

Minutes of the Annual General Meeting of Action against Medical Accidents

Held on 8th December 2020 by Microsoft Teams

Present: Suzanne Shale (SS) Chair, Angela Brown (AB) Treasurer, Nigel Holland (NH), Moi Ali (MAli), Mike Andersson (MA), Linda Kenward (LK), Rachael Vasmer (RV), Jonathan Hazan (JH), Caroline Browne (CB) Vice Chair

In attendance: Peter Walsh (PW) Chief Executive & Company Secretary
Nicky Rushden (NR) Finance Manager (Finance item only)
Judith Miller, Sayer Vincent (part)

It was unanimously agreed to hold the meeting by video conference due to the pandemic.

1. Minutes of the AGM held 12th December 2019:

These were AGREED as an accurate record.

2. Appointment of Auditors:

It was AGREED to appoint Sayer Vincent as auditors for the financial year 2020-21. It was AGREED to discuss with Sayer Vincent whether, for reasons of good governance and best practice, the partner should be rotated when planning the next audit.

3. Annual Report and Accounts 2019-20 and Post Audit Report:

Judith Miller attended for this item. She thanked NR for the excellent preparation for the audit which helped it go well in spite of being conducted remotely. The financial management procedures put in place during the pandemic were found to be robust. This will be audited next year. Judith brought trustees' attention to the post audit report. There were no major issues of concern. She drew attention to the emerging issues set out in the letter and encouraged trustees to consider the recently updated Charity Governance Code – especially the sections on Integrity and Diversity.

The audit had gone very well and reflected well on AvMA and the work put in by NR. NR pointed out that Vicki Norman deserved a lot of thanks for supporting her with financial arrangements.

PW & NR left the room so that trustees had an opportunity to discuss any issues or concerns in confidence with the auditor without staff being present. No issues of concern were raised.

The annual report and accounts were AGREED and it was confirmed the charity is a going concern.

It was confirmed that there had been no report of fraud or attempted fraud.

Thanks were recorded to Judith Miller and her staff and to NR for helping things go so well and her contribution overall.

4. Resignation or Re-appointment of Trustees:

RV had decided to retire as a trustee. Trustees thanked RV for her contribution, expertise and insight.

It was noted that SS was retiring as a trustee due to her appointment to the GMC. PW and CB paid tribute to the role SS had played as Chair and all present thanked her for this.

It was AGREED that RV and SS's resignations take effect from the end of the Council meeting following the AGM.

5. Election of Honorary Officers:

Chair

Moi Ali's expression of interest was the only one received. Moi introduced her supporting statement and paid tribute to the role SS had played as Chair.

Moi left the meeting so that trustees could discuss her supporting statement and any questions to be asked in confidence.

In answer to a question about potential conflict of interests with her role on the Board of the Professional Standards Authority, Moi was confident that this was not an issue as far as the authority was concerned, as they were already aware that she was an AvMA trustee. She was confident that any conflict of interest could be avoided by her not being involved in relevant decisions.

SS proposed that Moi Ali be elected Chair and this was seconded by CB. Moi Ali was unanimously elected Chair.

Vice-Chair

SS thanked CB for her support as Vice-Chair. It was unanimously AGREED to elect CB as Vice-Chair.

Treasurer

SS thanked AB for having been an excellent Treasurer, making her role as Chair easier. It was unanimously AGREED to elect AB as Treasurer.

6. Risk Register:

The Risk Register was reviewed. Moi Ali was keen on trustees to review how they consider risks across the organisation. It was AGREED this would be considered as part of the Strategic Review in 2021.

Two potential additional risks for the Register were noted. Cyber Security and the risk of Seneca failing before the new CRM is functioning. It was AGREED that these be discussed at the IT & Digital Steering Group who would recommend to the Executive Committee if these should be added to the Register.

7. Date of next meeting

The date of the next meeting is 7th December 2021.

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Chair