



Minutes of the NOHPG AGM 2014

Held on Friday 20th June at The Grand Central Hotel, Glasgow

1. Call to order

The Chair, Sharon Walker, welcomed members to the AGM.

2. Certification of a quorum

This was established.

3. Intention to raise any other business

None

4. Minutes of the last AGM 14th June 2013 in Birmingham

Members agreed that these were accurate.

All action points from the Minutes have been completed.

6. No matters arising.

7. Committee changes and vacancies

Karen Parker is stepping down from the Committee following the AGM.

Sharon Walker presented Karen with a bouquet and thanked her for her hard work on the Committee.

There are Committee vacancies for Conference Organiser and Co-Optee members.

Interested members should contact Sharon Walker.

8. Chair's Report

A very productive first year as NOHPG Chair.

Excellent opportunity to raise the profile of the group and become involved in the Local authorities: improving oral health care: commissioning better oral health for children and young children (PHE).

NOHPG members were invited to contribute local case studies – some have been selected.

Invited to the Mouth Cancer Action Month launch October 2013 at the House of Commons – an excellent opportunity to network and to raise the profile of the group

Involvement in the Stoptober campaign.

Committee members attended the UK Public Health meetings.

The year ahead:

Support NOHPG members through the changes and challenges ahead encouraging members and committee members to embrace.

Investigate and determine the possible links for NOHPG members within the UKPH register and other options to be explored.

Re-align the existing NOHPG policies.

Continue to raise the profile of the group.

Embrace opportunities to drive new policies and continue to raise the profile of oral health improvement nationally.

9. Committee Reports

- **Membership**

Since the launch of the new NOHPG website our membership has increased and we have managed to retain members using an administration system facilitated by Paysubsonline. This system is much easier to use and it maintains an accurate record of all members' details, subscriptions and payments.

The new system now automatically emails members as their membership is about to expire, prompting them to renew online. Further reminder emails are sent at monthly intervals for a period of 3 months, at which point they are removed from the system if they have not renewed their subscription.

Since 1st June 2013, 34 new members have joined the NOHPG. When their membership has been confirmed their details are added to the A-Z of Members page on the website. An announcement is also made on the Facebook page for these new members and members who have renewed their subscriptions.

Will Newport, LDC Connections / Liaison Officer at the British Dental Association has very kindly circulated details of the NOHPG to all LDC's. The benefits to practices in joining the group in light of the new dental contract were highlighted.

The BADN also displayed our leaflets at the Dental Showcase in Birmingham which was held in October.

- **Website**

The new NOHPG website was launched slightly ahead of schedule during the last week of July 2013.

There was no interruption for members as the existing website remained accessible right up to the point when the new website went live.

All members have been issued with a password for the “member’s area” along with their unique username and password for the “paysubsonline” system which allows them to update their contact details and to renew subscriptions when applicable.

The “paysubsonline” system enables the Key Communicator to email the Newsgroup bulletins to all members simultaneously, using its database.

Facebook and Twitter pages have been created for the NOHPG and there are links to both of these social media sites at the footer of the homepage. Information is regularly posted on these pages which include details of national campaigns i.e. “Stoptober” and “Mouth Cancer Action Month,” information relating to new members joining the NOHPG and the activities of committee members.

We need to actively promote both of these social media pages in order to maximise publicity for the NOHPG and thereby hopefully increase our membership.

Newsgroup bulletins are posted on the home page as and when they are received from the Key Communicator (Sarah Peckham) and are accompanied by a tag line and an appropriate graphic. They appear on rotation with four graphics displayed at any given time. The Newsgroup bulletins are also posted under the “Resources” tab on the website where numerous editions can be archived.

Feedback:

Some of our members have provided feedback on the new website, a selection of comments are provided below:

“Many thanks and well done on the new look website, I have updated my details on the members area.” Sarah Haydon.

“Congratulations on the new website. I just wondered if the Newsgroup and presentations from the conference shouldn't be for all to see - what's the point of having membership?” Karen Gonzalez.

“The new website looks great!” Sara Keel, Baby Cup.

- **Trade**

Fiona Ellwood worked very hard to get trade and sponsorship for this year’s Study Day.

This year has been a particularly difficult year in drumming up sponsorship. The current climate across the dental trade landscape has meant that several existing sponsors have had to decline their support this year. This has been a general consensus across a number of groups and committees and is not an issue for NOHPG in isolation. Going forwards trade and sponsorship will remain a concern for future events and all ideas are welcome; one being that we approach commissioners.

NOHPG trade packages will be reviewed by the Committee over the next year.

- **Journal**

Last edition was November 2013. Articles are urgently needed.

- **Newsgroup**

Newsgroup continues to be sent weekly.

The request for Newsgroup items that goes onto each edition has increased the amount of information and good practice that is being shared between members.

- **Secretary**

Provided administrative support to the Chair and Committee.

Prepared and disseminated paperwork for Committee meetings and AGM.

Took meeting Minutes, transcribed and disseminated to Committee and members as appropriate.

10. Treasurers Report

Income:

Subscriptions: £3,250

Meetings: £2,900

Conference: £8,066

Misc £0

Total: £14,230

Conference expenses £7,482

Committee expenses £1,724

Print, Stationery, post £495

Website £1,610

Misc £0

Bank Charges (Paypal) £3

Accountancy £250

Total outgoing £11,564

Profit £2666

Bank Balance 2013 £6,104.83

Bank balance today £18,345.22

A membership incentive will start following the Study Day – when an existing member introduces a new member the annual fee for the first year of membership will be £25.00 each, which is a £5.00 reduction.

12. AOB

The Committee will carry out a review of the NOHPG Constitution and NOHPG Policies and Procedures.

Our current Patron Collette Bridgman is stepping down from the role after the Study Day.

13. Close of meeting

Sharon Walker thanked members for attending the AGM then closed the meeting.