Annual General Meeting (AGM) 2023

Minutes of the meeting held on Tuesday 28 November 2023 at 17:15–17:45 at the BAPEN Annual Conference 2023, EICC, The Exchange, Edinburgh EH3 8EE

1 Receive welcome from the Chair

The BAPEN President, Trevor Smith, welcomed members to the AGM and explained the purpose of the AGM.

2 Receive apologies for absence

There were no apologies for absence. Quorum for general meetings is 5 members and 34 members of the charity were present.

3 Approve the minutes of the last meeting held on 29 November 2022

The minutes were approved (proposed: Dr E Parsons and seconded Dr Anne Holdoway) by 94% of members present (no votes against).

4 Review matters arising from the last meeting

There were no matters arising.

5 Receive the President's report

Dr Smith presented the President's report. He summarised the key objectives of the charity, which are available online and have been republished in the BAPEN strategy 2022–2027, which was concluded and presented at last year's conference. BAPEN celebrated its 30th anniversary in 2022 and Dr Smith highlighted the key achievements during the year. These included the achievements of the British Artificial Nutrition Survey (BANS) and its transition into the intestinal failure registry, the important work of MAG including the nutrition assessment tool. From its launch in 2003, the Malnutrition Universal Screening Tool (MUST) continues to be an important part of BAPEN work. Endorsed by NICE and embedded in many nutritional care pathways. In recent years, licensing agreements that have been achieved have contributed to the income of the charity. Dr Smith acknowledged the various awards given to individuals who have contributed to BAPEN and their field, particularly the recipients of the John Lennard-Jones Medal. Other key functions of BAPEN include publication of position papers and guidance and the work of the interest groups working within their areas of expertise, including the NG SIG and BIFA and new SIGs recently announced on patient networks and sustainability.

Dr Smith thanked all who were involved in developing the updated BAPEN strategy for 2022–2027, which has helped to structure the approach taken to deliver work in line with the aims and objectives of the charity. A log is maintained against the targets and shows the breadth of work undertaken by the many people delivering for BAPEN.

The Annual Conference in 2022 was held in Brighton, the first face-to-face conference since the pandemic, and was successful with 56 abstracts submitted. That number was lower post-COVID but submissions have increased this year, with over 100 abstracts received. The highest scoring were presented at the opening symposium and that format has been successful and may form part of future conferences. In addition, Dr Smith confirmed that BAPEN has delivered on its commitment to hold conferences in all four home nations. Dr Smith thanked the Programmes Committee for their hard work preparing the conference.

In collaboration with colleagues in the Malnutrition Task Force, BAPEN supported another successful UK Malnutrition Awareness Week, delivering a broad range of activities across media and social media during 10–16 October 2022.

Dr Smith confirmed this would be his last conference as BAPEN President. His term was extended from the usual three to five years due to the interruption of COVID. BAPEN worked hard during the pandemic to deliver leadership in nutritional care and offer support to colleagues where needed.

In conclusion, Dr Smith expressed his thanks to all the executive and council members he has worked with over the past five years and wished the incoming BAPEN President, Dr Nick Thompson, who will serve from 2023 to the AGM in 2026.

6 Receive the Honorary Treasurer's report

Dr Sheldon Cooper delivered the Honorary Treasurer's report for the year ended 31 December 2022. The charity finances have improved to the best situation for a long time. Income has increased markedly over the past three years. The impact of the pandemic is now reduced, and in 2022 the charity returned to normal work, including a face-to-face conference, which was well-attended and generated good income. Overall, charity costs have increased over previous years but this has been outweighed by an increase in industry sponsorship income of over £10k in the year 2022. In addition, MUST licensing has produced over £150k during 2022. The year-end surplus was £291,729 and financial reserves at the end of 2022 were £791,203. Dr Cooper confirmed that the charity reserves are at the highest in the history of BAPEN, which is encouraging and ensures the finances of the charity are in a stable position. BAPEN committees are looking to ensure that these reserves are spent wisely and in line with the aims of the charity.

