

**Minutes of the Annual General Meeting of the Infection Prevention Society
held on Monday 27th September 2021
at ACC Liverpool**

Present:

IPS Board of Trustees/Directors:

Jennie Wilson – President
Jo Taylor – Hon. Treasurer
Pixy Strazds – Hon. Secretary
Tracey Cooper – Member Trustee

Paul Cryer – Member Trustee
Ginny Edwards – Independent Trustee
Andy Leary – Independent Trustee

Members:

as recorded on the attendee list

Apologies:

Andrea Denton Brighdin McFalone

Minutes by:

Lynne Duncan, IPS PA



Item	
1.	Welcome and introduction
	Tracey Cooper, Chair, welcomed everyone to the Annual General Meeting 2021 and Trustees introduced themselves to members. TC informed members that there are two vacancies on the Board of Trustees. Tricia Hart has had to step down as Chair due to ill health therefore the society will be going out in due process for a new Chair and a third member trustee.
2.	Apologies
	Apologies received recorded as above.
3.	Recording of the minutes
	TC informed attendees that the AGM was being recorded for accuracy.
4.	Acceptance of previous minutes
	The minutes of the AGM 2020 were accepted as an accurate record of the meeting. Proposed by Carole Hallam and seconded by Joanne Reynard.
5.	President's Report
	JW presented an overview of the changes to the Society's structure and its achievements over the past financial year running from 1 st April 2020 – 31 st March 2021. Following the Extra-ordinary General Meeting in March 2020, the new structure was implemented from October 2020 with the new Board of Trustees (BOT) formed and the Management Executive Group (MEG) who report to the BOT. The Consultative Committee made up of branch and SIG leads report to the MEG. A new Audit & Finance Committee, who report to the BOT, was formed and they provide overall financial scrutiny ensuring that extra level of governance. A new Regulations document, to sit alongside the Articles of Association, was created at the same time as the BOT, and outlines the rules governing the society. JW acknowledged and thanked the MEG members for their contributions to the society.

	<p>The work of IPS was affected considerably by the COVID pandemic. In order to meet the objects of the society, it was necessary to move to online working. Conference was cancelled and branch/SIG events curtailed, resulting in financial implications for the society.</p> <p>MEG and BOT meetings were moved to online and this reduced expenditure considerably. New ways of working were applied such as online webinars. Thanks go to Kat Topley and Pat Cattini for the Autumn webinar series and Carole Hallam and Andrea Denton for the IV SIG Webinar series. Thanks also go to the SPC who had to start planning in September 2020 for IP2021 not knowing at that time if the conference would be able to go ahead.</p> <p>Branches and SIGs have adapted, moving to Teams and Zoom meetings and have also introduced WhatsApp groups to support members. This has resulted in increased attendance online.</p> <p>COVID Training Material & Position Statement The society has produced free training material and put out policy statements to support members and practitioners.</p> <p>Partnerships & Collaborations IPS have managed to keep working on collaborations and key partnerships such as One Together, the DRIPP initiative, Vessel Health and new partnership with Sodexo and Essity/Tork on Environment, Cleaning and Decontamination.</p> <p>Journal of Infection Prevention The Journal of Infection Prevention has been inundated with submissions and will move to an electronic version next year.</p> <p>Influencing Policy and Practice IPS have a subject expert contract with HEE. IPS have been invited to be members of the PHE COVID Respiratory Evidence Group. IPS have worked with HIS on the MRSA Guidelines and these will be published very soon.</p> <p>IPS Website A key part of the society's activity is developing the website and includes a new learning platform and an email discussion forum. Thank you to Jo Weatherall who has worked hard on this.</p> <p>Strategic Plan 2021-2024: Success Areas The Strategic Plan is available on the website, following an update earlier in the year. Key measurables and actions:</p> <ul style="list-style-type: none"> • Overall internal and organisation system performance • Influencing and shaping infection prevention and control • High quality, innovative and relevant outputs • Delivery against operational targets and sustainability <p>Strategic Plan Activity for 2021-2022 Key annual targets identified:</p> <ul style="list-style-type: none"> • Build website to attract new members • Enhance web-based education resources • Create online competencies certification resource • Establish credentialling system • Strategic approach to influencing policy • Programme to develop high-quality educational resources for IPC • Seek commercial partnerships to support education
6.	Treasurer's Report
	Joanne Taylor (JT), IPS Treasurer presented the report for the financial year 1 st April 2020 – 31 st March 2021.

