hughes inviting them as co-opted members to the Board	BL
Consider strategies for business plan related to individual Board Members roles	Board Members
Revisit memorandum of agreement with Tralee	BL
Visit Ireland and explore corporate membership of networks, CAIPE to pay travel expenses	BL
Find correspondence sent to networks for Exec	DF
Liaise with LA and HL about how to take links with networks forward	DF
Ask JT to update Board about Inter-Ed	BL
Send AE student application form	HL
Send out application form to students	Board Members
Find out which Board Members can not attend AGM on 24 th June	BL

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2. Minutes and matters arising from Board meeting 9th October 2008

Action	Who Responsible	Progress
Comments to HB on the HPC Consultation	All	Completed sent in November
HBs report on the Forum held on 30 th September to go into next CAIPE bulletin	SN	Report now in October Bulletin
Clarification need regarding the co-option of students to the Board	BL	Student meeting cancelled further meeting to be arranged and student report on agenda
Process for election of Chair <ul style="list-style-type: none"> • Write alert in relation to applying for position of CAIPE Chair • Send out alert to CAIPE members • HB to send out details of application to members who express interest • Search Committee to short list applicants • Board members to vote in time for March Board meeting 	AE CS and SN HB HB CS	On agenda
Letter to AM and EH thanking them for their expression of interest in role of Chair	BL	Completed
Richard Gray and Sebastian Yuen are interested in undertaking some work for CAIPE – to make contact	BL	Completed BL meeting Sebastian on 8 th January to discuss potential role
Confidentiality agreement needed for non Directors who have access to bank details	AE	Clare Stewart (CS) and Tony Perry (TP) now signed. BL has CS copy, copy to be also given to AE for files
To try and find record of previous payment of £3,300 to Informa in previous minutes	AE	Completed and found. We have now received invoices for £13K from Informa. BL needs a meeting with Informa to discuss delivery of agreed Journal access for members.
2008 accounts to be confirmed with KS and signed off	BL	Completed and submitted to CC and CH. £1,000 now to be paid to Ken Stratton (KS)

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Once 2008 accounts submitted to arrange handover of treasurer	AE/TP	BL and CS to meet with TP at Oxford Brookes before AE and TP arrange handover from KS
Confirm payment by Leicester to LA	CS	Confirmed
College of Radiographers still outstanding needs exploring	DF	Now paid
Where it states on accounts loan from KCL this to be changed to Health Sciences and Practice Subject Centre HS+P.	BL/KS	Now changed
When current account £1000 or more then to transfer to deposit account	BL	BL has transferred £10K into a 30 day account. After paying KS there will be £2,000 in the current account.
It is possible for a charity like CAIPE to have a treasurer's account rather than a business account and charges may be less, needs exploring	BL	To discuss at meeting with TP whether there could be a treasurer account which may lower bank charges
Charity Commission website shows CAIPE has not submitted 2005-6 and 2006-7 reports, to discuss with KS	BL	KS chasing 20005/6 accounts which despite submission are not on the website.
Old CAIPE computer to be wiped and given to charity or hard drive removed and disposed of	CS	CS is using the computers which is good use of them
CS to submit receipts for all expenses including travel	BL	No receipts from CS as yet
Board members to keep receipts of expenses (not travel) if more than £20 to get agreement in advance from BL	BL	Don't forget to submit receipts. To review payment of travel expenses before the AGM
Change registered address of CAIPE to Oxford Brookes University	AE	Oxford Brookes does not allow charities to use them as a registered address. Agreed to change to the office address of AE's husband who is a solicitor – HMG law in Oxford (now completed)
New members joining before January 2009 when renewal due to have these months free	CS	Membership renewal due in January. Still not got everything set up on the website for membership. This is now being developed

