

**Minutes of the 2013 Annual General Meeting of the
British Association of Endocrine & Thyroid Surgeons
Università Cattolica del Sacro Cuore
Rome**

10 October 2013

1 Apologies

No apologies received.

All 9 members of the Executive were present.

2 Minutes of the AGM, Cardiff, 2012 (available to view on the BAETS website)

The minutes from Cardiff were agreed as written

3 New Constitution for BAETS (available to view on the BAETS website)

The new constitution was a significant development for the association and provoked long and healthy discussion. Most of the new constitution was approved without debate. The items which led to detailed discussion are listed below and numbered as in the new constitution

4.2 the exact requirements for membership will be defined from time to time by the Executive committee and approved by a two-thirds majority of those present and voting at the AGM.

This was approved. The membership would be informed of the impending changes in the summer newsletter to allow issues to be raised and brought to the AGM.

5.1 Members can join BAETS via the BAETS website. Surgeons wishing to join BAETS as ordinary member should provide the email address of one current BAETS member to second their membership application. Surgeons requesting associate membership should have an email of support from a current ordinary (consultant) member.

The AGM concluded that surgeons wishing to join BAETS could nominate up to 2 current members of BAETS to second their application. One response would suffice to proceed with the application. This would mostly eliminate the problem of vacation / illness delaying a surgeons application to join. A proposal suggesting that if no response was received within

28 days from the seconder then approval was assumed was not agreed by the AGM. This will be removed from the constitution.

5.2 New Membership Requirements

Items (i), (ii) and (iii) were discussed and approved by the AGM.

6.1 Voting Rights of Members

(i) clarification that a minimum of 20 endocrine cases per annum was the stipulation (ie not a minimum number of thyroid cases)

Items (ii) and (iii) were approved as were 6.2 and 6.3.

7 Officers of the Association

Clarification of the roles and tenures of the officers of the association was relayed to and accepted by the AGM.

The proposal to reduce the tenure of the President Elect (PE) from 2 to 1 year was accepted by those present at the AGM. This reduction comes into play for the PE elected in October 2016 who will assume office of President in October 2017.

The proposal to introduce a new role of Past President (PP) onto the executive was approved by the AGM. This role commences immediately as President John Watkinson demits office and assumes the role of Past President at the end of the 2013 annual meeting. Therefore, for the year Oct 2013 to Oct 2014 only, there would be a President, PP and PE on the Executive committee. Thereafter there would be the President and only one of PE or PP on the committee.

8 Election of Candidates for Office

Items 8.1 - 8.5 of the new constitution represented a modernised system for electing officers of the association. *These changes were approved by the AGM.*

11 BAETS subscriptions

The executive recommended to the AGM that the annual subscription rise from £60 to £90 for ordinary members and from £30 to £60 for associate members. There had not been a rise in the membership subscriptions for many years and this rise was to help the association deal with necessary costs including ASGBI costs for administration, increased costs of the national database, future costs of open publication of outcomes, liability insurance etc. *The suggestion was not without debate. There was a suggestion from the floor that the increase be optional as a "gift aid" donation. The Treasurer pointed out that this would lead to significant uncertainty regarding income and also that such gift aid contributions are not tax deductible. Following extensive discussion, the AGM finally agreed with the raise*

recognising that BAETS actually has a very low annual subscription rate compared with many other surgical associations.

13 BAETS Audit & Outcome data

The AGM agreed with the central tenet that participation in the national BAETS audit was a requirement of ordinary membership. It was recognised that surgeon level outcome data would be publically available, published by BAETS. Exceptions to audit participation or withholding of consent for member identification in outcome data publication could be sought in writing or email to the Secretary for consideration by the Executive. BAETS has an obvious obligation to comply with any statutory requirements regarding data publication.

14.1 Alterations to the Constitution

The AGM ratified the following statement:

Any proposal to alter the Constitution and Rules must be delivered in writing to the Secretary of the Association not less than 28 days prior to the Annual General Meeting at which it is to be considered. An alteration will require the approval of a two thirds majority of members present and voting. Notification of the proposal to change the constitution and the wording of the proposed alteration must be sent to members in writing or electronically not less than 21 days prior to the meeting in question.

4 Presidents Report

Mr Watkinson gave thanks to the association for giving him the opportunity to serve as President. Of his many achievements as President he outlined a few which he felt to be particularly important to him. One of these was the re-organisation of the Executive to make it fit for purpose currently and in future times. He supported the use of BAETS funds for education and research and managed to personally attract significant charity funds into BAETS. Mr Watkinson thanked Greg Sadler for the service he had given the association during his time as secretary and also acknowledged the considerable effort of David Chadwick in producing surgeon level outcome data. He supported the rise in the annual subscription fee. Mr Watkinson ended by wishing Mr Scott-Coombes well during his time as President.

