



**CAIPE BOARD MEETING**  
**Friends House, Euston, London**

**Thursday 15<sup>th</sup> June 2018**

**Attending:** Richard Pitt (RP), Sundari Joseph (SJ), Maggie Hutchings (MH), Nichola McLarnon (NM), Jenny Ford (JF), Alison Machin (AM), Juanjo Beunza (JB), Sharon Buckley (SB), Laura Chalmers (LC), Hugh Barr (HB), Chris Essen(CE), Andreas Xyrichis (AX), Emma Beal (EB)

**Via Skype:** Veronica O’Carroll (VOC)

<b>Item</b>	<b>Notes</b>	<b>Action</b>
<b>1. Welcome and Introductions</b>	RP welcomed everyone to the meeting and introduced the new board members who were able to attend. He explained his aims for engaging all board members in CAIPE activities and how the board meetings will be held in future. All board members introduced themselves. RP reminded everyone that a 200-word profile is required for the web site and should be sent to Debbie Holmes, Web Manager. RP handed out a copy of the CAIPE organisation chart.	<b>ALL BOARD MEMBERS</b>
<b>2. Apologies</b>	Apologies were received from Chris Sanders, Kate Parkin, Linda Eyre, Dawne Gurbutt, Stephen Garvey and Pat Bluteau.	
<b>3. Approval of minutes of previous board meetings</b>	The minutes of the previous meeting were agreed as a true and accurate record of the meeting with amendments to page one.  Proposed: Sundari Joseph Seconded: Nichola McLarnon	
<b>4. Matters Arising Not On The Agenda</b>	Page 2, item 4.3 The Incorporation document has been reviewed and it has been agreed that CAIPE will now become a Charitable Incorporated Organisation (CIO). RP will begin the process of changing over with Stephen Ewens. Item 5. So far CAIPE has spent approximately £15,000 on the Patient Voices Workshop. The stories are now	<b>RP</b>

	<p>complete and Craven Digital will be embedding them into the website as a resource for members. Introductions will be added with each video and a star rating and text evaluation box will also be added</p> <p>Item 10. HEE Midlands invoice has now been paid for their part of the IPE Handbook work and pilots that is now ongoing.</p> <p>LC asked if this project was only for England or could it be transferred into Scotland? JF explained the pilot scheme currently being organised and confirmed that once the pilot scheme was completed then it did have the potential to be rolled out throughout the UK.</p> <p>Item 19 RP said that the Inter-regulatory Group took place in May not June as noted in the previous minutes. RP will circulate the report when he receives it.</p>	<p><b>RP</b></p> <p><b>RP</b></p>
<p><b>5. Chair's Report</b></p>	<p>RP set up an action log from the last meeting and will continue to do this for future meetings. RP reviewed actions from the previous meeting.</p>	<p><b>RP</b></p>
<p><b>6. International &amp; WCC Update</b></p>	<p>6.1 International Group SJ updated the meeting on the latest work of the International Group. One regular request she receives is for study tours from people arriving from different networks across the world. This year most requests are coming from Japan. Any help that can be given from everyone's institutions would be most welcome. In October King's College, Leicester and East Anglia will help with a Japanese Masters student. The group also monitors traffic on the website. In particular the different languages used and how we can make the website more amenable to change into the different languages. JB said he has done further work on the Latin American networks. He said that there is a Meeting in Argentina in September which CAIPE should be invited to. He also spoke of an ERASMUS bid that he has submitted and this will be awarded in August if successful. RP and SJ updated the meeting on the progress with the new Indonesia network.</p>	

	<p>6.2 WCC          SJ updated the meeting the on the WCC. Following the resignation of Shobi Nagraj from the CAIPE board, she is now looking for help with the secretariat role. SJ explained how the WCC meetings work so that all networks around the world can meet at the same time. Lots of interesting work has taken place. Qatar and Maastricht have bid for the next ATBHX and it is planned that the decision on the winning bid will be decided at the end of June at the next meeting of the WCC.</p> <p>RP said that the organisers of ATBHIX have asked for thoughts on a tribute for Scott Reeves at the conference. RP suggested a symposium named after him at the next 3 conferences. AM suggested a prize for a research project. SJ said that John Gilbert will lead the tributes in Auckland.</p>	
<p><b>7. Financial Report</b></p>	<p>EB handed out the financial report for the current year and the meeting reviewed this.</p>	
<p><b>8. Board Roles &amp; Responsibilities</b></p>	<p>8.1 - RP said that all board members can use the CAIPE Twitter account to send out tweets to promote CAIPE and IPE. The account is @CAIPEUK and the password is november16. JB asked about guidelines to know what is acceptable to tweet. RP said that this would be discussed at the Away Day and he will feedback after.</p> <p>8.2 - RP asked everyone to ensure they respond to emails. He said that he will mark the subject as IMMEDIATE RESPONSE REQUIRED if an urgent answer is required. EB will ensure all board members are given CAIPE email addresses. RP said that we pay for Survey Monkey as a resource so board members are welcome to use it in their working groups if necessary. SJ warned on GDPR problems with Survey Monkey. EB and RP to investigate.</p> <p>8.3 - The CAIPE Strategy has been sent to all board members and will be on the web site. RP asked everyone to ensure they read through it.</p> <p>8.4 - RP said that the Working Groups priority is to develop web pages for international, student, corporate, service user and individuals.</p>	<p><b>RP</b></p> <p><b>RP/EB</b></p> <p><b>ALL</b></p>

