

CAIPE

CENTRE FOR THE ADVANCEMENT OF INTERPROFESSIONAL EDUCATION

Minutes of CAIPE Board meeting held on Thursday 11th March 2010 at University of Leicester

Present

Elizabeth Howkins (EH) (Chair), Hugh Barr (HB), Elizabeth Anderson (EA), Susanne Lindqvist (SL), Bryony Lamb (BL), Richard Pitt (RP), Helena Low (HL), Ann Ewens (AE), Marilyn Hammick (MH), Angus McFadyen (AKM),

1. Apologies

Dawn Forman (DF), Jill Thistlethwaite (JT), Lesley Hughes (LH), (SL), Richard Gray (RG), Lynn Clouder (LC), Chris Green (CG), Margaret Sills (MS), Charles Campion Smith (CCS), Siobhan Mhaolrunaigh (SM), Melissa Owens (MO), Andy Carson – Stevens (ACS).

Board Meeting Agreed Actions

Action	Who Responsible
Place Business Plan on CAIPE intranet	EH
Amend interim accounts as per notes	AE
Chairman's annual event for individual members agreed, first event November 2010	EH
Further membership discussion at the away day	EH
Date statement on travel expenses for Board members	AE
Send out CAIPE travel form to all Board members	EH
<ul style="list-style-type: none"> EA would add the following points to the policy roles and responsibilities paper <ol style="list-style-type: none"> that link Board members will invite their link corporate members to contribute to feedback on policy. Link members would then include this in their feedback to EA and RG That policy become a standing item on Board agendas and this would allow for discussion of policy issues and responses that are needed from CAIPE Detailing dissemination MH will post CAIPE responses to policy on the MedEd World Website HL will post CAIPE responses onto the CAIPE Website 	EA EH MH HL
<ul style="list-style-type: none"> Review of link Board members Reports from link members to be standing item on March Board meetings and included in Chairs annual report Briefings to be sent out by link members 2-3 times per year 	AKM/HL EH AKM/HL and link Board members
Organise a West Midlands Regional meeting mid May	BL
Hard copies of the CAIPE bulletin to be printed off and sent to life members and also taken to the AGM	RP/LH
Student poster competition needs advertising	BL, SL and HL
Contact SM to organise a meeting in Ireland	BL
Link to WHO IPE document to be sent to Board members	EH
Board members to respond with their views on the document	Board members
Send out nominations for 3 new Board members and organise elections if required in	AE

time for the AGM	
Write to CG inviting him to remain co-opted to the Board for a further year	AE
Work with student network to get nominations and elections of an undergraduate student who will be co-opted to the CAIPE Board	SL/MH
Patron to be discussed at the away day	EH

EH welcomed everyone to the meeting and asked that the Board noted the untimely death of Professor Mike Portillo.

2. Minutes and matters arising (18th November 2009)

Notes of the previous meeting held on 18th November 2009 were accepted as accurate.

Actions from 18th November 2009	Who responsible	Progress Report
To establish a system / process by which relevant policy issues to which CAIPE should respond would be highlighted	EA & RG	To be addressed on the agenda
Send out a revised list of Board member roles.	EH	Completed
Email suggested amendments to the Business plan to EH	All Board members	Amendments made and EH will place on the CAIPE intranet. This is a working document and EH is waiting to meet with Dawn and representative from Flat Pack to see if fund raising can be moved forward Action EH
Final revision of the Business Plan	EH	As above
Final revision to Overseas membership paper	EH	Now agreed
Initiate a Press Release for student network event on November 27th	ACS	Event now taken place uncertain if press release occurred
Link IHI website to CAIPE's website	HL	Completed
Contact ATBH Conference committee re sharing the costs of a stand with other organisations	JT	No cost for stand, CAIPE has paid for a banner and DF is organizing the manning of the stand. The stand will be with EIPEN, JIC and InterEd.
Contact corporate members to determine possibility of CAIPE being a partner in any 'planned conferences	All Board Link members	Discussion link members on the agenda
Review the new books in the CAIPE Wiley series	JT, LH & BL	CAIPE will review the series if invited no invitation as yet. LH and RP will arrange who to

		review the books for CAIPE if invited.
Email LH details of appropriate publications for listing in the Bulletin	All Board members	Non forwarded to LH

3. Interim accounts

AE reported that Tony Perry had prepared the interim accounts for the Board meeting and that there is a balance of £27,681.54. This is a good position. AE needs to identify all the specific sources of income and expenditure. This will be completed for the final accounts to be presented at the AGM.

