

**AGM MINUTES
NCVO, London**

Thursday 16th June 2016

11:00 am

Present: Hugh Barr (HB) President, Richard Gray (RG) Chair, Elizabeth Howkins (EH) Treasurer, Sundari Joseph (SJ) Vice Chair, Richard Pitt (RP) Vice Chair, Elizabeth Anderson (EA), Ivan Birch (IB), Pat Bluteau (PB), Michael Carmi (MC), Laura Chalmers (LC), Lesley Diack (LD), Candan Ertubey Sterling (CES), Jenny Ford (JFo), Nathaniel Ford Francis (NFF), Jayne Frisby (JFr), Marion Huber (MHu), Maggie Hutchings (MH), Susanne Lindqvist (SL), Jenny Lorimer (JL), Helena Low (HL), Alison Machin (AM), Nichola McLarnon (NM), Jane Morris (JM), Shobhana Nagraj (SN), Gerri Nevin (GN), Richard Pitt (RP), Scott Reeves (SR), Peter Roberts (PR), Sibonginkosi Sibanda (SS), Sarah Smith (SSm), Libby Thomas (LT), Carolyn Wyndham-White (CW), Milika Matiti (MM), Emma Beal (EB)

Apologies: Ann Ewens, Liz Westcott, Amanda Squire, Kirsty Hyndes, Veronica O'Carroll, Pip Hardy, Kate Parkin, Marion Helme, Sharon Buckley, Debbie Holmes, Maria Cabral, Chrystyna Chudzij, Emma Smith, Amira Chaudhry.

1. WELCOME

Hugh Bar, CAIPE President, opened the meeting by welcoming everyone and thanking them for attending. He welcomed guests attending for the first time. He spoke of the 50th anniversary of IPE events in the UK and that next year CAIPE will celebrate its 30th anniversary. This is a significant point in the history of IPE which should be celebrated. He said that he looks forward to a year of challenges and fresh thinking in IPE.

2. CHAIR'S REVIEW

2.1 RG summarised his annual report to the meeting.

2.2 The CAIPE web site is currently being rebuilt and a new provider has been employed to do this. Craven Digital have been appointed and are currently working on the new site. This will help with communications between CAIPE and its members. Thanks were given to Debbie Holmes and Helena Low for their work on the web site and to Richard Pitt and Emma Beal for their work in choosing a new web provider.

2.3 The CAIPE Promotion Group have been working hard on the new web site and have been focussing on promotional materials to help increase the membership. RG thanked Richard Pitt and his team for their hard work in this group.

2.4 Membership numbers were given to the meeting:

Students = 130
Individuals = 50
Corporate = 30
Service Users = 6

- 2.4.1 RG said that the student numbers have dropped but it was thought this is because Universities are now doing more IPE work and there is not such a need for support for students as previously when there was little IPE in the curriculum.
- 2.4.2 RP welcomed new corporate members, University of Lincoln, University of Indonesia, Imperial College London and University of Wolverhampton.
- 2.4.3 A new membership category was introduced in January 2016 for Service Users.
- 2.4.4 Fees for membership will remain the same for Corporate and Individual members however Student and Service users will become £10 a year with a new rolling membership system.
- 2.4.5 2015 saw a change in direction for student conferences. CAIPE has funded students to attend various conferences around the country rather than hold its own Student Conference.
- 2.4.6 Bursaries have been awarded to two CAIPE student members for the ATBH VIII conference. Both winners will present at the afternoon session of the AGM.
- 2.4.7 Outgoing Student Representatives, Aatif Patel, Hayley Lawley and Damilare Akintade were thanked for their hard work with CAIPE student membership and events.
- 2.4.8 The new membership category for Service Users was opened in January 2016 and two members have been co-opted to the board. Thanks were given to Jenny Ford and Kate Parkin for their hard work setting up the group who will oversee this category of membership.
- 2.4.9 The 2015 Chair's Event took place in November and was chaired by Scott Reeves. The theme was Research and IPE in Practice. Key note presentations were given by Margot Brewer from Curtin University in Australia in the morning, and Andrew Morris and Alison Pooler from Keele University in the afternoon. RG thanked Scott and his team, for their hard work.