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Need up to date list of corporate members and to get them on the website	DF/MO/CS	Updated list of corporate members now on the intranet. Northampton and Teeside yet to confirm
Total number of CAIPE members to be noted at next Board meeting	CS	Number of new members since April = 6 corporate, 20 individual and 40 student
Further discussion on CAIPE Ireland required with SN and CAIPE Exec	BL	On agenda
Letter inviting Marilyn Hammick to undertake work on CAIPE Patrons and Student Forum	BL	Letter sent and MH has accepted
<p>Roles</p> <ul style="list-style-type: none"> • International Liaison • Potential for a research officer role to be considered • Website • Bulletin • Publicity 	<p>LA AM MS (supported by HL and possibly BL) SN (supported by Lesley Hughes) EH and SN to contact EH and work with her on this</p>	<p>On agenda. BL had spoken to SN about the publicity role and this will now be taken by LC. CCS and AM will work together on the development of research and income generation. Notion that if people do work using CAIPE's name that they give up to 25% of the income to CAIPE. Recommendations from the work by CCS and AM on the payment to CAIPE for work undertaken would be useful. Also to consider how research tenders could work for CAIPE.</p>
Some access problems with website need checking with Ichameleon	MS	As above site under development
Board members not present to consider the role(s) they will play on the CAIPE Board	SL, MO, CCS, DF, student reps	On agenda under business plan
Contact Steve Hoffman with CAIPE view on definition of IPE	BL	BL contacted Steve and CAIPE has received a reply
NVCO subscription to be paid if affordable	BL	Subscription paid
Check with HB venue for next Board meeting in December	BL	Venue changed to University of Bradford
To note March 2009 Board meeting to be held in Walsall 1.30 – 4.30pm Provisional date for AGM 24 th June 2009 – advise BL if clashes with events	All All	<p>HB/MH unable to make 24th June (now able to make this date)</p> <p>Apologies for March Board meeting from DF and HL</p>
Send details of National Academy for Higher	SN	Progress not known

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Education in Ireland to MS		
Put notice on website re easy fundraising and put note in bulletin with web link	HI/SN	Not yet done

3. Board member updates

Taken later on agenda

4. Forum and Corporate links updates

Taken later in agenda

MO presented to the Board work undertaken at Bradford University in developing IPL in pre-registration programmes for the range of professions within the School through use of a PBL strategy

5. Accounts

BL reported that the 2008 accounts have now been completed and submitted to Companies House and the Charities Commission. £1,000 could now be paid to Ken Stratten (Kimball Smith). BL reported that CAIPE had received £4,981.00 in Gift Aid from 2006 to March 2008.

Clare Stewart had prepared inter-rim accounts (presented to Board).

The Bank Balance on 1st April 2008 was £20,240.03

The bank balance of current account as of last week was £2,925.71.

There is £10K in the deposit account and £365.65 in PayPal.

This gives a total of £13,291.26.

However, the previous week invoices had been received from Informa for the outstanding sum of £13,101 for Journal subscriptions from 2005 to 2007. BL had contacted Informa immediately to ask for a meeting to discuss options for payment. It was agreed a substantial amount could be paid but not the full amount which could if necessary be paid over an agreed period of time.

The numbers of new members since 1st April 2008 include 6 corporate members, 20 individual and 40 students. BL said that if Nick Gee was co-opted onto the Board then some of the student work could be better linked into the business of CAIPE.

An invoice for corporate membership fees has been sent to Wolverhampton University, the latest university wishing to join CAIPE.

Informa are being regularly paid for subscription fees for new memberships. BL reported that there is a need to sort out how individual membership is working with Informa as not all members, including corporates, are getting on-line access to the Journal.

Easyfundraising has to date earned £151.46 of this £86.85 has been raised by DF. All Board members are encouraged to use this method of fundraising for CAIPE.

Payments to Informa this year have been £7,000. Ichmaleon have now been paid. The Website is being treated as an asset and paid off over 3 years.

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Apart from the outstanding invoice from Informa, the overall situation is improving and progress has been substantial. It was hoped the difficulties being experienced with access to JIC and the website would soon be resolved.

6. CAIPE Board and Charity Matters

Returns

As above

Registered Address

AE reported that Oxford Brookes does not allow charities to use them as a registered address. Agreed to change to the office address of AE's husband who is a solicitor – HMG law in Oxford (now completed)

Election of Chair

The deadline for applications was yesterday. AM, Elizabeth Howkins and JT have applied.

Roles of Co-opted Board Members

Search for Patron

In line with all roles being the responsibility of more than one Board member, BL proposed asking JT to join MH in searching for CAIPE patrons. This was agreed.

BL discussed co-opting Elizabeth Howkins to the Board as she is working on the CAIPE leaflets, business cards, etc., it would be beneficial to be involved in the management of CAIPE. DF suggested considering Lesley Hughes who is now a co-editor of the Bulletin, at the same time. HL proposed that Elizabeth Howkins and Lesley Hughes be co-opted to the Board. This was seconded by DF. Agreed. BL to contact them.