	<p>Financial Position 2020-2021 Conference and branch activity were cancelled or postponed resulting in a dramatic reduction in income. However, the society made a £60K surplus from the Autumn webinar series. Stringent financial management of expenses, cutting back to the bare minimum reduced costs. Despite this the society did manage to invest in the website, continue with the Journal and hold all the planned meetings online. This resulted in an end of year surplus of £76, 689. The accounts were audited and signed off by external audits in August 2021.</p> <p>Investments The society's investment is in ethical industries and commodities. There was a small loss at the start of pandemic, but investments quickly recovered and continued to grow. The Society requires £360k to cover a year's activity and our investment end position is £550,291 of unrestricted reserves. This gives the society a healthy position in which to meet its objectives.</p> <p>Financial Strategy The society reviewed its financial strategy, and this is on the website. Thank you to members and exhibitors for your support.</p>		
7.	<p>Questions</p> <p>Question: A great deal of work is going on in England but how will IPS engage with the other nations (Scotland, Wales, Northern Ireland, Ireland)?</p> <p>Answer: JW confirmed that MEG is conscious of that and are moving forward to address that issue. Country Leads have representation on the MEG and are taking forward national influencing with the competencies being the first piece of work that will be promoted to key stakeholders across the 5 countries.</p>		
8.	<p>Notification of Appointed Financial Auditors</p> <p>JT informed members that the Trustees are confident that the appointed audit firm, Saffery Champness Chartered Accountants LLP, continue to present the right level of experience; added value and competitive pricing to provide services for the organisation. The Board of Trustees recommend reappointment of Saffery Champness LLP as the endorsed financial auditors to the Infection Prevention Society.</p>		
9.	<p>Voting on proposed changes to the Articles of Association</p> <p>Pixy Strazds (PS), Honorary Secretary, informed members that the Board of Trustees wish to make a resolution change to the current Articles of Association. Members received a copy of the proposed changes with the AGM Notification.</p> <p>Members were asked to vote on the following changes:</p> <table><tr><td><p>Existing Wording</p><p>25. The Trustees, or the Chair, may whenever they or he thinks fit call General Meetings and on the requisition of Members pursuant to the provisions of the Companies Act shall proceed to convene a General Meeting in accordance with those provisions. If at any time there are not within the United Kingdom sufficient Trustees capable of acting to form a quorum any Trustee may call a General Meeting.</p></td></tr><tr><td><p>Proposed wording</p><p>25. The Trustees, or the Chair, may whenever they or he thinks fit call General Meetings and on the requisition of Members pursuant to the provisions of the Companies Act shall proceed to convene a General Meeting in accordance with those provisions. If at any time there are not within the United Kingdom sufficient Trustees capable of acting to form a quorum any Trustee may call a General Meeting.</p><p>The Charity shall hold an annual general meeting once in each calendar year at such time and place as the Management Executive Group shall determine (either face-to-face and / or virtually). An annual general meeting must be held not more than fifteen months after the holding of the preceding annual general meeting. All general</p></td></tr></table>	<p>Existing Wording</p> <p>25. The Trustees, or the Chair, may whenever they or he thinks fit call General Meetings and on the requisition of Members pursuant to the provisions of the Companies Act shall proceed to convene a General Meeting in accordance with those provisions. If at any time there are not within the United Kingdom sufficient Trustees capable of acting to form a quorum any Trustee may call a General Meeting.</p>	<p>Proposed wording</p> <p>25. The Trustees, or the Chair, may whenever they or he thinks fit call General Meetings and on the requisition of Members pursuant to the provisions of the Companies Act shall proceed to convene a General Meeting in accordance with those provisions. If at any time there are not within the United Kingdom sufficient Trustees capable of acting to form a quorum any Trustee may call a General Meeting.</p> <p>The Charity shall hold an annual general meeting once in each calendar year at such time and place as the Management Executive Group shall determine (either face-to-face and / or virtually). An annual general meeting must be held not more than fifteen months after the holding of the preceding annual general meeting. All general</p>
<p>Existing Wording</p> <p>25. The Trustees, or the Chair, may whenever they or he thinks fit call General Meetings and on the requisition of Members pursuant to the provisions of the Companies Act shall proceed to convene a General Meeting in accordance with those provisions. If at any time there are not within the United Kingdom sufficient Trustees capable of acting to form a quorum any Trustee may call a General Meeting.</p>			
<p>Proposed wording</p> <p>25. The Trustees, or the Chair, may whenever they or he thinks fit call General Meetings and on the requisition of Members pursuant to the provisions of the Companies Act shall proceed to convene a General Meeting in accordance with those provisions. If at any time there are not within the United Kingdom sufficient Trustees capable of acting to form a quorum any Trustee may call a General Meeting.</p> <p>The Charity shall hold an annual general meeting once in each calendar year at such time and place as the Management Executive Group shall determine (either face-to-face and / or virtually). An annual general meeting must be held not more than fifteen months after the holding of the preceding annual general meeting. All general</p>			

	meetings other than annual general meetings shall be called extraordinary general meetings.
	Reason: The Society was able to host the 2020 AGM virtually due to the pandemic and the Charity Commission are still being lenient to those who have to host virtually at the moment, but to ensure it is permitted in the future, should it be needed, it should be written into the articles. Currently there is nothing in the Articles about how an AGM is hosted or how often.
	The above resolution was unanimously passed by the members present.
10.	Date of Next Meeting
	The next AGM is scheduled for Monday 17 th October 2022 at The Bournemouth International Centre (BIC), Bournemouth.


