



IPCRG ANNUAL GENERAL MEETING 2015 Draft Minutes

Friday 29th May 2015

18.00 – 18.45
Orchid Room
Riverview Hotel
382 Havelock Road
Singapore 169629

Chair: Ron Tomlins (RT)

Present: Board members: Kristine Whorlow (KW), Niels Chavannes (NC), Karin Lisspers (KL), Jamie C Sousa (JCS), Executive Officer: Siân Williams (SW), Business Manager: Samantha Louw (SL)

Ordinary Member Representatives:

Australia:	H. John Fardy
Bangladesh:	Monsur Habib
Canada:	Alan Kaplan
Chile:	Mauricio Soto
Greece:	Ioanna Tsiligianni (Board member)
India:	Proxy to Chair
Netherlands:	Thys van der Molen
Norway:	Anders Ostrem
New Zealand:	Proxy to Chair
Portugal:	Carlos Gonçalves
Singapore:	Tan Tze Lee (Board member)
Spain:	Miguel Roman
Sri Lanka:	Sarath Paranavitane
Sweden:	Bjorn Stallberg
UK:	Hilary Pinnock
Vietnam:	Vinh Nguyen Nhu

Other persons in attendance: Mike Thomas (MT), Aziz Sheikh (AS), Teng Cheong Lieng (TCL), Seneth Samaranayake (SS), Savithri Wimalasekera (SW), Pham Le An (PLA), Claus Justus (CJ), Onno van Schayck (OvS), Marianne Ostergaard (MO), Rupert Jones (RJ), Beraki Ghezai (BG), Talant Sooronbaev (TS)

1. Welcome and apologies

RT opened the meeting at 18.02 thanking TTL and the Conference Committees for their work.

Our voting members as listed above were allocated flags for voting.

Apologies noted from India and New Zealand who had appointed the chair of the meeting as their proxy.

2. Approval of minutes from last AGM, 21st May 2014

It was agreed that they were a true and accurate record of the meeting.

3. President's Report

The President highlighted the achievements of the IPCRG over the last year. A copy of his report is appended for information.

4. Treasurer's Report including the audited Accounts and Directors' report for 2014

The Treasurer reported on the state of the IPCRG's final accounts to 31st December 2014, A copy of her report is appended for information

It was agreed unanimously to adopt the Accounts and Directors' report for 2014.

5. Appointment and remuneration of Auditors: Scott Moncrieff

KW recommended the adoption of Scott Moncrieff as our Auditors for 2015 at a fee not exceeding £10,000 per annum.

This was agreed by 15 out of the 16 members present.

6. Subscriptions for 2016

KW's recommended that subscriptions for 2016 be maintained at the 2015 level: Ordinary members zero and Associate Corporate Members Euro 36,750 (pharmaceutical companies) and Euro 6,300 (device companies).

This was agreed unanimously.

7. Election of Treasurer. The current Treasurer, Ms Kristine Whorlow, is eligible for re-election

Australia and Canada nominated Ms Kristine Whorlow. There were no other nominations and she was appointed as Treasurer for 2016 with acclamation.

8. Membership – by special resolution to agree to the admission of the following to membership to the IPCRG. A special resolution requires a 75% majority of members present and voting.

a. Members: Bulgarian Primary Care Respiratory Group; Primary Care Respiratory Group, US; IPCRG- Kyrgyzstan; NEFES, Turkey; FYR Macedonia

AK asked if IPCRG had criteria before recommending that countries gain Ordinary Status. SW confirmed that there are 8 criteria that groups have to fulfil before the Board recommends them for membership to the AGM and these were included in the AGM agenda papers for each candidate. It was agreed unanimously that the five organisations listed above be admitted as Members of the IPCRG.

a. Associate members: Invited specialists: Breda Flood, Prof Joao Fonseca, Prof Chunxue Bai, Prof Khoo Ee Ming, Prof Christine Jenkins

SW gave a brief background for each of the persons recommended for admission as Associate Members. AK asked if we have criteria for this group. SW confirmed that the process of selection was more informal and that this would be reviewed by the Board. It was agreed unanimously that the people listed above be admitted as Associate Members of the IPCRG.

