

**Minutes of the GGPET AGM
Wednesday 18th March 2015
Queen's Hotel, Cheltenham**

Charity Commission Number 1117571

Present

Sadaf Haque (SH), Sarah Whitham (SW), Anja Henke(AH), Sam Boden(SB), Jackie Martin (JM), Martin Nicholas (MN), Laura Halden (LH), Olesya Atkinson (OA), Stuart Nelson (SN), Julie Nevin (JN), Lizzie Eley (LE)
Ruth Hallet (RH), CCG Care Pathways Lead

1. Apologies

Ruth Fitzjohn (RF), Penny West and Philip Fielding (LMC representation)

2. Minutes of the 8th AGM

Discussed ST3 membership renewal after they qualify. JN reported only approximately 1/3 of trainees renew membership. Trainees remain on the emailing list and receive renewal invites.

3. Matters arising

None discussed

4. Election of new Officers and Trustees

LH has been elected as a secretary taking over from OA. JM is advertising for a new bookkeeper.

Action: SN to write a job description for the treasurer

Action: JN to advertise the treasurer vacancy amongst Cheltenham-based GPs

Discussed the frequency of re-election of the officers. Chair of Board of Trustees should be re-elected every year; other trustees should be re-elected every 3 years. MN has been re-elected as Chair of Board of Trustees and remaining trustees (SN, OA, RF) have been re-elected as of today, with LE joining as a new trustee.

5. Trustees Annual Report - discussed as part of the Secretary's report

6. Secretary's Report

Discussed the on-going drop in the membership numbers. Noted excellent turn out at tonight's Edward Jenner Lecture from members and non-members as one of the ways to highlight GGPET and improve membership numbers. This year the renewal invite was also sent to all Gloucestershire GPs via the global email list, which was not done last year. SB noted that forthcoming events are only advertised to the current GGPET members and not emailed via the global list. SH reported a perception amongst some of the non-members that GGPET is mainly focused on the String of Pearls (SOP). Discussed ways to make GGPET more attractive to full-time, often male partners who struggle to attend the evening

events. Agreed to put on more whole or half day training events and possibly break up the week of SOP into several days throughout the year. JM suggested advertising GGPET programme and membership to practice managers and also letting the appraisers know about the GGPET. Also discussed making certificates for accreditation of learning for members to use for the appraisal.

Action: SN to write a cover letter for appraisers about GGPET

Action: JN to circulate the GGPET programme and membership forms to all the Practice Managers on the global list

Action: SH to discuss further whole/half day events with GGPET Committee

7. Treasurer's Report

SN noted falling numbers of members and surplus of reserve funds.

Discussed looking at other funding streams – CCG through collaborative work (see below), pharma sponsorship, getting involved in mandatory training.

8. Membership fees inc. pro-rata

Noted an increase in the membership fees for 2015/16

9. Pharmaceutical sponsorship (SH)

All broadly agreed the need to seek sponsorship from pharma providing it is done in an ethical way.

10. Collaborative partnerships

RH reported on the current CCG project on the care pathways website. RH has proposed to provide links to the existing GGPET educational events as well as on-line training opportunities; CCG would like to have an educational component when rolling out new pathways, which could be provided by GGPET. GGPET and its members could feedback how to develop the website further. All were warmly in favour of developing collaborative working with CCG providing that GGPET remains a member-driven organisation and GGPET strikes the balance between the interests of the members versus the agenda of the CCG. The content of the GGPET presentations could not be made freely available on the CCG website as they were restricted to the paying members. RH discussed the option of CCG funding every GP in Gloucestershire to be a GGPET member. All agreed this could be a developmental opportunity for GGPET especially in the light of the falling membership numbers. However, GGPET would need to protect the high quality educational independent status of GGPET versus obligation for GGPET to provide value for money for the CCG. SW and AH have raised concerns about implications on the committee resources and venue capacity if GGPET was to provide additional CCG-commissioned events.

Action: SH to look at several phases of developing the collaboration with CCG and continue liaison with RH

Further discussion after RH left the meeting: LE stated CCG collaboration is the likely natural progression in the future. It would be beneficial for GGPET to develop links with CCG at an early stage to retain the maximum control and independence over the educational provision.

Action: SH to discuss issue of CCG collaboration and marketing to increase membership numbers at a separate GGPET committee event

11. LMC representation

All agreed that PW did not offer the anticipated level of input at the last trustees' meeting. PW was not representing LMC as was expected by the trustees and she was not briefed about the GGPET related issues. It was noted that PW submitted an invoice for as travel time as well as the agreed meeting attendance. SB suggested that in the future GGPET should not be paying for LMC representation, which is part of the educational and pastoral role of LMC.

Action: MN to write to Philip Fielding

12. Treasurer succession planning

See paragraph 4.

13. AOB

LH is unable to attend the next trustees' meeting scheduled for Monday 14th September 2015 and cannot attend in the daytime.

Action: LH to set up a doodle poll to re-schedule the meeting to an evening slot around similar time. (update next Trustees meeting will be on Weds 18th November 2015 7pm Winfield)

14. Date of Next AGM: Tuesday 8th of March 2016