

# CAIPE

CENTRE FOR THE ADVANCEMENT OF INTERPROFESSIONAL EDUCATION

## **AGM MINUTES NCVO, London**

**Thursday 19<sup>th</sup> June 2014**

**11:00 am**

Present: Hugh Barr (HB) President, Richard Gray (RG) Chair, Elizabeth Howkins (EH) Treasurer, Helena Low (HL) Vice Chair, Angus McFadyen (AKM) Vice Chair, Jenny Ford (JFo), Sarah Hean (SH), Patricia Bluteau (PB), Marion Helme (MH), Sundari Joseph (SJ), Richard Pitt (RP), Jayne Frisby (JFr), Frances Gordon (FG), Damilare Akintade (DA), Elizabeth Anderson HEA (EA), Liz Anderson (LA), Ivan Birch (IB), Lynda D'Avray (LD), Pip Hardy (PH), Maggie Hutchings (MH), Dan Kinnair (DK), Jenny Lorimer (JL), Jackline Macharia (JM), Anastesia Nzute (AN), Cath O'Halloran (CO), Kate Parkin (KP), Scott Reeves (SR), Rebecca Riddell (RR), Zoe Scullard (ZS), Sarah Smith (SS), Peter Wilcock (PW), Peter Zaagman (PZ), Hayley Lawley (HL), Emma Beal (EB)

Apologies: Ann Ewens, Liz Westcott, Mike Carmi, Sharon Buckley, Ann Jackson, Lynn Clouder, Khasiba Omar, Rehka Vijayshanka

### **1. WELCOME**

Hugh Bar, CAIPE President, opened the meeting by welcoming everyone and thanking them for attending. He said that he was pleased to see a good number of members attending.

HB congratulated Richard Gray on an excellent first year as CAIPE Chair and thanked him for his invaluable working in building good relationships for CAIPE with so many other organisations nationally and internationally.

HB also thanked Elizabeth Howkins for moving to the post of Treasurer for CAIPE and keeping a very careful eye on the finances for CAIPE.

HB said he was pleased to welcome Scott Reeves, Professor of Interprofessional Research at Kingston University, to CAIPE who he feels will be a great research advisor for the group.

### **2. CHAIR'S REVIEW**

Richard Gray thanked everyone for attending the AGM. He said that his first year had been an eventful and enjoyable year.

CAIPE has responded to many policy documents and held national and international workshops.

Communication with members has been worked on with improvements to the web site and the use of Twitter and Facebook. However problems with the email system during the year caused problems, which have now been resolved. The Student Forum is now up and running on the website. The bulletin is still sent out monthly. He thanked Debbie Holmes, Web Manager for her hard work in this area.

An Away Day for the CAIPE Board was held at Kings College London in September 2013 which focussed on Corporate Membership Values, Charities membership and also a historical overview of CAIPE.

HL, RP & LC began developing a framework for a CAIPE fellowship.

A new contract was agreed and signed with Informa for continued access to the Journal of Interprofessional Care (JIC). Due to an increase to the price of JIC membership fees were discussed and reviewed by the board and it was agreed that membership prices would be increased to cover this.

Membership numbers have remained steady. Individual membership has increased with new members joining. Student numbers have decreased but this is due to a change in the system of when their membership ends. A new agreement was reached to end membership for students on the 31<sup>st</sup> December of the year their course ends. CAIPE will continue to offer students an introductory discount to Individual membership of £50 instead of £95 when they have completed their studies.

RG welcomed the new Corporate Members, Leicestershire Partnership Trust and Health Education Thames Valley and Health Education Wessex. RG thanked Emma Beal for her work on the membership processes.

The Student Conference, which focussed on the Service User, took place in Coventry in November 2013. This was again a big success and RG thanked Jenny Ford and Richard Pitt for their hard work organising it.

A poster competition was held with a prize going to two students of a £1,000 scholarship to use towards attending ATBH in Pittsburgh where their posters had already been accepted. The posters of the winners, Jackline Macharia and Rehka Vijayshanka, were presented at the AGM.

The CAIPE Forum and the Chair's Event continued to be well supported by members.

RG thanked the board's consultations working group, who had worked hard on responding on CAIPE's behalf to many consultation and policy papers throughout the year.

RG thanked the board's promotion group who have now produced new leaflets for advertising corporate and student membership, a new email strapline and a fabric poster for taking to conferences.