9. Conferences

a. 8th IPCRG World Conference, Amsterdam 25-28 May 2016 for information

Dates of 8th World Conference were announced for information

b. 9th IPCRG World Conference in 2018: Two bids have been received from GRESP Portugal and PCRG, Sri Lanka. Under the IPCRG constitution, the decision is made at the Annual General Meeting.

Excellent presentations from Portugal and Sri Lanka were received.

RT thanked both groups and read out the following statement on behalf of the Board: “The Board congratulates both Portugal and Sri Lanka for their impressive bids to host the 9th IPCRG World Conference in 2018. The IPCRG World conference is our most important event, and the Board, in arriving at a recommendation, must assess the potential reputational and financial risks and benefits. Having explored sponsorship opportunities and looked at the ease and access of travel, the Board recommends that Portugal be invited to host the 9th IPCRG World Conference in 2018.”

AK asked if the unsuccessful country would then have a scientific meeting in 2017. RT confirmed that the Board agreed in principle to work with the unsuccessful bidding country to host a regional meeting in the next 2-3 years.

TvdM noted that we are an international organisation but that the last 2 conferences had been in Europe. Many pharmaceutical companies are in the Asia region. RT confirmed that the Board recommendation was based on discussions with sponsors as well as other considerations.

HP asked if there were any other key issues to consider? RT confirmed that TvdM had raised the principal issues that had already been considered. There were fewer European participants at this Scientific Meeting in Singapore than at other meetings in the past and although this extended our reach beyond Europe, there was the possibility of a financial loss and if it was a World Conference, this could have major consequences for IPCRG.

RJ noted that both venues appeared to be seaside glamorous locations and asked what the pharmaceutical industry thought of the locations? RT confirmed that sponsors had indicated that neither venue was an issue. He restated that the decision is for the members to make but the Board has a fiduciary responsibility to make a recommendation after a full risk assessment.

MR noted that during his time as President, he had tried to ensure Sri Lanka was more involved and could host a meeting but that in the current climate, it is very difficult for GPs to travel.

The matter was put to a vote with Portugal gaining 13 votes and Sri Lanka 3 votes.

RT congratulated the Portuguese team on their appointment to host the 9th IPCRG World Conference in 2018 and went on to read out the following statement: “The Board recognises the level of commitment of our Sri Lankan colleagues in the preparation of a bid for the 2018 World Conference and commits in principle to working with Sri Lanka to explore the possibility of holding a regional meeting in the next 2-3 years.”

10. Date of next AGM

Wednesday 25th May 2016 during 8th IPCRG World Conference, Amsterdam

11. Photograph of members

All Senate members had a group photograph taken.

RT closed meeting at 19.10

For information only:

President's Report

Colleagues and friends, ladies and gentlemen, it gives me great pleasure to present the President's Report for the year ending December 2014.

The detailed Board report of our activities in 2014 was circulated to each of our members with the agenda for this meeting. I intend only to highlight some of the key achievements of the IPCRG over the past 12 months.

I would like firstly to recognise the contribution made by Niels Chavannes, our Immediate Past President whose term as President was completed 12 months ago. Niels has driven two of the IPCRG's key products - FRESH AIR and UNLOCK which have shown continuing growth in 2014 and 2015. The FRESH AIR protocol has now been utilised in Vietnam, Uganda, Kyrgyzstan and India while papers in peer-reviewed journals are now starting to flow from UNLOCK. In addition, Niels is Chair of the Organising Committee for the 8th IPCRG World Conference that will be held in Amsterdam in May 2016, just one year away. Make a note in your diary now.

Our other flagship programs, E-faculty for enhancing research capacity and E-quality to encourage the development of local education programs designed to meet local needs, continue to grow in scope and spread, suggesting that these programs are fulfilling a real need. We are very appreciative of the ongoing support of the Research subcommittee under Professor Mike Thomas and the Education subcommittee chaired by Dr Hillary Pinnock in nurturing these programs. In addition, we have been delighted with the uptake of the recent Teach the Teacher program in Portugal, Netherlands, Greece and Romania and interest being shown in other countries.

One of the major achievements of last year was the transition of the Primary Care Respiratory Journal to the Nature Publishing Group. The new journal,npj Primary Care Respiratory Medicine under the ongoing editorial oversight of Aziz Sheik and Paul Stephenson, has pushed into new territory in terms of impact and visibility. We have worked very collaboratively with the Primary Care Respiratory Society UK to achieve this result. The journal is one of our high profile assets.