It was agreed that the Board will consider co-opted members on the individual merit of each case.

TELECONFERENCING

SL joined the Board online at 1.10pm. BL briefed SL about what the Board had already discussed. SL was content with decisions taken.

10. CAIPE Student Network

The student report was presented to the Board. DF said it was a comprehensive report and thanked the students for preparing this.

DF asked if we were going to consider the recommendations in the paper, however, BL stated that it would not be advisable to take each recommendation forward at this point without being able to involve students in the discussion. However, the main thrust was for more student involvement within CAIPE BL and the need to look at funding beyond 2009 when CETL funding stops.

BL suggested that the Chair of the student Network be elected by the student body and have a place on the CAIPE Board in their own right and not as a co-opted member.

DF asked about the possibility of regional groups. BL agreed that this was good idea and HL noted that regional working was also suggested by members of the corporate Forum..

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BL will contact Stuart Brand with suggestion to meet him and the students in Birmingham. She will speak to CG beforehand to run over ideas with him.

The administration of student membership was discussed and it was agreed that MO, DF and CS would discuss and report back to the Board on this.

BL proposed a meeting is set up with NG, RH, CG and MH to take the student work forward. SL said she would also be happy to be involved in student work now or at some point in the future. BL agreed to link SL into the process suggesting that perhaps Nick Gee could liaise with SL, MH and CS.

11. Draft Business Plan

BL presented the draft plan to the Board with the idea of it being the beginning of a working document. It includes parts from previous business plans to show how we have moved in 2 years. BL went through the plan.

Comments included-

DF be cautious how much CAIPE takes on at this stage, need to think about what CAIPE can do as a group of volunteers.

HL developing a resource section on the website would be good.

BL suggested that Board members might like to think about strategies within their roles that could go into the plan and then bring these to the Board for discussion.

This was agreed.

8. Membership

SL asked if their organisation is a corporate member do Board members also need to be individual members of CAIPE.

DF stated that corporate members can put forward nominations for the Board who can if elected stand for chair or vice chair. It was proposed these members should be encouraged to take out individual membership. This was seconded by HL and AM and supported by BL, DF, SL, and abstention by MO and not supported by AE who felt that Board members should also be individual members rather than just encouraged to join as individual members. The proposal was agreed.

END OF TELECONFERENCING - SL thanked MO for organising the teleconferencing and MO asked for feedback on the teleconferencing.

3. Board Member Updates

Corporate links

HL has written reports from corporate members these could go on member profiles on website.

Warwick University (AE)

AE reported that she is linked to Warwick University, agreed with the link person to meet up at the next corporate forum.

South Central SHA (AE)

AE has met up with Maggie Stiles who is the link for South Central SHA, Maggie is keen to support CAIPE and also taking IPL forward in the SHA. They are currently having problems with their staff accessing JIC and she would like to get this sorted before promoting CAIPE to other SHA's.

Birmingham City University (AE)

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AE needs to establish who the link is for Birmingham City University as they were restructuring and appointing new person into lead for IPL.

Sheffield Hallam University(DF)

DF reported that Sheffield Hallam has hosted a CAIPE Board meeting and are happy for their case studies to be used with acknowledgement. The CiPeL (Sheffield Hallam and Coventry University) are writing a book on e-learning in IPL. The deadline for abstracts is December. DF has submitted with Marion Jones from Auckland University of Technology. BL said she had been invited to be on the steering group and MO reported that Bradford are putting in abstracts.

Sheffield University (DF)

The medical school is based at Sheffield University DF also reported that SU is less well known for IPL, however, they have recently appointed a new Dean of Faculty and this may favour IPL. DF has presented on IPL at meetings there. They are now developing their own IPL strategy. JT has visited both these universities and this has been a good link.

Robert Gordon/ Aberdeen (AM)

AM reported that he is linked to Robert Gordon/ Aberdeen. These universities have just made a joint appointment for IPE – Sundari Joseph who is their link person.

AM is working with the Dean to establish Glasgow Caledonian as a corporate member. IPE is embedded into programmes. NES is very supportive of IPL in Scotland. It is difficult to engage with the medical schools and needs a different strategy e.g. developing practice.

