



# The Association for Palliative Medicine of Great Britain and Ireland Annual General Meeting

Thursday 15 March 2018

Tregonwell Hall

ASP Conference, Bournemouth International Centre

01/18 **Welcome from Chair** (Andrew Davies)

Andrew Davies welcomed all those present to the meeting.

02/18 **Minutes of 2017 Annual General Meeting** (Andrew Davies)

The minutes were accepted as a true and accurate record.

03/18 **Committee Reports**

a. **President** (Dr Andrew Davies)

See slides. AD talked about the history of the APM (reason for existence), the recent difficulties, and the current state of affairs. He talked about the function of the APM, and the need for a coherent strategy going forward. He outlined the priorities for the Executive Committee over the next year, and noted that there needed to be engagement with the membership about the longer term strategy (e.g. expansion of the membership). The Executive Committee wanted the APM to be the “go-to” organisation for issues relating to palliative and end-of-life care. He ended by encouraging members to take a more active role in the Association (e.g. join committees / task groups).

b. **Governance** (Dr Iain Lawrie)

See slide. IL advised that our governing document has been updated using the Charity Commission template, and that it now includes the possibility of proxy voting and electronic voting. A vote to ratify the new governing document was held, and a quorum of members ratified the changes (including proxy votes received prior to AGM). The new governing document will be sent to the Charity Commission.

c. **Finance** (Dr Mike Stockton)

See slides. MS advised that he was demitting from his role, and that Derek Willis was replacing him as Honorary Treasurer. MS reported that the APM was now in a much better financial position. He confirmed that there were enough funds to run the APM for 6 months, and an additional £110k to invest in value added projects.

The income from membership in 2017 dropped by £15k due to change of profile in membership (more full paying members leaving, and more reduced rate members joining, i.e. juniors /trainees). Focus of work needed

over next 1-2 years. Also, the income from advertising dropped slightly. However, expenditure also dropped as a result of stopping subscription to the JPSM (£38k per year), and a further reduction in administrative costs.

Plans for 2018 – Target profit for 2018 is approx. £40k. Membership needs to be reviewed. Advertising potential to be explored (although limited). Work on a new income strategy to diversify income stream. Not likely to be able to get much more efficient, so plan to maintain efficiencies to control expenditure costs.

Education account – Education account balance of £116k, due to proceeds from closure of PCC (£95k), and educational events (ASP conference) (£24k).

Restricted reserve – no concerns and sufficient funds to support eELCA & Breathless Research Charitable Trust.

Vote to ratify accounts:-

Proposed – Sarah Cox

Seconded – Paul Paes

Vote to formally appoint DW as Treasurer:-

Proposed – Aoife Gleeson

Seconded – Helen Bonwick

d. **Policies and communication** (Dr John Ellershaw)

JE talked about the APM's mission and values, and the vision for the future. He reiterated the strategy for the next year, and the fact that the committees would have agreed yearly objectives. He also talked about the longer term strategy, and the need to be more proactive in response to events that occur in relation to palliative and end-of-life care. He talked about the need for position statements on key topics, and that these needed to be more outward facing (i.e. appropriate for the general public).

e. **Education** (Dr Paul Paes)

See slides. Education Committee re-formed in the last year. PP explained role of education committee, and planned educational events for 2018-9. Also, discussed planned survey re educational requirements of membership.

f. **eELCA** (Dr Richard Kitchen)

See slides. RH talked about plans for new modules, and requested that members got involved in writing / updating content of modules. Also, talked about strategies for increasing uptake of eELCA. Finally, he thanked Christina Faull for mentoring him.

g. **Professional Standards Committee** (Dr Sarah Cox)

See slides. SC highlighted various outputs from PSC including FAMCARE service evaluation, seven day working document (almost completed), and mentoring survey. She discussed the audit prize, and congratulated Lucy Baird for winning in 2017. She discussed a new project relating to competencies for SAS doctors. SC is stepping down from the committee, and thanked the other members for their input.

h. **Science Committee** (Dr Jason Boland)

See slides. JB described the main areas the committee have been working on over the past year. He is stepping down from the chair of the committee (but remaining on the committee), and Kath Webber will take over as interim chair of the committee.

i. **Ethics Committee** (Dr Idris Baker)

See slides. IB talked about current educational events, and plans to expand the number of events (and target a wider audience). He thanked the other members of the committee, and especially Derek Willis, for their support.