Our other high profile assets are our conferences and Athens 2014 and Singapore 2015 have been outstanding successes. The Athens conference relied on the drive of Dr Ioanna Tsiligianni and the Singapore conference on Dr Tan Tze Lee and their scientific organising committees. Both conferences have provided an opportunity for our colleagues from around the World to meet, listen to world-class speakers, learn from each other, share experiences and have fun. Amsterdam in 2016 will be equally successful. Please put the date in your diary now!

I should also highlight the growing interest in countries seeking membership of the IPCRG. We currently have 26 member countries with applications for a further 5 countries to be approved later in this meeting. We are optimistic that the increase awareness of IPCRG's activities and resources in Asia flowing from the Singapore conference will lead to more interest to join.

Funding of our activities and of our work continues to be a challenge. We are grateful for our industry partners who continue to support the IPCRG through Associate Corporate Membership, but the times they are a'changing. We have been fortunate to receive funding under the Global Bridges program to support tobacco dependence education in Uganda and for funding from the European Lung Foundation (ELF) to support FRESH AIR in Kyrgyzstan. We are also awaiting the outcome of another large funding proposal. Your Board is exploring a range of opportunities to ensure that the IPCRG can look forward to long-term sustainability with adequate resources to fulfill our charitable mission.

Finally, the IPCRG has grown from a thriving infant into an active teenager, and the Board has recognised that the time has come to fully review our policies, procedures and processes to ensure that we are well placed to make the transition to maturity. Your Board has recently received an update on corporate governance so that we continue to operate in line with best practice. As part of that review, we

are reassessing our priorities to ensure that we are spending our money wisely and in alignment with our mission.

I want to place on record my thanks and the thanks of you all to our Executive Officer, Sian Williams, and our Business Manager, Sam Louw. I would also like to thank my friends and colleagues on the Board who serve this organisation diligently and well.

Treasurer's Report

It gives me great pleasure to present the Directors' Report and Financial Statements which were distributed with the agenda for the meeting. Once again, we have had a good financial year. Some comments on the Financial Statements are:

- Looking at the Income and Expenditure, you will see our total income of £362,042, and expenditure of £368,499.
- Thus, we have a small operating deficit of £6457 to which we must add a paper deficit of £52,498 which is a loss on currency conversion something we cannot control. As has been explained at previous AGMs, we hold funds in pounds sterling and euros in separate bank accounts. Our auditor is required to convert our euro into pounds when finalising the accounts and so we are subject to international currency fluctuations. Such currency adjustments do not become an actual loss unless we actually convert the euros into pounds.
- Our total funds at the end of the year were £682,874. We should note here that the Board decided a few year ago that we should invest some of our funds in worthwhile projects which we have been doing carefully taking care to maintain a good reserve.
- If you look at page 22, you will see our Restricted Funds which can only be used for the purpose designated by the funder. Some of these are well known to you such as UNLOCK and UBIOPRED.
- On page 23, you will see the Unrestricted Funds divided into General on which we draw to keep us going, and Designated Funds which the Board has determined for specific purposes, the most obvious of which is the Future Conferences amount, set aside in case our biennial conference faces any financial challenges.
- As a charity, we always face the challenge of raising ongoing funding for our activities. We will continue to monitor carefully and spend wisely, the IPCRG funds.
- I would like to thank our corporate supporters, the pharmaceutical companies, for their support, both financial and in terms of advice.
- I also acknowledge the guidance of the Governance Committee, Ron Tomlins, Barbara Varney, Sian Johnston, Geoff Williams and Michael Barron who has just joined us, as well of course as Sian Williams and Sam Louw for their dedication and hard work.

I move that the Financial Statements be received, that the

- (1) Financial Statements for the year ending December 31, 2014, and the
- (2) Report of the Auditor and the Directors be received, considered and adopted, and the
- (3) Re-appointment of the Auditors, Scott Moncrieff, be confirmed and payment of their remuneration (2014 - £8684) of no more than £10,000 be confirmed
- (4) Subscriptions for 2016 remain at the 2015 rate i.e.
 - Ordinary Members zero
 - Associate Corporate Members €36,750
 - And €6300

Kristine Whorlow, May 29, 2015