

CAIPE

CENTRE FOR THE ADVANCEMENT OF INTERPROFESSIONAL EDUCATION

Minutes of CAIPE Board meeting held on November 18th 2009 in Conference Room 3rd Floor, Furnival Building, Archway Campus, Highgate Middlesex University. London N19 5 LW

Present

Elizabeth Howkins (EH) (Chair) Hugh Barr (HB), Elizabeth Anderson (EA), Jill Thistlethwaite (JT), Lesley Hughes (LH), Richard Gray (RG), Bryony Lamb (BL), Helena Low (HL), Melissa Owens (MO), Andy Carson – Stevens (ACS).
Fred (USA) guest Observer

Apologies

Susanne Lindqvist (SL), Richard Pitt (RP), Lynn Clouder (LC), Marilyn Hammick (MH), Chris Green (CG), Angus McFadyen (AKM), Margaret Sills (MS).Ann Ewens (AE)Charles Campion Smith (CCS) Siobhan Mhaolrunaigh (SM)

Board Meeting Agreed Actions

Action	Who responsible
To establish a system / process by which relevant policy issues to which CAIPE should respond would be highlighted	EA & RG
Send out a revised list of Board member roles.	EH
Email suggested amendments to the Business plan to EH	All Board members
Final revision of the Business Plan	EH
Final revision to Overseas membership paper	EH
Initiate a Press Release for student network event on November 27 th	ACS
Link IHI website to CAIPE's website	HL
Contact ATBH Conference committee re sharing the costs of a stand with other organisations	JT
Contact corporate members to determine possibility of CAIPE being a partner in any 'planned conferences	All Board Link members
Review the new books in the CAIPE Wiley series	JT, LH &BL
Email LH details of appropriate publications for listing in the Bulletin	All Board members

1. EH welcomed everyone to the meeting especially the two new Board members Richard Gray and Richard Pitt (in his absence). She congratulated Richard Gray on his award of EdD from Brighton University . She was also pleased to announce that Angus McFadyen (AKM) had agreed to be a Vice Chair with HL.

2. **Notes of the previous meeting** held on June 24th 2009 were accepted as accurate.

3. Roles of Board members.

The updated paper was discussed. It was agreed that regarding issues of Policy, all Board members would be alert to policy documents coming out within their own professional field. EA and RG to establish a system / process by which relevant policy issues to which CAIPE should respond would be highlighted. EH to send out a revised list of roles.

Action EH and EA&RG

4. Interim accounts

These had not been received from Tony Perry, but EH reported that CAIPE had a balance of £19,246.

5. Membership update

EH confirmed that membership numbers were: Corporate members – 20; Individual members – 34; student members – 122

Potential new members were the Open University (OU), Middlesbrough University (MU) and Liverpool John Moore University (LJMU) as they had indicated an interest in joining. HL had contacted the last two, Discussion on possibility of contacting Linda Kenwood at the OU.

6. Business Plan

This was a final review of the Business Plan. Members wished to reinforce that CAIPE is a UK based organisation which has a wider international focus. Those Board members who suggested amendments agreed to email them to EH. EH to revise the Business plan for the final time.

Action: Board members, EH

7. Management and organisation of corporate membership

AKM and HL will be responsible for the management and organisation of corporate membership and the Forum. The Forum meetings were discussed and how they might be used more effectively to highlight and promote CAIPE'S activities. Suggestions included inviting to some meetings, other non member universities, or key stakeholders in the region where the host institution is sited. HL reported that Angus was leading on undertaking an electronic survey of corporate members to determine how CAIPE might best meet their needs.

8. Website update

BL reported that work on the structure and navigation system around the site was almost complete. It was noted that the Discussion Forum areas were not being used. Members present indicated that they were more likely to use emails for information sharing and discussion purposes, than to log in and use the website.

9. Overseas membership fee structure

This paper was agreed with some minor amendments to the wording of bullet points.

Action EH

10. Student Network update

ACS reported that there were 40 attendees expected at the Student Network meeting on 27th November at UEA. The meeting would focus on patient safety and planned 'follow on' activity

from the meeting would involve the Patient Safety Agency. Suggestions about a Press Release for this event and possibly others in the future were discussed. ACS would contact SL re the possibility of going through the UEA Press Office.

ACS also gave an enthusiastic feedback on his work with the Institute of Healthcare Improvement (IHI) A link to the IHI website was suggested – HL to action

Action ACS, HL

11. INTERED open letter

JT confirmed that this would be reported in the Journal of Interprofessional Care in January. The CAIPE Board welcomed the proposal in principle and also the opportunity for further discussion.

12. ATBH5 Conference in Sydney Australia April 2009

EH reported that the cost of a CAIPE stand was too great, but there might be a possibility to share the cost with other network organisations. JT agreed to take this up with the Conference Committee. The need for a poster was discussed.

Action JT

13. Birmingham Conference 2010

EH reported that this would be put on hold for the present and CAIPE would look for other options. Board link members were asked to contact corporate members to discover if CAIPE could partner any 'planned conferences'. Another suggestion was to have smaller Regional conferences focused on themes 'ahead of their day', working with Forum members.

Action: Board Link members

14. Wiley Book series

HB reminded the Board about the new additions to the series. JT, LH and BL agreed to review the new books.

Action: JT, LH, BL

A suggestion was made to review books for the Bulletin, or to list new books in the Bulletin. All members were asked to email LH details of appropriate publications.

Action: All

15. Angela Lennox Challenge: update

EH gave feedback on the letter from CAIPE to Angela. There was some discussion about the way forward for CAIPE.

16. Any other business

There was no other business.

17. Venue for next meeting: 11th March 2010

Agenda items for the next meeting to include:

- the Bulletin
- Individual membership; consideration of a questionnaire to individual members to determine their views.