

**CAIPE BOARD MEETING**

**Via Zoom**

**Thursday 26th November 2020**

**Attending:** Richard Pitt (RP), Sundari Joseph (SJ), Maggie Hutchings (MH), Hugh Barr (HB), Sharon Buckley (SB), Chris Sanders (CS), Alison Machin (AM), Nichola McLarnon (NM), Amira Chaudhry (AC), Sharon Buckley (SB), Pat Bluteau (PB), Nichola McLarnon (NM), Veronica O’Carroll (VOC), Dawne Gurbutt (DG), Andreas Xyrichis (AX),

Emma Beal (EB)

**Apologies:** Chris Essen (CE), Laura Chalmers (LC), Melissa Owens (MO),

Linda Eyre (LE), Emma Pope (EP),

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| **Item**  | **Notes**  | **Action** |
| **1. Welcome and Request for Conflicts of Interest** | RP welcomed everyone to the final Board meeting of the year and thanked them for attending. RP asked all attendees if they had any conflicts of interest with any items on the agenda. There were no conflicts of interest to report. |  |
| **2. Apologies** | Apologies were received from Melissa Owens, Laura Chalmers, Chris Essen, Linda Eyre and Emma Pope. |  |
| **3. CAIPE Chair Candidate** | CAIPE received an application for the position of Chair. The candidate presented their vision and then answered questions from the Board. After the candidate left the meeting the President made his comment and the Board discussed the presentation. EB will send out a voting email, along with a video of the presentation and discussions. The Board members will be asked to accept, decline or abstain from voting by mid-day on the 2nd December 2020. EB will have the voting verified by independent adjudicators and report the result to the current Chair. | **EB** |
| **4. Approval of minutes of the previous meeting** | The minutes of the meetings held on 25th June 2020 and 23rd July 2020 were approved as a true and accurate record of the meeting. |  |
| **5. Matters Arising not on the agenda/Action Log** | 25th June 2020Item 4, 7.1, page 2. SJ asked to confirm that we are not participating with the IPR.G situational analysis survey of IPE as she has received a request to complete one. SB said she also received it. RP confirmed that CAIPE is not involved in the survey and individuals contacted have been done so as their names would be on the IPR.G database.23rd July 20205.2 IPE Standards Working Group UpdateSB asked for the vote to accept the proposal position paper be recorded as the vote at the Extraordinary Board meeting was voided as there was not a quorum. The vote took place via email and the result was:Yes = 14 No = 1 Abstain = 1 |  |
| **6. Chair’s Report** | RP addressed his Chair’s Report that had been circulated prior to the meeting.1. JIC CAIPE affiliation – RP asked if the proposal for having a JIC Associate Editor had progressed any further. AX said that there was no further progress to report but he will look further into it. RP said that the Board are happy to proceed and we can begin advertising the position in January.3. HEE South Pilot: IPE Handbook. RP said that he had received a request from Richard Gray and Jenny Ford to have the handbook published. He said that the Exec Group had discussed this and were concerned about the cost. He said that it will require Board approval to take this forward. SJ said that the Board had not seen the handbook and would need to see Richard and Jenny’s presentation before they approve as they don’t know what they are approving. RP will circulate the current version to the Board and also suggested that they join the IP.G café link on the 9th December to see their presentation of the document.Zoe Scullard from HEE has approached CAIPE to work on Phase 2 of the project and costings have been done and a bid submitted.8. Educational online Mini-Conference “Interprofessional Healthcare Educators -Interrobang” RP has been invited to provide a keynote presentation of CAIPE at this Educational online conference being organised by Clinical Teaching Fellows (Medicine) Network. The conference would be open to all health and social care professions. The conference is being sponsored by AoME and others and the organisers are wondering if CAIPE would also sponsor the conference for a maximum of £200. CAIPE sponsorship would gain CAIPE logo on conference material and membership promotion. RP asked the Board to agree the sponsorship. The Board unanimously agreed.9. RP said that since the conversion to CIO both Ann Ewens as Company Secretary and Stephen Ewens as legal advisor have retired from their contribution to CAIPE. The Exec on the Boards behalf have thanked them for their many years of contribution and have sent them a voucher, gift boxed, for a three-course meal with champagne on arrival at <https://swinfenhallhotel.co.uk/>.  Flowers have also been sent to Ann.The Board approved Ann and Stephen Ewens gift payment.Sarah Smith, the CAIPE auditor, offered to take over the role previously undertaken by Stephen Ewens to ensure all documents are sent to the relevant authorities for the CIO and Board Trustees. She will charge £180 per year for this and the Board approved.10. Careum Working Paper 9To receive this publication ‘Interprofessional education in the Swiss healthcare system: situation analysis, perspectives and roadmap’HB merits attention and encouraging response. Respond to RP in the next two weeks and he will respond to the organisers. | **RP** |
| **7. Financial Report** | PB reported that the finances are looking healthy for this time of year. We are usually at a much lower surplus but currently have a surplus of £8k. She said that this is because we have had no travel expenses or venues to pay for with events being held on Zoom. PB said that membership were also stable and corporate members have been renewing so far. SB said that student involvement with CAIPE was a powerful argument to get approval for renewing their membership and thanked Amira for the work being done by the Student Working Group. Budgets for working groups are available and will be sent out to all by PB. AC has requested funds for prizes for the student group’s Qatar debate project. RP said that if the three winning students are from CAIPE they could apply to CAIPE for £500 each to go to ATBH.PB said that at a recent Exec Group meeting it was discussed that we hire a storage unit to hold CAIPE publications and other marketing accessories. EB has investigated a storage unit near to her so that she can store and catalogue all the documents we currently hold. It is an 8 ft x 8 ft unit and will cost £154.00 per month (£1848 per year). The Board agreed to this cost for one year and then will review. | **PB****All** |