The following amendments were agreed.

- AE to move DF consultancy fee from website and put into consultancy section
- Add a Gift Aid section to income

EH said that the current balance will be used to provide administration support, travel expenses and room bookings where it proved impossible to find suitable free rooms for meetings.

Action AE

4. Membership update

25 corporate members
 23 individual members (possibly more)
 Many students

Need to look at individual membership. Discussion took place on this and a 'Chairman's Annual Event' for individual members only was agreed to be held in November. This would mean individual members were invited to the AGM and this event as part of their membership.

CAIPE already sends out a letter to student members when they graduate inviting them to become individual members. It was suggested that the business plan look at the possibility of matched funding for student events.

It was agreed that membership discussion could be taken at more length at the away day.

Action EH

5. Board members travel expenses

CAIPE statement on travel expenses for Board members was agreed. It was agreed that the statement needed 11th March 2010 on as the agreed date and that it would be reviewed in March 2011.

Action AE

EH agreed to send out the CAIPE travel expenses form to all Board members.

Action EH

6. Direct access to Informahealthcare

Members must now use the CAIPE Website to access JIC using their password and user name.

7. CAIPE responding to policy: roles and responsibilities

EA presented a paper developed by EA and RG on their co-coordinating role for responding to policy. It was agreed that:

EA would add the following points to the policy roles and responsibilities paper:

a) That link Board members will invite their link corporate members to contribute to feedback on policy. Link members would then send their feedback to EA and RG

b) That policy becomes a standing item on Board agendas and this would allow for discussion of policy issues and responses that are needed from CAIPE

c) Detailing dissemination

MH will post CAIPE responses to policy on the MedEd World Website

HL will post CAIPE responses onto the CAIPE Website

Action EA, EH, MH, HL

8. Corporate membership

a) Forum survey and Board link person

AKM reported successful corporate meeting last week in Sheffield. A survey of corporate members was undertaken with 9 responses. There is some indication that the Board link and member relationship needs strengthening. AKM/HL proposed that they contact all link Board members and ask if they would like to continue with their current corporate members. Then AKM/HL will check with the corporate members about any proposed changes. This was agreed.

AKM/HL proposed that once per year that reports from link members are a standing item on the Board agenda to discuss progress issues etc. This will be at the March Board meeting and the reported activity will then be included in the Chairs Annual Report. This was agreed.

AKM/HL proposed that 2 or 3 times per year AKM and HL prepare a briefing that is then sent out by Board link members raising awareness of both CAIPE and the potential relationship of the Board link members with corporate members. This was agreed.

Action AKM/HL, EH, link Board members

b) West Midlands

BL reported she had been involved on behalf of CAIPE with the Teaching Public Health Network in the West Midlands. BL considers there is scope for HEIs, the Teaching Public Health Network and SHA in the West Midlands to come together to take IPE forward in the Region. BL had had some positive discussions regarding this. BL agreed to try and organise a Regional meeting mid May.

Action BL

9. Bulletin: a review

RP reported that he and LH plan to revamp the bulletin. Considering using different software (currently use Publisher) and Word with PDF was suggested as an easy one for everyone to use.

It was suggested that links to standard items in the bulletin are made rather than included in full. RP suggested that each bulletin has a theme with a chair or president commentary. Suggest include news items e.g. from corporate members, CAIPE Ireland, International news, policy

reviews etc. Possibly carry an article or two on the theme of the bulletin. MH said that CAIPE may need to consider if this should be peer reviewed. BL suggested that Abstracts could be written from other Journals. HB asked that life members be given a hard copy version of the bulletin if they do not have electronic access. This was agreed.

Discussion was held on whether hard copies should be produced. It was agreed that hard copies should be printed off for the AGM.

Action RP/LH

10. Student Network update

November 27th student event had taken place with 28 attendees and SL, ACS, CG, MH and MS in attendance from the CAIPE Board. Students were bursting with energy. Photos and reports were submitted to CAIPE by two students. Jonathan Cheah from UCL agreed to look after the student part of the CAIPE Website. SL reported that a UEA student would take over from Jonathan when he graduates this year. Some students have submitted abstracts to the ATBH conference. SL is concerned that CAIPE now needs to keep the momentum going.

The research student network has currently dipped but CG is writing up his thesis.

The student network needs support. HL suggested discussing with forum members; need a volunteer to host an event. Each link member is to discuss with their corporate members about having a student link with the student network.