CAIPE was well represented at EIPEN in Slovakia in September 2013.

CAIPE will be supporting the WCC with discussions continuing on how we can support it. Marion Helme was congratulated on becoming the International Convener and Chair for the WCC. She will also be supported by Sundari Joseph.

The ATBH VII in Pittsburgh had been an excellent networking opportunity and RG was pleased to announce that the next ATBH VIII in 2016 will be held in Oxford. CAIPE will be organising the event with Oxford Brookes and Oxford University. The event will be focussing on Values Based Practice. More information will be sent out to members as it becomes available but RG said that this is a very exciting event for CAIPE to be involved in.

Finally RG thanked staff who work behind the scenes ensuring CAIPE runs smoothly. He thanked Ann Ewens, CAIPE Secretary, for her hard work ensuring that all necessary official paperwork is up to date and running the board member elections each year. He thanked Debbie Holmes and Emma Beal for their administrative support. He also thanked all the board members for their support during his first year as Chair. Special thanks were given to Helena Low and Angus McFadyen, Vice Chair's, who's term of office on the board has come to an end. He thanked them for their hard work over their six years as board members. He also gave special thanks to Hugh Barr and Elizabeth Howkins for their support and advice during the transitional stage of becoming Chair. He said he was delighted that Elizabeth had agreed to remain on the board as Treasurer

### **3. THE AGM**

#### **3.1 Apologies for Absence.**

Apologies were received from Ann Ewens, Liz Westcott, Mike Carmi, Sharon Buckley, Ann Jackson, Lynn Clouder, Khasiba Omar, Rehka Vijayshanka.

#### **3.2 Minutes of the AGM held on 20<sup>th</sup> June 2013**

The minutes of the previous AGM were accepted as a true and accurate record of the event.

#### **3.3 Matters Arising**

3.5 Margaret Sills had asked that the reserve be shown on future accounts. This has now been done for this year's accounts. She also asked why there was no Gift Aid. EB has now completed the process and claimed the Gift Aid.

#### **3.4 Board Elections**

An election of new board members took place and the following members were elected for 2014.

Ivan Birch, Maggie Hutchings, Jayne Frisby, Elizabeth Howkins and Kate Parkin.

RG thanked the outgoing board members, Helena Low, Angus McFadyen, Lynn Clouder, Sarah Hean, Ann Jackson and Dan Kinnair for their support and welcomed the new members to the board.

New student representatives were welcomed to the board, Hayley Lawley, Damilare Akintade, James Rowson, Ashley Thomson and Khasiba Omar. Simrit Nijjar has stepped down and was thanked for her support.

### **3.5 Annual Report and Accounts**

Sarah Smith, Independent Finance Examiner, explained her role and talked through the annual report and accounts. 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: Helena Low

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: Richard Gray

Seconded: Helena Low

### **3.6 Any Other Business**

MH asked that everyone sign the new CAIPE media consent forms that were enclosed with the pack of reports, to give permission to use any photographs taken during the day.

There was no other business to discuss. The AGM was closed at 12.10 pm.

## **4. CLOSING REMARKS**

4.1 RG thanked Hugh Barr, Lynda D'Avray and Marion Helme for their presentation "Review of IPE in the United Kingdom, 1997-2013" and Liz Anderson and Frances Gordon for their presentation "IPE – the future". He also thanked Jackline Macharia for presenting her ATBH VII Conference poster and Rehka Vijayshanka for sending hers in to be viewed. All presentations were warmly welcomed and enjoyed by all present.

4.2 The presentation "Review of Interprofessional Education in the United Kingdom, 1997-2013" (PowerPoint slides available on CAIPE website) outline the journey from shared learning to IPE; engaging with student voices; the challenges of marriages, separations and hard work of HEI's involved. In particular the challenges of embedding IPE in curricular for re validation of health and social care courses were highlighted. Twenty-one

recommendations are made to universities; their service organisation partners; commissioners of professional education and training; Higher Education Academy and Regulator Bodies of the health professions.

“IPE the future: What next for CAIPE?” presented the opportunity to develop a 5 year strategy where Patient Safety could be a key component (PowerPoint slides available on CAIPE web site). Key issues raised for debate were Academics, Patients, Students as change agents; Influencing Commissioners and Professional Bodies; Shaping the Interprofessional professional; CAIPE in the new millennium Definitions, Research and International alliances.

RG officially closed the AGM at 15.35 pm.