Signed:

Print name: Pixy Strazds

Date: 04.10.2021

Status: IPS Hon. Secretary

Attendee List

First Name	Last Name
Ahmad	Abedalaziz
Claudia	Andrea Perez
Sandra	Beaumont
Lisa	Butcher
Angela	Cairns
Helen	Call
Julie	Carvin
Pat	Cattini
Claire	Chadwick
Dorothy	Chakani
Lilian	Chiwera
Traey	Cooper
Paul	Cryer
Rosemarie	Dobson
Lynne	Duncan
Ginny	Edwards
anne	Evans
Karen	Foltyn
Joanne	Forshaw
Rafaela	Franca
Carole	Fry
Tracey	Gauci
Miranda	Gordon
Tricia	Gordon
Janette 'Jenny'	Gray
Liz	Grogan
Carole	Hallam
Pauline	Harrington
Charlotte	Hutchinson
Jincy	Jerry
Jessy	Joy
Martin	Kiernan
Laura	Krizman
Andy	Leary
Vickie	Longstaff
Jintana	Loss
Professor Heather	Loveday
Hilary	Munube
Lenny	Neale- Krommenhoek
Caitriona	Nolan
Sally	Ohre
Elaine	Overton
Sally	Palmer

First Name	Last Name
Thressia	Puthuserry Devassy
Joanne	Reynard
Susan	Roberts
Lynn	Rodrigues
Elaine	Ross
Claudia	Salvagno
Abdul	Seisay
Matthew	Shipley
Fay	Spencer
Diane	Stark
Pixy	Strazds
Sarah	Styles
Allison	Sykes
MERLINE	TABIRAO
Joanne	Taylor
Toney	Thomas
Alexander	Tkachenko
Kathryn	Topley
Debbie	Trigg
Jay	Turner-Gardner
Karen	Wares
Paul	Weaving
Amy-jane	Webb
Jennie	Wilson
Sarah	Wright
Deborah	Xuereb

**Proposed changes to the Infection Prevention Society
Articles of Association
at the Annual General Meeting at 17.05 hours
on Monday 27th September 2021
in Hall 1B, ACC Liverpool, King's Dock, Port of Liverpool, Kings Dock
St, Liverpool L3 4FP**

Company No: 6273843

Charity Registration No. 1120063

Existing wording				
25. The Trustees, or the Chair, may whenever they or he thinks fit call General Meetings and on the requisition of Members pursuant to the provisions of the Companies Act shall proceed to convene a General Meeting in accordance with those provisions. If at any time there are not within the United Kingdom sufficient Trustees capable of acting to form a quorum any Trustee may call a General Meeting.				
Proposed wording				
25. The Trustees, or the Chair, may whenever they or he thinks fit call General Meetings and on the requisition of Members pursuant to the provisions of the Companies Act shall proceed to convene a General Meeting in accordance with those provisions. If at any time there are not within the United Kingdom sufficient Trustees capable of acting to form a quorum any Trustee may call a General Meeting.				
The Charity shall hold an annual general meeting once in each calendar year at such time and place as the Management Executive Group shall determine (either face-to-face and / or virtually). An annual general meeting must be held not more than fifteen months after the holding of the preceding annual general meeting. All general meetings other than annual general meetings shall be called extraordinary general meetings.				
Reason				
The Society was able to host the 2020 AGM virtually due to the pandemic and the Charity Commission are still being lenient to those who have to host virtually at the moment, but to ensure it is permitted in the future, should it be needed, it should be written into the articles.				
Currently there is nothing in the Articles about how an AGM is hosted or how often.				
Approved	Yes	<input checked="" type="checkbox"/>	No	

Name: Pixy Strazds

Position: IPS Honorary Secretary

Signature:



Mailing Address - IPS, Blackburn House, Redhouse Road, Seafield, West Lothian, EH47 7AQ

Tel: + 44 (0)1506 811077 | Fax: +44 (0)1506 811477 | Email: IPS@fitwise.co.uk |

Website: www.ips.uk.net | Twitter: @IPS_Infection | Facebook: Infection Prevention Society

Patrons: Professor Didier Pittet

Dame Gillian Morgan

Registered Office - IPS, c/o Saffery Champness, 71 Queen Victoria Street, London, EC4V 4BE
Company Registration No. 6273843, Charity Registration No. 1120063, VAT No. 925 4238 25