



**BACCN South Central Committee
Annual General Meeting Minutes
27th April 2014, 1930-2200
The Catherine Wheel, Henley on Thames**

Items		Actions
Present	Mark Wilson(MW) Karin Gerber (KG), Filipa Monteiro (FM) Louise Stayt (LCS) Minutes, Amy Pulleyn (AP), Lovely Ann Sorianosos (LAS), Lori Nic Uidhir (LNU)	
Apologies	None	
Minutes	Agreed as correct Matters arising covered in main agenda	
Chairs Report	<p>MW extended thanks to the committee for their hard work over the last year. Stated the team as developed well and have had a successful 12 months. Highlights include committee attendance and teambuilding at the BACCN National Conference, the success of the November 2014 study event which not only made a profit but also received excellent feedback, the membership for the central south region increased in the last 12 months.</p> <p>Plans for year ahead include the forthcoming June 2015 Simulation event and the November 2015 study event, promotion of and attendance at the International BACCN conference September 2015.</p>	
Treasurers Report	<p>Committee accounts now with Barclays Bank and account with HSBC now closed.</p> <p>National BACCN financial year runs from January to December. Central South bank account contained £1856 on 1st January 2015. Account has £2993 on 27th April 2015, however a number of outgoings are expected. Full financial report and summary attached.</p>	
Secretary Report	<p>Administration currently up to date with the exception of the membership details. Regional membership details are held centrally with national secretary. LCS suggested that liaising with the national membership secretary, monitoring membership and collating information regarding link members should be a separate committee role in order to make the workload more manageable.</p> <p>After discussion with committee members this motion was agreed. The roles of the regional membership secretary would include the following:</p> <ul style="list-style-type: none"> • Liaise with national membership secretary • Monitor joiners and leavers within the region • Prepare a welcome letter for joiners and letter asking for feedback for the leavers • Collate a list of the link members from each critical care area within the region 	

<p>Committee Membership</p>	<p>The following roles remain unchanged: Chair: MW Treasurer: LNU Secretary: LCS Sponsorship and Public Relations: AP Committee member: KG</p> <p>Changes to committee membership is as follows: Warren Beal has resigned Dean Whiting has resigned Heather Wood has resigned Jay Ragpoth: No formal resignation however presumed due to lack of contact and engagement Marcus Greenlaw: On sabbatical- MW to follow up with email</p> <p>Nominations are as follows: Membership secretary: LS (17257) nominated by MW (33673R) and seconded by AP (37471) Committee member: FS (39015) nominated by KG (16371) and seconded by LCS (17257)</p>	<p>LS, AP, FS and KG to forward LCS their BACCN number</p>
<p>June Study Event</p>	<p>LNU reported that there are three delegate places left</p> <p>Committee decided to name the simulation groups after bands that were famous in 1985</p> <p>LCS reported that scenarios were confirmed and have been forwarded to the facilitators. Technicians booked, equipment booked.</p> <p>Delegate bags: LS organising bag contents such as lanyards, pens, papers, study day information, sponsor information and promotional materials. Currently unsure what bags we will use.</p> <p>If FM can organise cover for her night shift then she will sing a song in honour of the 30th anniversary.</p> <p>LS organising as selfie with Bertie photobooth</p> <p>AP reported that she has secured £1200 in sponsorship. Sponsors include Baxters, PICO/ mackets, Kapitex, Fukuda. Sponsors would like to attend relevant scenario</p> <p>Raffle: Prizes currently include International conference place, November study day places, couple of books, prize provided by UK Sepsis Trust and wine.</p> <p>Venue for dinner not yet known. Sponsors keen to attend.</p>	<p>LNU to chase up applications</p> <p>FM to suggest band names</p> <p>LCS to liaise with technicians regarding equipment and room set up</p> <p>LCS to chase brookes regarding using brookes bags. LS to investigate purchase of bags just in case</p> <p>KG to ask Sepsis Trust regarding a raffle prize</p> <p>KG to ask David Waters for restaurant suggestions</p>

	<p>LNU to email register to AP</p> <p>LS has secured the CPD- need to order CPD certificates</p> <p>LNU has ordered T-shirts- ordered 4 large, 4 medium</p> <p>Agreed to have a brief Webex mid May 2015 for a quick catch up</p> <p>To meet on Monday 7th June at Brookes to help set up the sim stations and organise paperwork etc.</p>	<p>LS to order certificates</p> <p>ALL</p> <p>LCS to confirm time and meeting room</p>
International Conference 2015	<p>MW has ordered 8 early bird conference tickets at £319 each. Discussed what proportion of regional money would be spent on these tickets. Agreed that it would fund two full price tickets for the prizes and fund £150 towards six of the committee members' tickets. The rest of the cost to be paid by the committee members.</p> <p>Accommodation: MW had found an apartment that sleeps six people near the venue. Approx cost per night per person is £40. All members expressed interest in staying here. LCS and MW to investigate further (I don't mind helping with this Mark!).</p>	<p>LCS</p> <p>LCS and MW</p>
November 2015 Study Event	<p>KG reported that date and venue confirmed. Venue Northampton University and date is 25th November 2015. Vicky Quinn to send save the date to regional members. Will start to take bookings after June event. Midland members Bert and Leslie are going to visit the venue and see if it is possible to have study break out areas. Cost of venue is £470 for theatre and tea coffee and biscuits.</p> <p>Suggested minimum ticket price assuming there are up to 80 delegates is £22 per person. Suggested that we offer a discount student rate.</p>	<p>KG to send out a proposed programme to committee for comment</p>
AOB	<p>KG suggested that we start to think about the region of the year award. Email asking for nominations from the National board is due imminently.</p> <p>LS suggested that we do paper copies of evaluation form to include in bags- we all agreed</p> <p>AP needs committee members name, job role, contact details in order to update website- action all</p> <p>Congratulations extended to KG and PM who successfully completed the Paris marathon</p>	<p>All</p> <p>LS</p> <p>ALL</p>
Date of next meeting	8 th June 2015 Oxford Brookes University approximately at lunchtime	

Summary of accounts 2014

Monies in:

Delegate Fees	Sponsorship	BACCN Funding
£320	£600	363.85

Monies out:

Conference Places	Speakers Gifts	Refreshments
£1432.0	£140	£50