HL said Dundee might be willing to become a corporate member. AM agreed to follow this up. There are no current links with Queen Margaret but AM hopes to develop this in time. It was agreed that it would be good if AM could try and take corporate membership forward in Scotland.

Coventry CiPeL (HL)

HL reported that she is the Board link with Coventry CiPeL and that there is a lot of e-mail communications with LC, a meeting is to be arranged.

University of Nottingham (HL)

HL is in e-mail communication with Richard Pit at Nottingham. They are currently developing an IPE strategy. HL is in conversation with Richard about the definition of IPE and what they mean re 'IPL make take place implicitly but not explicitly'.

Oxford Brookes University(HL)

HL will contact Liz Westcott at Oxford Brookes University shortly. AE reported that OBU now has its IPL strategy set and they are taking forward with placement providers IPL in practice and they are working with CiPeL on the idea of 'virtual cases'

Middlesex University (BL)

BL is to meet soon with Jeff Sapiro who is the link person at Middlesex University.

BL reported that she has relinquished her links with Essex to CG and UEA to SL.

Board members individual updates

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HL has just presented at the launch of the Japanese Association for IPE. There are likely to be more visits to Japan.

DF reported that she and HL will be going to New Zealand and Australia in Feb/March 2009. One benefit for corporate members is these international links.

MO reported that Bradford was developing its IPE curriculum through IPE modules but also through embedding across the curriculum and in practice. She had completed a report on partnership working looking at differences between partnerships and networks.

BL has been involved with public health pilot projects within 6 PCTs, part of the West Midlands Teaching Public Health Network IPL initiatives. DF and BL delivered IPL workshops during the initial stages of the project. BL will be presenting the outcomes tomorrow at the London Teaching Public Health Network stakeholder event. BL reported it has been amazing to see people gain confidence in developing their skills in IP learning and practice.

4. Forum and Corporate links updates

HL reported that East Midlands Deanery is interested in becoming a corporate member.

DF reported that the following new corporate members need links and it was also agreed who would link as follows:

Kings College – HL
University of Wolverhampton – BL
Teesside (if come on board) – AM
HL to take forward links with Japanese Universities

Next Forum is 6th February in Nottingham.

12. CAIPE Ireland

32 networks, these could be corporate members but would need to meet colleagues in Ireland about how this might work where the networks involve several members.

To bring benefits to CAIPE Ireland corporate members we could run regional forums, conferences etc. The money from Ireland into CAIPE needs to be used within Ireland. BL would like the opportunity to visit and explore this and how many networks might be wishing to join. DF said that we need to revisit the memorandum of agreement developed with Tralee.

It was agreed that BL will visit Ireland to progress this and CAIPE will fund travel expenses.

13. Partners/ Relationships

DF proposed that CAIPE collaborate with other networks/ groups. MH did at one stage write. Those responding were AIPEN, InterEd, EIPEN and the Network Towards Unity for Health, also the Canadian Network. Apart from JT DF is also linked to InterEd and AIPEN. HL is linked to EIPEN and Japanese Association for IPE. It was agreed CAIPE would like to develop links with other networks. Agreed that DF would find the original correspondence that was sent to networks. DF will

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liaise with LA and HL about how we might take these links forward. BL to ask JT to update the Board on Inter-Ed. April 2010 is the next InterEd conference in Australia.

11. Management and Administration

Webmail – CS and HL have developed a good relationship re dealing with PayPal and automatic alerts etc. It was agreed that HL can filter information coming in.

14. CAIPE Services: Consultancy and Workshops

This will be covered by work to be undertaken by AM and CCS

15. Bulletin

Lesley Hughes will be working with SN on the Bulletin. Members need to keep putting in articles to the Bulletin. Academic focused articles would be welcomed. AM suggested information about what is going on in an organisation including HEIs and corporate members. HL to send AE student application form to go out with minutes. All Board members to send out to students.

16. NCVO

Now paid and need to explore services available.

17. Board Meeting Dates

24th June 2009 AGM in London. BL to find out which Board Members cannot attend.

Next Board Meeting to be held in Walsall 1.30-4.30pm.

Post Board Comments from DF

One further advantage of board members having both an individual and corporate membership is that two votes can be made at elections

The concern raised about JT (if elected) chairing both InterEd and CAIPE and whether this would be a disadvantage...InterEd's sole function is to provide a conference every two years where other forums and anyone interested in IPE can come together. The link between CAIPE and InterEd would not change the remit of either.

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