<p><b>9. Working Groups</b></p>	<p>9.1 - The meeting looked through the Roles &amp; Responsibilities documents and updated the working groups with new board members. EB will update the document and send to RP to complete.</p> <p>9.2 - RP requested a new working group for Governance should work on a policy for the appointment and work of the President and Company Secretary to ensure transparency.</p> <p>9.3 - RP to contact board members not at the meeting to discuss the groups assigned with them.</p>	<p><b>EB</b></p> <p><b>Governance Working Group</b></p> <p><b>RP</b></p>
<p><b>10. Corporate Members</b></p>	<p>10.1 – October 2018 Corporate Forum SJ said that we are waiting on final confirmation from the University of Birmingham and Birmingham City University regarding the rooms, catering and programme at the venue for the October 2018 Corporate Forum.</p> <p>10.2 – March 2019 Corporate Forum SJ confirmed that the University of Nottingham will hold the March 2019 Corporate Forum and October 2019 is at Robert Gordon University in Aberdeen.</p> <p>10.3 – Corporate Links RP explained the corporate Links list and it was agreed that Emma will circulate the list to everyone so that it can be reviewed. In March we try to look at what corporate members are doing and would like to start adding this to newsletters.</p>	<p><b>SJ</b></p> <p><b>EB</b></p>
<p><b>11. Membership Update</b></p>	<p>EB updated the meeting on membership numbers:</p> <p>Students: 131 (146) Service Users: 21 (18) Individuals: 82 (76) Corporate: 34 (36) Sponsored Logins: 163 (134)</p> <p>RP will ask Craven Digital to add a check box to the sponsored logins application on the website to ask if they are a student or an academic member of their institution.</p>	<p><b>RP</b></p>
<p><b>12. Events</b></p>	<p>11.1 - AGM RP asked the board to consider a theme for the next AGM in 2019. The keynote speaker can then be booked further in advance. All board members to</p>	

	<p>consider and suggest ideas. The AGM for 2018 was reviewed by the board and it was agreed that more time was needed to have a Q&amp;A session after each speaker.</p> <p>11.2 - Away Day Currently we have seven board members attending. EB will also attend and Debbie Holmes will be invited.</p> <p>The Programme has been circulated but due to low numbers it will now be run differently on the day.</p> <p>Consideration will be given to the date of future Away Days due to the current date clashing with graduation ceremonies.</p> <p>11.3 - Chair's Event</p> <p>This year the theme is Communicating IPE in a Digital World and the Patient voices stories will all be showcased. John Lorner who has written a book on narratives could be invited to be a keynote speaker. It was also suggested Stephen Garvey came to discuss Twitter and the excellent Twitter Chats that he runs for CAIPE. Care Opinion was also suggested by SJ. The board agreed she and MH should take these ideas forward.</p> <p>11.4 - Diary Dates</p> <p>The diary dates were reviewed and amended. The Away Day for 2019 was moved to June and EB agreed to add dates for 2020 before circulating to everyone.</p>	<p><b>ALL</b></p> <p><b>SJ/MH</b></p> <p><b>EB</b></p>
<b>13. ATBH Conferences</b>	<p>RP, SJ, MH SB and NM are going to ATBHIX. Liz Anderson will also be in attendance so there will be a good CAIPE presence. We have access to the WCC stand and CAIPE can add leaflets to this. There may be a Routledge leaflet to go and EB will have leaflets and pens ready. EB will co-ordinate sending this to Auckland.</p>	<p><b>EB</b></p>
<b>14. Any Other Business</b>	<p>14.1 – The CAIPE Website report was reviewed and discussed.</p> <p>14.2 - SJ said that she is leaving Robert Gordon University at the end of July and Laura Chalmers will become the link there. SJ will then become an individual member.</p>	

<b>15. Date of Next Meeting</b>	Thursday 29 <sup>th</sup> November 2018, Friends House, Euston, London.	
There being no other business, the meeting closed at 3.20pm.		