



Minutes of the NOHPG AGM 2013

Held on Friday 14th June at The Burlington Hotel, Birmingham

1. Call to order

The Chair, Lynette Anear, welcomed members to the AGM.

2. Certification of a quorum

This was established.

3. Intention to raise any other business

None

4. Apologies for absence

Fran Marriott, Celia Watt, Albert Yeung

5. Minutes of the last AGM 15th June 2012 in London

Members agreed that these were accurate.

All action points from the Minutes have been completed.

6. No matters arising.

7. Committee elections

Members were advised of changes to the Committee

Committee members standing down: Lynette Anear, Iain Corran, Hina Mistry, Celia Watt

Co-optees elected to committee positions: Irene Foster, Chris Groombridge, Ingrid Perry, Karen Parker.

Sharon Walker is the new Chair and Sarah Peckham the new Secretary. Sarah will also continue as Key Communicator for the time being.

Lynette Anear thanked Iain, Celia and Hina for their hard work whilst committee members and Sharon Walker thanked Lynette on behalf of everyone for serving so well as Chair.

Lynette put a plea to members that the committee needs co-opted members.

Sarah will put this request out through Newsgroup.

8. Chair's Report

Lynette told members that it was decided not to attend any trade shows during this last six months as the expenditure was not covered by the extra members signed up.

Lynette has answered many emails from companies, members and public. Some of these were about products and many were requests for information and samples – obviously thinking NOHPG were a much bigger organisation!

A few companies have been challenged because their information provided was not in line with DBOH.

CPD questions were prepared by Lynette for the Spring Journal.

Lynette was privileged to attend the launch of NSM at the National Theatre and with Fiona's help, was able to promote the group to several people.

Membership:

151 members to date – decrease of 24 since November 2012. Reminders to be sent to lapsed members.

Folio Typographics – issues to address: membership numbers still being duplicated, letters not being e-mailed, Newsgroup to be investigated – are expired members still receiving newsgroup?

Membership e-mail to be changed to Ingrid. Handover report completed for Ingrid.

Website:

The website has been updated. Problems were experienced with the domain name expiry, however this has been resolved and Vanessa and her team have taken control.

Website is a rolling contract that Vicky continues to pay.

Links – disclaimer has been placed on the website – 'NOHPG are not endorsing the content and products on the companies that are linked to the website.'

Website handover - Hina has produced handover notes and saved most of her work on a memory stick, which will be given to Chris Groombridge (next website co'ordinator).

Website training has been provided to Ingrid Perry, who will support Chris with the website work. Vanessa has been informed of the change over.

In order to finish off Hina will post the study day presentations onto the website.

Hina thanks NOHPG for giving her the opportunity to be a part of the committee. She has really enjoyed her time and wish the committee all the best for the future.

Newsgroup:

Newsgroup is now being sent out at least weekly and sometimes more frequently for the majority of the time.

There have been lots of problems over the past few months with sending Newsgroup through the website. This has resulted either in issues not being sent at all or members receiving the same issue multiple times.

Problems have been addressed with the website hosts Folio on each occasion but it has often been very hard to get a response from them.

A request for items for Newsgroup now goes on each edition to try to increase the amount of information and good practice that can be shared between members.

Several members have emailed the Key Communicator to give positive feedback about Newsgroup. There have been no negative comments sent in.

9. Financial Report

Income:

Year end 2013

Subscriptions	4756.00
Meetings	1900.00
Conference	6400.00
Misc	45.00

Total 13111.00

Income:

Year end 2012

3585.00
3368.00
4130.00
140.00

11223.00

**Saving made on committee meetings.
1888.00 total savings overall.**

Outgoings:

Year end 2013

Conference expenses	5691.00
Committee expenses	2313.00
Website	1860.00
Misc	35.00
Bank charges (Paypal)	120.00
Accountancy	150.00

Total 10239.00

3261.00 saving

Outgoings:

Year end 2012

5893.00
3539.00
72.00
84.00
626.00

13500.00

Income 13111.00

Outgoings 10239.00

Difference 2872.00

Bank balance 6104.83

10. Close of meeting

Sharon Walker introduced herself as the new Chair. She then closed the meeting.