j. **Workforce Committee** (Dr Benoit Ritzenhaler)

k. **Trainees Committee** (Dr Rebecca Lennon)

l. **Juniors Committee** (Dr Anna Street)

No presentations for J, K, I

m. **SSAS Committee** (Dr Esraa Sulaivany)

See slides. ES advised that they now had a full committee, and how the committee interacted with the other committees (e.g. PSC, Workforce). She also talked about the upcoming educational event. She thanked the other members of the committee for their support.

n. **SAC** (Dr Alison Coakley)

See slides. AC spoke about the SAC roles. AC advised that Palliative Medicine was one of the most popular medical specialties, with an almost 100% fill rate for training posts. She spoke about the challenges over next few years, including implementation of Shape of Training, and workforce difficulties (i.e. unfilled consultant posts, consultant retirement, static training numbers). She thanked the other members of the committee for their support.

04/18 **Committees** (Dr Andrew Davies)

***Andrew Davies thanked all the committee members that have demitted this year.***

Executive Committee

Executive Officer: Dr Mike Stockton  
Elected Member: Dr Eleanor Grogan  
Science Committee Chair: Dr Jason Boland  
Trainees Chair: Dr Rebecca Lennon  
Co-opted Northern Ireland Rep: Dr Neil Jackson  
Co-opted Scotland Rep - Dr Annabel Howell

Trainees' Committee

Chair: Dr Rebecca Lennon  
Regional representative Coordinator: Dr Sharon Twigger  
SAC Scotland Representative: Dr Joanna Prentice

Education Committee

Chair: Eleanor Grogan

Professional Standards Committee

Chair: Sarah Cox  
Trainee Rep: Dr Claire MacDermott

Science Committee

Chair: Dr Jason Boland (Staying on Committee as an Elected Member)  
Elected Member: Dr Ollie Minton  
Elected Member: Dr Paul Perkins

Workforce Committee

Trainee Rep: Dr Felicity Dewhurst  
Republic of Ireland Rep: Dr Feargal Twomey  
Wales Rep: Dr Caroline Usborne  
SAC Workforce Lead: Dr Polly Edmonds

eELCA

Lead: Dr Christina Faulf

The membership expressed their thanks to the demitting committee members with a round of applause.

***Elected members were ratified, as follows:***

Executive Committee

Treasurer: Dr Derek Willis  
Northern Ireland Representative: Dr Ian Warwick

Juniors Committee

Conference Co-ordinator: Dr Annabelle Mondon-Ballantyne  
Liaison to the Trainees Committee: Dr Hannah Rose  
Education Co-ordinator: Dr Grace Carr

SSAS Committee

Member: Dr Soumen Saha  
Member: Dr Owain Prys Thomas  
Member: Dr Rebecca Watson

Education Committee

Chair: Dr Paul Paes  
SSAS Committee Chair: Dr Helen Bonwick  
Trainees' Education Lead: Dr Felicity Dewhurst  
APM Rep: Dr Alison Franks  
e-ELCA Lead: Dr Richard Kitchen  
Website/Social Media: Dr Ros Marvin  
APM Rep: Dr Wendy Prentice  
APM Rep: Dr Amy Proffitt

Workforce Committee

Republic of Ireland Rep: Dr Regina McQuillan  
Wales Rep: Dr Andrew Schuler  
SAC Workforce Lead: Dr Katie Frew  
England Rep: Dr Gabrielle Rose  
Trainee Rep: Dr Jane Whitehurst

Trainees' Committee

Chair: Dr Anthony Williams  
*Dr Williams will now take over as chair of the Trainees Committee. Dr Lennon demits from the role.*

Regional Reps Coordinator: Dr Lucy Ison  
Communications Coordinator: Dr Amy Ritchie  
SAC (Scotland): Dr Kirsty Lowe  
BMA Junior Doctors Committee Observer: Dr Vanessa Jackson  
Workforce: Dr Jane Whitehurst

Proposed: IB  
Seconded: JE

05/18 **APM award winners** (Dr Andrew Davies)

Dr Davies announced the following APM award winners.

Trainee ASP Poster Prize 2017

Winner: Emma Shereston

SSAS ASP Poster Prize 2017

Winner: Kate Howorth

Undergraduate Audit Prize

Winner: Lucy Baird

06/18 **Any other business**

Nil of note

07/18 **Date of next Annual General Meeting**

21<sup>st</sup> March 2019 (ASP Conference, Harrogate)