2.4.10 The Corporate Forum was held at Cardiff Metropolitan University in September 2015 and Huddersfield University in March 2016. RG thanked both institutions for their hard work and help hosting the events and he also thanked Sundari Joseph and Richard Pitt for their work on behalf of CAIPE to set up the forums.

2.4.11 The Policy & Consultation Task Group have worked hard responding the various papers through the year. Thanks were given to Jayne Frisby, Maggie Hutchings, Kate Parkin and Shobhana Nagraj for their work in this group.

2.4.12 There have been many workshops held at various institutions by CAIPE. Thanks was given to Elizabeth Howkins, Helena Low and Richard Pitt for their work.

2.4.13 The WCC has continued its development and Marion Helme was congratulated on her work as convenor. A new chair has now been elected for the WCC, Andre Vyt and Marion Helme will continue as secretary. Thanks was given to Robert Gordon University for their help with the WCC web site.

2.4.14 Finally RG thanked all the board members for the hard work throughout the year and thanked Emma Beal and Debbie Holmes for their admin and web site work.

3. THE AGM

3.1 Apologies for Absence.

Ann Ewens, Liz Westcott, Amanda Squire, Kirsty Hyndes, Veronica O'Carroll, Pip Hardy, Kate Parkin, Marion Helme, Sharon Buckley, Debbie Holmes, Maria Cabral, Chrystyna Chudzij, Emma Smith, Amira Chaudhry.

3.2 Minutes of the AGM held on 18th June 2015

The minutes of the previous AGM held on the 18th June 2015 were accepted as a true and accurate record.

3.3 Matters Arising

There were no matters arising from the previous minutes.

3.4 Board Elections

An election of new board members took place with four places available. The following members were elected for 2016.

Scott Reeves, Pat Bluteau, Alison Machin and Amanda Squire.

RG thanked the outgoing members for their work on the CAIPE board. Angus McFadyen, Liz Westcott, Jenny Ford and Helena Low. It is hoped that all will continue to play a part in CAIPE's future.

Particular thanks was given to Helena Low who has left the CAIPE board after 23 years of service. RG, EH and HB gave personal thanks to Helena for her tireless work for CAIPE.

RG thanked Ann Ewens, CAIPE Secretary for her work behind the scenes.

RG thanked the out- going student representatives for their contribution to CAIPE. New student representatives will be elected when students return to study in the autumn.

3.5 Annual Report and Accounts

Sarah Temple-Smith, Independent Finance Examiner, explained her role and talked through the annual report and accounts for 2015-2016. Overall she was happy that CAIPE has complied with the necessary accounting requirements for a charity and that it had been a very good year. RG thanked Sarah for her work on the accounts.

The accounts were accepted.

Proposed: Michael Carmi
Seconded: Ivan Birch

RG proposed that Sarah Smith be re-appointed to the role of CAIPE's Independent Finance Advisor for the forthcoming year. The meeting agreed.

Proposed: Helena Low
Seconded: Elizabeth Howkins

3.6 Any Other Business

3.6.1 CAIPE Honorary Fellowships have been awarded for the first time this year. RG said these were given to three CAIPE members who have been given recognition for their contribution to CAIPE and IPE. He said it is a prestigious title that is awarded for 5 years. The awards were given to Liz Anderson, University of Leicester, Lesley Diack, Robert Gordon University and Susanne Lindqvist, University of East Anglia. Congratulations were given to all three.

3.6.2 RG announced that his four-year term as CAIPE Chair was coming to an end and that he is formally giving notice that he will step down from this role in 2017. Expressions of interest are invited and the process of electing a new Chair will take place in October/November. This will give the new Chair 6 months to work alongside RG before taking over the role at the AGM in 2017.

There was no other business to discuss. The AGM was closed at 12.00 pm

4. CLOSING REMARKS

- 4.1 Key note presentations were given during the afternoon.
- 4.2 Following the key note presentations RG thanked everyone for attending and officially closed the meeting at 3.30 pm.