Dr Cooper confirmed the total income for the year 2022 was £667,100, an increase of £315,150 on the year 2021. The major components were the renewal of the MUST copyright licence and a surplus from the annual conference 2022, together with an increase in industry and corporate income.

The expenditure for the year 2022 was £375,371, an increase from £173,340 in the previous year. Costs for the conference were higher, having returned to an in-person event. In addition, BAPEN undertook a tender process for secretariat and conference organisation services, which was awarded to Medivents. There was an increase in fees associated with the change in secretariat but Dr Cooper asserted that the higher costs have been offset by the benefits to the charity. Key committee meetings during 2022 returned to face-face-face and costs increased accordingly, although many committee meetings continue to be held virtually.

Dr Cooper presented a summary of the conference finances from 2014 through to 2022 and noted that, excluding 2021 when there was a small deficit loss due to venue cancellation in the COVID period. The conference in 2022 had higher costs but still made a surplus. It is hoped that the 2023 conference will also generate profit for the charity, alongside the key aim of delivering high quality educational content for BAPEN members and others who attend.

For security of reserves, the Association will be redistributing money across different bank accounts to protect BAPEN funds and comply with the charity's reserves policy. Over the next year, some money will be invested into guaranteed bonds and other financial instruments, to get better interest rates than current accounts.

Future finance plans will be kept in line with charitable aims and priorities identified in strategy plan.

7 Approve the annual report and accounts for the year ended 31 December 2022

The annual report and accounts were approved (proposed: Dr Dan Rogers and seconded: Ms Sarah-Jane Nelson) by 62% of members present (no votes against).

8 Approve the appointment of the auditors

The appointment of Karen Hanlan as the auditor was approved (proposed: Ms Kate Hall and seconded: Dr Chris Mountford) by 100% of members present.

9 Receive the Honorary Secretary's report

Dr Dan Rogers presented the Honorary Secretary's report. Membership numbers remain high, having recovered after the pandemic. Following the change of Secretariat, members' data were transferred to a new online system and a data cleansing exercise was undertaken, which removed some duplications. From 2022 to date, membership numbers shown a sustained increase. BAPEN and all core groups continue to work hard to highlight the option of free BAPEN membership to their own members and Dr Rogers encouraged members of core groups to join BAPEN, the process for which has been much simplified. Membership covers a wide range of MDT colleagues, with the majority being dietitians followed by doctors, nurses, pharmacists, paediatrics and a growing number of students, which is encouraging for the future of BAPEN. Following publication of the Equality, Equity and Diversity (EDI) policy in 2021, BAPEN invited all members to submit their EDI data and 57% did so during 2022. This is a good proportion and Dr Rogers thanked members for taking the time to do the survey, the results of which are helpful for BAPEN to look at the composition of committees, including Council, to ensure these are representative of the membership. In future years, analysis of the trends in these EDI data will be available.

10 Confirm the appointment of elected Officers and Council members

Dr Rogers confirmed the members of the Executive, Council and other committees. He thanked everyone who has contributed to committees during the period. Thanks were expressed to all those who completed their terms in 2022 and in particular to Dr Barry Jones, who is due to step down in 2024 after two terms as Chair of BAPEN Faculty.

Executive	2022	2023
President	Trevor Smith	Trevor Smith (to 28 November 2023) Nick Thompson (from 28 November 2023)
Treasurer	Sheldon Cooper	Sheldon Cooper
Secretary	Dan Rogers	Dan Rogers (Outgoing Secretary) Charlotte Rutter (Shadow Secretary)
Officer	Jane Fletcher	Jane Fletcher
Officer	Kate Hall	Kate Hall
Officer	Andrew Rochford	
Officer	Emily Walters	Emily Walters
Officer	Sarah-Jane Nelson	Sarah-Jane Nelson
Officer	Barry Jones	
Officer		Emma Parsons

