



Minutes of ACP Annual General Meeting on 15th September 2014

1. Present and Apologies

Present: Jackie Hall (Vice Chair), Bidy Youell (Chair), Heather Stewart, Mary Walker, Ricky Emanuel, Viv Peyton, Hilary Ann Salinger, Eve Grainger, John Crowley, Alison Roy, Liz Bodycote, Ryan Lowe, Wendy Shallcross, Lydia Hartland-Rowe, Trudy Klauber, Dilys Daws, Margaret Hurst, Eve Grainger, Sue Sherwin-White, Beverley Tydeman, Catrin Radley, Lucy Griffin-Beale, Alison Cattle, Hilary Dawson, Barbara Segal, Susannah Marks, Philippa Boulter, Jane Begley, Ferelyth Watt, Mark Carter, Claudia de Campos, Zah Nga, Selina Perocevic, Julia Britton, Julia Mikardo, Emil Jackson, Jocelyn Catty, Judy Shuttleworth,

Apologies: Andrew Briggs, Lynne Cudmore, Sarah Gustavus Jones, Jonathan Bradley Jemima Phorson, Jackie Alexander, Maria Rhode, Lynda Ellis, Isobel Pick, Louise Emanuel, Margaret Smallbone, Ana Marques

BY opened the meeting and noted the number in attendance. HS confirmed enough were present for this AGM to be quorate.

2. Minutes of AGM 2013

Minutes from last year's AGM were approved. Proposer: Hilary Ann Salinger. Secunder: Mary Walker.

3. Reports from ACP Committees 2013

Bidy Youell reminded the meeting that annual reports from the various ACP Committees were available on the website and encouraged the membership to take the time to read them through. BY also said that this year the ACP Executive would be asking for all the reports to be approved en masse. Reports were as follows: Ethics, Training Council, Membership Committee/Registrar, Research, Journal, Programme Planning, Regional Advisors, Independent Practice, Assessors Panel and CPD. BY moved the motion for the reports be approved and they were. Proposer = Lisa Miller and Secunder = Ryan Lowe

4. Rule Changes

Bidy Youell reminded the meeting that proposals to change the rules of the ACP's constitution had been circulated and summarised by email before the summer break. The proposed changes were due to both the PSA application and to balance some

elements of the organisation's constitution, bringing some common sense to its mandate. There was one error in the material circulated which was that trainees would be eligible for ACP membership at the time of taking on the first patient. ACP membership is compulsory for all trainees at the start of their training.

Biddy Youell asked Ricky Emanuel to say a few words to summarise the proposals to the meeting. RE outlined the changes as giving final say to individual's membership & registration status within the ACP to the Registrar. It was made clear that the new rules meant that the public register would show sanctions against members from today and any previous sanctions or enquiries would not be shown. The rule changes would also permit the ACP Executive to carry out its business of running the ACP with greater autonomy than before and without need to call for a quorate of the membership and a vote on every issue.

Eve Grainger asked for clarification on rule 11.4 explaining the copy she had received was blank. RE read through the text and discussed how under the proposed new rules the Registrar could convene the membership committee and de-register a member who was non-compliant with ACP registration fees, CPD, etc.

Biddy Youell asked Mary Walker, as Registrar, to say some words on this topic. Mary Walker described her recent work with Ricky Emanuel as ethics chair and the time and effort taken to pursue outstanding CPD & registration fees. The proposed rule changes would allow the Registrar to de-register non-compliant members without need of referral to the ethics committee.

Mary Walker also spoke about the members Register being updated for the PSA application and how these changes would make managing the Register more efficient but further changes would need to be made both in categories of membership and fees. The retired & overseas category needed review and the group 'Honorary Member' had been re-titled as 'Honoured Member'. Lisa Miller queried this and it was explained that 'Honorary Member' has caused confusion for the public, who had queried whether honorary members were fully trained.

Biddy Youell asked for a vote on these changes and the vote was carried unanimously. (Proposer: Barbara Segal, Seconder: Margaret Hurst.) Ricky Emanuel asked that the new rules be circulated to the membership as soon as reasonably possible. Alison Roy explained she was planning a special issue in December (in the new Bulletin format) to publish the new rules, discuss the changes and the future of the ACP, but that they would be sent out by email in the first instance.

ACTION POINT: New rules to be circulated to membership

5. Treasurer's Report

Biddy Youell asked John Crowley to speak to his report and he outlined last year's accounts bringing attention to the £66,000 operating surplus that had been achieved. He went on to report that the ACP reserves were in good order and in excess of £660,000. He gave thanks to Suzan Sayder, Lynne Amidon and those Treasurers who had gone before for their fiscal governance. He went on to remind the meeting that the ACP had been going through a period of planning & development, all with the ambition of professionalizing the organization's operations and making it more business-like. This would mean engaging ACP personnel to take on work and responsibilities in working hours and so they would need to receive payment. The

result of this along with the rule changes & PSA application meant that unlike the previous year's performance, this year's accounts would be unlikely to show an operating surplus. Indeed, the scale of the planned restructuring and developments meant the reserves would be needed to finance much of what was envisaged.

