

CAIPE

CENTRE FOR THE ADVANCEMENT OF INTERPROFESSIONAL EDUCATION

AGM MINUTES NCVO, London

Thursday 18th June 2015

11:00 am

Present: Hugh Barr (HB) President, Richard Gray (RG) Chair, Elizabeth Howkins (EH) Treasurer, Richard Pitt (RP) Vice Chair, Helena Low (HL), Angus McFadyen (AKM), Jenny Ford (JFo), Marion Helme (MH), Sundari Joseph (SJ), Frances Gordon (FG), Liz Anderson (LA), Ivan Birch (IB), Pip Hardy (PH), Jenny Lorimer (JL), Kate Parkin (KP), Scott Reeves (SR), Sarah Smith (SS), Julie Derbyshire (JD), Colette Hawkins (CH), Graham Ixer (GI), Shuangyu Li (SL) Alison Machin (AM), Shobhana Nagraj, (SN), Veronica O'Carroll (VOC), Debbie Sandford (DS), Helen Sutherland (HS), Emma Beal (EB)

Apologies: Ann Ewens, Liz Westcott, Patricia Bluteau (PB), Jayne Frisby (JFr), Elizabeth Anderson (EA), Maggie Hutchings (MH), Peter Wilcock (PW), Milika Mitati (MM), Alison Ewing (AE), Nichola McLarnon (NM), Gerri Nevin (GN), Christine Rhodes (CR), Alison James (AJ), Siobhan Ni Mhaolrunaigh (SNM), Sharon Buckley (SB)

1. WELCOME

Hugh Bar, CAIPE President, opened the meeting by welcoming everyone and thanking them for attending. He spoke of a very difficult year for CAIPE that had been the toughest he could remember since CAIPE was formed in 1989. He praised the board for coming through this and facing up to the problems positively.

HB encouraged everyone to use the day to get to know each other and to enjoy the presentations.

2. CHAIR'S REVIEW

- 2.1 RG summarised his annual report to the meeting.
- 2.2 RG said that CAIPE has been strengthening its work based support for members in universities and in practice.
- 2.3 During the year focus has been placed on improving communications with members.
- 2.4 We have agreed to continue with the present web site provider for the next 12 months. This will provide protected time to explore alternatives.
- 2.5 We have continued to promote the use of Facebook, Twitter and the e-bulletin.

- 2.6 A new category of membership for small charities has been added at £850 per year.
- 2.7 Informa no longer publish JIC, Taylor & Francis have taken over and have honoured our contract signed with Informa so there will be no need to increase membership prices.
- 2.8 Membership numbers are up this year. We have six new Corporate members.
- 2.9 The Annual Student Conference was held in March and was a success. Thanks to Jenny Ford, Pat Bluteau and the student reps for their hard work organising this event.
- 2.10 The Annual Chair's Event was held in November and was a stimulating and challenging day. The title of the day was "Research in Interprofessional Education and Practice". Key note presentations were given, the first by Hugh Barr & Marion Helme, "Review of IPE and implications for future research". The second was from Rebecca Bake & Simon Horton from the University of East Anglia entitled "Enhancing student learning through service user involvement".
- 2.11 CAIPE has played an important role in responding to relevant policy documents and consultations through the task group for Policy & Consultation led by Jayne Frisby.
- 2.12 On behalf of CAIPE, Marion Helme and Hugh Barr, with Frances Gordon, Helen Low and Scott Reeves, have so far commissioned and edited two workbooks in a series to be published by the Radcliffe Press.
- 2.13 A promotion group, led by Richard Pitt, has been set up to develop the promotion of CAIPE. Work has begun outlining priorities with the development of the web site top of the list.
- 2.14 The newly formed Research Advisory Group, led by Scott Reeves, will aim to enhance CAIPE's excellent scholarly reputation; to formalise CAIPE's existing interprofessional scholarship activities and to provide a more prominent role for research and evaluation across the CAIPE membership.
- 2.15 RG praised Helena Low, Elizabeth Howkins and Richard Pitt for implementing and developing many workshops this year. He said it is essential to keep these running and hoped other board members will help to offer more workshops in the future.
- 2.16 ATBH VII held in Pittsburgh, USA, had a strong UK contingent present. The next conference will be held jointly by CAIPE, University of Oxford and Oxford Brookes University, in Oxford in September 2016. Planning so far is on target and speakers are booked. Sponsorship is still available if anyone is or knows someone who would be interested please contact RG.

- 2.17 RG gave his thanks to all the CAIPE board and executive group members for their hard work and support throughout the year.
- 2.18 RG announced that Sundari Joseph will be joining the Exec Group now that Angus McFadyen is stepping down. SJ will also become the Vice Chair of CAIPE. RG said that AM will continue as a co-opted board member for a second term. He thanked AM for his hard work as Vice Chair of CAIPE.
- 2.19 RG thanked Elizabeth Howkins for her work as treasurer and continued support as an ex chair of CAIPE.
- 2.20 RG also thanked Hugh Barr for his guidance and use of his vast knowledge and experience.
- 2.21 Finally he gave thanks to Debbie Holmes, Web Manager and Emma Beal, Administrative Assistant, for their work behind the scenes keeping everything running.

3. THE AGM

3.1 Apologies for Absence.

Apologies were received from Ann Ewens, Liz Westcott, Patricia Bluteau, Jayne Frisby, Elizabeth Anderson, Maggie Hutchings, Peter Wilcock, Milika Mitati, Alison Ewing, Peter Wilcock, Nichola McLarnon, Gerri Nevin, Christine Rhodes, Alison James, Siobhan Ni Mhaolrunaigh.

3.2 Minutes of the AGM held on 19th June 2014

The minutes of the previous AGM held on the 19th June 2014 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 and the following members were elected for 2015.

Sundari Joseph, Marion Helme, Veronica O'Carroll, Shobhana Nagraj

RG thanked the outgoing board member, Cath O'Hallorahan for her support and welcomed the new members to the board.

RG also thank Frances Gordon for her work and contributions to the CAIPE Board now that she has completed her two years as a co-opted member of the board.

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 2014-2015. 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: Richard Pitt

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: Frances Gordon

Seconded: Angus McFadyen

3.6 Any Other Business

3.6.1 HB said that workshops were an important part of CAIPE's work and he encouraged others to become involved in offering more workshops.

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. Debbie Sandford from The Point of Care Foundation gave a presentation titled "The development and use of the Schwartz Round: an interprofessional focus". This was followed by a second joint presentation from Pip Hardy, Patient Voices and Colette Hawkins, County Durham and Darlington NHS Foundation Trust, "Cultivating compassion in end of life care: an interprofessional approach". The presentations were enjoyed by all and RG thanked all three for coming to the AGM to present.

4.2 Following the key note presentations RG thanked everyone for attending and officially closed the meeting at 3.15 pm.