5 Treasurers Report

Mr Davis displayed a detailed table of income and expenditure to the AGM. Detailed analysis of the figures revealed that for 2013/14 expenditure was likely to exceed income by upto £20 000. Much of this was due to one off costs. Looking forward to 2014/15 projected income would exceed expenditure to ensure adequate reserves.

6 Secretaryps Statements

- i) change in registration requirements and process.
- ii) increase in subscription fees
- iii) tenure of executive officers

these items had already been discussed and ratified when considering the new constitution.

7 Future Election of President Elect and Executive Officers

As discussed during the ratification of the new constitution, calls for nominations for PE and candidates for office would be circulated in the Spring newsletter. Nominations to be received by 1 July in order to be discussed at the July Executive meeting. There was debate as to whether preferential voting should be used for election of both PE and officers of the executive or whether the latter should be elected by simple majority voting. The AGM decided that preferential voting should be the method to elect all officers of the executive, not only the PE.

8 Election of President Elect 2013

Three candidates had emerged for election to the post of PE. These were Mr Mark Lansdown, Mr Greg Sadler and Mr Richard Bliss. In line with the constitution of the day a simple majority vote was employed to pick the successful candidate. Each of the candidates had submitted a short personal statement which had been circulated to the membership some weeks prior to the AGM. Votes were cast anonymously on a sheet of paper and all voting slips were counted twice by two different people (Mr A Skene, Member of BAETS executive & Mr Ranganathan, Registrar in ENT surgery who assisted) to get the final result.

Mr Mark Lansdown was elected President Elect. He will be the final PE whose tenure runs for 2 years following changes to the constitution ratified at this AGM.

9 Developments in Educational Activities & Resources of BAETS

Miss Waghorn gave a short summary of the developments underway to improve the educational resources for BAETS members and surgeons in training. These would include webinars, a “top tips” section and other ideas. Members would be kept up to date of these developments on the BAETS website.

10 Research Update

Mr Mihai gave a short summary of the Surgical Specialty Leads development by the Royal College of Surgeons. He highlighted some potential projects for research such as a potential SurgION trial

examining central neck dissection vs radio-iodine therapy for selected groups of patients. He ended with a synopsis of the challenges and areas of encouragement.

11 Access to the BAETS database for research and audit

The Secretary receives numerous requests for access to the BAETS database from BAETS members and also from non members. The AGM discussed how to deal with these requests. The steer from the Executive was that BAETS should encourage research and audit and promote these activities.

However, it also had a duty to its membership to handle the data with appropriate respect and confidentiality. Some of the requests for access to the data were for projects that were scientifically or methodologically suboptimal. The Executive suggested that a working party be convened to look at all aspects of this issue including confidentiality, intellectual property and quality control. The Executive would be represented on this working party by Miss Waghorn and Mr Mihai. A call for interested individuals to become involved would be made at the AGM. Mr S Aspinall expressed a wish to join this group which was immediately agreed.

12 Eurocrine Update

Mr Scott-Coombes gave an overview of the Eurocrine project and BAETS involvement within it. Mr Palazzo would be the lead on the project for BAETS.

13 Future Meetings

2014 Liverpool 9, 10 October

2015 Reading

2016 Berlin

14 Any Other Business

i) There was a discussion as what degree of completion within a data field entitled it to qualify as a full data entry point on the BAETS National Database. It has been noted that some entries contain only the bare minimum of complete data fields with little or no outcome fields completed. It would be unfair to count these within the minimum of 20 case per annum required for Ordinary Membership. The BAETS executive undertook to reach a position on this.

ii) There was a detailed discussion in the AGM regarding the possible recording of endocrine surgery activity on the BAETS database for those who are not members of BAETS. One option discussed was that for a surgeon to have their activity on the database they should

apply to become an Ordinary Member. Another option would be to offer some form of lesser membership (with lower subscription fee) which allows surgeons to log their endocrine surgery data on the BAETS database but does not allow access to any other aspect of BAETS membership. No firm conclusion was reached. The new President would liaise with ENT UK to discuss the matter further. Other surgical associations would also be approached in time to encourage entry of data from as many surgeons undertaking endocrine surgical procedures as possible eg laparoscopic adrenalectomy surgeons etc.

- iii) The Executive recommended to the AGM that Peter Walton of Dendrite Clinical Solutions be offered Honorary Membership of BAETS as acknowledgement of his personal and also his companys' contribution to the timely and accurate production of individual surgeon level data as demanded by HQIP. This was ratified by the AGM.

15 Date of the next AGM

This would be at the annual meeting in Liverpool on 9 or 10 October 2014.