EH asked about the student poster competition for the AGM. This needs to be advertised. BL has asked Jonathan to devise an advertisement poster. It was agreed that there would be an undergraduate and postgraduate prize of book tokens. Jonathan will write guidelines for the poster submissions. When ready this needs to go out to individual, corporate and student members. BL will contact SL when Jonathan has got back to her. SL will then ask Clare to send out an e-mail. SL will also send out to students contacts. HL will put on the CAIPE website.

Action BL, SL, HL.

11. CAIPE Ireland

BL has been in contact with SM to discuss possibility of getting a meeting of interested parties together to look at IPE and the possible role of CAIPE. SM happy with this, CAIPE will broker the meeting. BL will contact SM again. BL will attend the meeting when set up. Need to keep momentum going on this development.

Action BL

12. Framework for Action in Interprofessional Education and Collaborative Practice, WHO

This document has recently being published and a number of CAIPE Board members have been involved (MH, HB, SL, LH, JT). MH is delighted that it is now in the public domain the ATBH conference will consider how it is taken forward. MH would like to see it supersede the 1988 WHO IPE document which is still quoted. Hopefully the new document will bring out new voices from other countries particularly developing countries on what is happening in IPE.

The document is linked on the CAIPE Website with a few words from EH. EH suggested that CAIPE should make a response to the document and it was agreed that EH will lead on getting a CAIPE response together. EH would welcome Board members working on this response and

for link Board members to discuss with their corporate members for their comments on the document. The key question is; what does the WHO document 2010 on IPE and collaborative practice mean for CAIPE UK?
How might it help or hinder taking IPE forward.?
Where do we go next?

It was agreed that once CAIPE had an agreed response that it should consider contacting professional bodies with the CAIPE position.

EH agreed to send all Board members the link to the document inviting views.

Action EH and Board members

13. Angela Lennox Challenge: update

Angela had challenged CAIPE at the 2009 AGM for ideas on how IPE can address the issues being faced in the difficult financial times ahead. Discussions have taken place with Angela who is a good friend to CAIPE but after discussion at the CAIPE Executive it was decided that no further action can presently be taken in terms of meeting with Department of Health. This issue remains an open challenge for CAIPE.

14. AGM plans

The AGM will take place in central London but a suitable venue has not yet been found which can accommodate up to 50 people. The AGM will take place on 24th June. Professor Mike Sachs, Provost/ Chief Executive of University Campus Suffolk will give the key note address. He will reflect upon his involvement past and present in IPE. CSC and his wife will also make a presentation. There will be a student poster presentation. NOTE since meeting a Venue now found and booked it is: NCVO Conference Centre, Room 9 10 minutes from King's Cross.

It was agreed that a further 3 Board places would be offered for 2010 because no Board member was due to stand down in 2010. The size of the Board would then be reviewed in 2011 when there is 11 Board members due to stand down. AE will send out nomination forms to CAIPE members and organise an election in time for the AGM if required.

Action AE

It was agreed that AE would write to Chris Green (postgraduate member) inviting him to remain on the CAIPE Board for a further year. ACS will no longer be a student and Victoria Blackburn has already left. SL/MH will work with the student network regarding the nomination and election of an undergraduate student member to be co-opted onto the CAIPE Board. This will be separate from Board elections.

Action AE and SL/MH

15. Venues for CAIPE meetings

Ideally the CAIPE Board would be held in more distant venues e.g. Glasgow but this can have a high cost implication on travel. This might be more feasible if a meeting was built around events beyond the meeting.

16. Dates for CAIPE meetings

These were circulated and are:

2010

24th June AGM and Board meeting: London NCVO King's Cross
15th July Exec meeting: London
23rd September away day at UEA
14th October Exec meeting: London
19th October Forum
18th November Board meeting

2011

26th January exec meeting
15th February Board meeting
10th March Forum
28th April Exec meeting
23rd June AGM

17. Any other business

Patron

EA asked if Liam Donaldson becomes available would it be possible to contact him about being a patron.

MH said need to be clear of the purpose of having a patron and what we would want them to do. It was suggested that this is discussed at the away day. This was agreed.

Joint CAIPE/HEA Health Sciences and Practice event 7th May 2010 at Kings College London

The focus of this event will be on the PROSE tool which is a quality assurance tool both in HEI and practice. Andre Vyt from Ghent University will be presenting this tool. The event is free and CAIPE members can attend but numbers will be limited.

EH thanked the University of Leicester for hosting the Board meeting.

18. Next meeting: AGM 24th June at NCVO in King's Cross