| **8. Working Group Reports** | 8.1 AwardsRP reported that Richard Gray and RP will be standing down from the John Horder Award group in June 2021.JIC has agreed to sponsor the John Horder Award for £500 and The Scott Reeves Award (ATBH) for £800. RP has met with the Honorary Fellows and reviewed the current policy with them. The main point discussed was around the length of term of office. He will propose a re-wording of the introduction and discuss further with Fellows on 14th December at their next meeting. This will be circulated in the New Year to approve at the March Board. The John Horder Awards Presentation is taking place on the 10th December.Following difficulties with the administration at the RSM a meeting was held and after discussion with their representatives, CAIPE will now undertake all the administration. A fee will be charged to RSM to cover this. CS said standards of entries were really good this year and difficult to separate.8.2 Learning & TeachingDG reported that it has been a taxing year for all in learning and teaching in the current conditions but there has still been enthusiasm from the group and it has been encouraging how this crisis has put the profile of high level of skills of those in IPECP have in being able to cope. It has been positive and opened opportunities to do more inter-disciplinary work. 8.3 Workshops & ConsultancySJ reported that this year they have done one workshop with Melbourne University and this was the first Zoom workshop. It was very successful and has received very good feedback. 8.4 ResearchVOC reported that MO has taken on co-lead for the group ready for when VOC leaves the Board in June. Guides and papers have been produced. MO is setting up a database of PhD/MD/Prof Doc supervisors which will help to identify external examiners. They are still seeking funding to undertake the Review of IPE. They have contacted HEE to do match funding and are waiting to hear. A NIHR funding opportunity has come up that may be relevant and they will look into that. VOC has discussed with AC about how to work better with the student group and turning papers in to research skills workshop so they will also discuss with SJ for the Workshop working group. 8.5 Marketing & CommunicationEB reported that LE recently restarted the group and will update when more progress has been made.8.6 InternationalSJ reported that the group struggles to meet. She said that she will write up a report after the Symposium as they are all going to be involved. The group has had some input on the website section on COVID-19. SJ has accepted the resignation from the group of Priya Martin in Australia. SB said that it is interesting to see that most of the presenters at the Symposium are from overseas which is most encouraging.8.7 IPE National Standards Working GroupSB reported and a lengthy discussion ensued.Their survey has been put together with a short accompanying paper which is ready to go when it is considered appropriate to do so. The Board voted on whether the group could send out the survey to all CAIPE members. It was agreed that this can be done and SB said that they will aim to do this in late January/early February.Any concerns should be sent to SB for her to take them to the working group to look at during their next meeting. 8.8 PublicationsMH reported that the Palliative Care publication is now imminent. Should be published early in the new year. Routledge will give 20% discount on this series for CAIPE members. MH will send the link to EB to send out to all members.8.9 StudentsAC reported that Twitter Chats have re-started and will now run once every quarter. She said that more students joined last time which was encouraging.#IPECONNECT2020 campaign run by RGU and UEA IPE Societies ran in September and was really well received. Aston University are running an evaluation project and the results will be published to CAIPE members in the near future.AC asked the Board members to contact their Board links to promote the sponsored logins for their students so that we can reach more of them.AC said that the Qatar virtual debate will take place in the new year and will involve UK and Qatar teams debating.8.10 Service User & CarerCE has canvassed the group membership but disappointingly has not received a reply. He has offered to take on the lead. He has canvassed for interest IPECP. RP said that we need to encourage him and look at helping with this.  | **MH** |
| **9. CAIPE Fellows** | 9.1 CAIPE Honorary Fellow Award PolicyThis item was discussed in the Chair’s Report. |  |
| **10. Board Vacancy** | Stephen Garvey has resigned from the Board as he has a new appointment as Deputy Dean for Learning & Teaching at University College Birmingham. The Board wished him well in his new venture.  |  |
| **11. Corporate Members** | 11.1 Corporate Regional ForumThe next Corporate Regional Forum will take place on the 19th March at Aston University. MH said they will begin to organise the event in early January ready to publicise. A decision on a live meeting or a Zoom meeting will be made nearer the time.There will be no Autumn Regional Forum due to ATBHX so the next one will be in the following March at Staffordshire University. |  |
| **12. Membership Update** | EB reported the following membership numbers:Student = 198 (142) 🡹Service User = 15 (14) 🡹Individual = 73 (62) 🡹Corporate = 33 (33) 🡺Sponsored Logins = 391 (296) 🡹Epsom & St Helier NHS Trust have requested to become corporate members for three years. |  |
| **13. Forthcoming Events** | 13.1 CAIPE SymposiumSJ updated. Excited that the event tomorrow on Zoom will be attended by 90 people. Format will be challenging on Zoom but they are ready. All presentations are on the website and can be played if there are any technical problems. The event will be recorded and uploaded on the website afterwards. 13.2 CAIPE Retreat (formerly Away Day)EB confirmed she has booked the 13th May Board meeting and 14th May Away Day in Portsmouth. A theme for the Away Day was discussed. RP suggested the new Chair and membership as the focus. He asked for suggestions to be sent to him and this will be reviewed at the Board in March.13.3 CAIPE National Forum (including the CAIPE AGM)This has been booked for the 17th June 2021 but depends on the KCL/CAIPE Conference. RP said we also need to add in the John Horder Awards Presentation 2021. 13.4 Diary DatesRP said that if the current candidate for the position of CAIPE Chair is unsuccessful the position will be re-advertised with a closing date of the 29th January and an Extraordinary Board on the 16th or 18th February 2021.  | **All** |
| **14. ATBH Conferences** | 14.1 ATBHX QatarA second call for abstracts has gone out. SJ said that Alla is still doubtful if they are going to go ahead with a face-to-face meeting but still going ahead with abstracts. |  |
| **15. Any Other Business** | 15.1 CAIPE AdministratorRP said that the Exec Group would like to recommend that the CAIPE Administrator is given a bonus of £250 for exceptional work this year, especially for the COVID-19 pages. The Board approved the payment.15.2 Thank You CardsEB showed the Board the new Thank You cards that have been designed and can be used to send messages when required. Any text can be emailed to EB and she will print it out and send on the Board member’s behalf.15.3 CAIPE Website ReportRP referred the meeting to view the website report.He also asked the Board members Tweet and Re-tweet as much as possible. | **All** |
| **16. Date of Next Meeting** | The next CAIPE Board meeting will take place on Thursday 18th March 2021 at Aston University, Birmingham, (subject to lockdown restrictions). |  |
| There being no other business, the meeting closed at 15.10 pm. |