Lisa Miller asked if the reserves were being invested securely and John Crowley explained that the ACP's existing legal status meant we could not take advantage of the attractive investment opportunities that some not-for-profit organizations could. Ricky Emanuel reminded the meeting that the ACP was an 'un-incorporated association' and as such the officers of the ACP were potentially liable for actions of its members. Bidy Youell explained that one of the greatest drains on ACP funds were legal fees.

Heather Stewart asked for the Treasurer's report to be accepted and this motion was proposed by Eve Grainger and seconded by Ryan Lowe.

6. Elections: Nominations & Voting

Bidy Youell announced that after many years of unstinting service Heather Stewart was stepping down as Honorary Secretary. However, it was with great pleasure that she was able to announce that Heather Stewart had agreed to take on the role of Chair of the ACP. This announcement was met with spontaneous applause from the meeting.

Bidy Youell went on to say that although the membership as a whole had been emailed inviting statements of interest, none had been received. This was helpful in some ways as any candidate who had not come from within the Executive would have struggled in light of all that had been going on and was still being planned at the ACP. Heather Stewart was very much at the heart of all the recent work and planning and so Bidy Youell expressed her delight at Heather's appointment. Heather Stewart would take up her role from 1st October 2014.

Bidy Youell also announced the appointment of Isobel Pick as Chair of Training Council and expressed her delight that she had agreed to take on this role. Lydia Hartland-Rowe has agreed to stay on as Honorary Secretary in the Training Council to offer support to Isobel.

Moving on to the other nominations Bidy Youell explained that some nominations had arrived after the deadline but these members would still be eligible to serve as members of the Executive Committee and Training Council committees as she had the forms prior to the AGM.

Nominations for the Executive Committee were:

Hilary-Ann Salinger (who had previously served as a co-opted member) Proposed by Jackie Hall and seconded by Heather Stewart

Ferelyth Watt. Proposed by Bidy Youell and seconded by Janine Sternberg and Sarah Rance

Ana Spoladore. Proposed by Lisa Milller and seconded by Sheila Miller

Ruth Glover Proposed by Katie Argent and seconded by Bidy Youell

Nominations for the Training Council were:

Andrew Briggs. Proposed by Jackie Hall and seconded by Bidy Youell.

Jeremy Gunson. Proposed by Kevin Booth and seconded by Sheila Miller.

Philip McGill. Proposed by Katy Dearnley and seconded by Lydia Hartland-Rowe.

Susannah Marks. Proposed by Catrin Bradley and seconded by Trudy Klauber.

All the nominations were accepted. There was no requirement for a vote as the number of nominations equaled the number of vacancies. BY welcomed the above members to their respective ACP committees and thanked them for coming forward.

7. Chair's Report

Bidy Youell gave her sincere thanks and expressed her gratitude to Jackie Hall for stepping into the Chair role while Bidy Youell took leave of absence from the ACP. Jackie Hall had held the role through one of the most challenging periods in recent ACP history.

Jackie Hall spoke about the many challenging events that had taken place since last autumn; she listed them as Bidy's unforeseen absence, the move from West Heath Road, the PSA application, the move to share office space with the BPC, introduction of new registration & CPD protocols and Lisa Williamson's departure. All this while the organization attempted to restructure, reorganize and overhaul its management and operations.

Jackie Hall gave generous thanks & praise to the ACP Executive who had worked collectively to deliver the PSA application and meet the demands for that process; she thanked many people but gave special thanks to Ricky Emanuel, Mary Walker, Judy Shuttleworth, Alison Roy, John Crowley & our new Chair Heather Stewart for their contributions. Jackie's full report will be published on the website.

Bidy Youell added her further note of thanks to Jackie Hall and announced that she was delighted to report that Jackie Hall had agreed to stay on the Executive to support HS in her new role.

8. AOB & Discussion

Lucy Griffin-Beale asked John Crowley to explain how there could be a deficit with such large reserves. John Crowley explained the difference between annual income & costs, the ACP's cash-flow, and its reserves, the latter being managed separately and held for different purposes.

Ferelyth Watt asked if the legal status of the ACP could be changed from an unincorporated association so that it might be able to invest in a different way. Jackie Hall agreed with the sentiment explaining it was being actively considered by the executive committee. There seemed to be many advantages to having at least a charitable arm for our organisation.

Beverley Tydeman thanked the Executive committee for their hard work on behalf of the members. She asked about the collection of CPD forms and talked of how Trusts now require evidence of registration and a formal notification that CPD has been completed. BY agreed that this year it had been very difficult to gather information from members and it had been costly to chase members for non-payment of fees or failure to comply with CPD and registration returns. Mary Walker and the Executive Committee would be looking to set up more robust procedures from next year and registration status would be publicly available on the website.

The meeting closed with a vote of thanks to Bidy Youell from Jackie Hall and a presentation of a bouquet of flowers in recognition of her dedication and leadership over the last three years.

Minutes/Notes taken by John Crowley
September 2014