Committees	Chair 2022	Chair 2023
Standing committees		
BANS	Sarah-Jane Nelson and Emily Walters	Sarah-Jane Nelson and Emily Walters
Education and training	Anne Holdoway	Anne Holdoway (to March 2023) Emma Parsons (from March 2023)
Programmes	Pete Turner	Pete Turner
Malnutrition Action Group	Rebecca Stratton	Rebecca Stratton
Special Interest Groups		
BIFA	Jeremy Nightingale	Jeremy Nightingale
NG SIG	Wendy-Ling Relph	Wendy Ling-Relph
BAPEN Faculty	Barry Jones	Barry Jones (to step down in 2024)

Other Council members

	Chair 2022	Chair 2023
Core Groups		
BAPEN Medical	Philip Allan	Phil Allan (to July 2023) Irina Grecu (July–28 November 2023) Emily Clarke (from 28 November 2023)
NNNG	Claire Campbell	Natalie Welsh
PENG	Linda Cantwell	Linda Cantwell
BPNG		Priya Mistry
PINNT	Carolyn Wheatley	Carolyn Wheatley
BSPGHAN	Akshay Batra	Akshay Batra
Additional members		
Nutrition Society	Caroline Childs	Caroline Childs
Scotland	Francesca Moroni	Francesca Moroni
Wales	Amelia Jukes	Amelia Jukes
Northern Ireland	Sarah-Jane Nelson/ Pete Turner	Sarah-Jane Nelson/ Pete Turner

11 Confirm the resignation and appointment of charity trustees

Dr Rogers confirmed that during the year 2022 there was no change to the board of charity trustees, who were:

- Dr Trevor Smith – President
- Dr Sheldon Cooper – Treasurer
- Dr Dan Rogers – Secretary
- Dr Barry Jones – Chair of Faculty (was Independent Advisory Council)
- Mr Phil Lyons MBE – External Trustee
- Dame Dianne M Jeffrey CBE DL – External Trustee
- Dr Roger Philips – External Trustee

Currently, the trustees are chaired by the President but it has been agreed that this will be changed over the next governance year. Also, additional trustees will be added to the board to expand the experience within on the board and ensure succession

planning and continuity. Dr Rogers expressed his thanks to the trustees for their hard work in support of BAPEN charitable aims.

12 Subject to receiving the consent of the Charity Commission of England and Wales, where required, we resolve to change the following clauses in the *Constitution of the British Association of Parenteral and Enteral Nutrition*:

12.1 Edit to Clause 9.2 'Core Groups'

(a) (iv) PINNT, A support & advocacy group for people on Home Artificial Nutrition (HAN)

The change in the *Constitution* was proposed to reflect the updated name of this group. The edit was approved by 100% of members present.

12.2 Edit to Clause 10.2 'Board of Trustees'

(e) ~~between 2 and 4~~ a minimum of two external charity trustees ("External Trustee") appointed by a resolution of the Board for a term of three years and who may be reappointed for a further term of three years provided that no External Trustee may serve more than nine consecutive years in office unless otherwise determined by a resolution of the Board should the same be assessed by them to be in the best interests of the CIO due to special circumstances existing at that particular point in time.

The change in the *Constitution* was proposed to allow for an increase in the number of external trustees to broaden the experience available to BAPEN. The change was approved by 100% of members present.

13 Take questions from members

Dr Trevor Smith also voiced his gratitude to the BAPEN external trustees, whose contribution he suggested has been transformational in the history of BAPEN.

In answer to a question from Dr Andrew Rochford about membership of the new Special Interest Groups (SIGs), Dr Smith confirmed that the new Patient Network Group has been set up and may expand in future, in which case a call will be put out to BAPEN members to join. In addition, there will be a call going out in early December to members for a Sustainability Lead who, alongside BAPEN's Executive team, will develop this new SIG and subsequently be its Chair.

There were no further questions. Dr Trevor Smith thanked members for attending the and the meeting was closed.

14 Date and location of next Annual General Meeting

During the BAPEN Annual Conference 2024, which will be held on 4–6 November 2024 in Newcastle.