**ACTION LOG:**

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| **ITEM** | **ACTION** | **ACTIONEE** | **DATE COMPLETED** |
| **13th March 2019** |  |  |  |
| 9 Working Group Reports | Produce a discussion paper on how Service Users can be involved in IPE. | CE | ONGOING |
| 12 Away Day | Investigate marketing groups for charities.  | Marketing & Communications Group | ONGOING |
| **28th November 2019** |  |  |  |
| 5.9 | Consider what should be open access and copyrights. | Marketing & Communications Group | ONGOING |
| 5.11 | Contact Cardiff University about the proposed Federation of Health Care Educators. | SJ/EP | ONGOING |
| 10.3 | Consider small organisations membership. | EXEC | ONGOING |
| 14.1 | Re-design the newsletter. | EB | ONGOING |
| **12th March 2020** |  |  |  |
| 7.1 | Speak to Chris Essen about inviting Service Users to join the Research Group | VOC | ONGOING |
| 7.5 | Consider joining and/or supporting the Marketing & Communications Group | ALL BOARD | ONGOING |
| **26th November 2020** |  |  |  |
| 3. | Circulate vote for CAIPE Chair via email. | EB | 27/11/2020 |
| 6.3 | Circulate current IPE Handbook to all Board Members. | RP | 15/1/2021 |
| 7. | Send out budgets to all working groups. | PB |  |
| 8.8 | Send Routledge discount code to EB to circulate to all members. | MH | 21/12/20 |

**APPROVAL:**

These minutes were approved at the Board Meeting held on

Thursday 18th March 2021.

Signed:

Richard Pitt, CAIPE CHAIR