



IPCRRG Annual General Meeting 2017

Thursday 18th May 2017

13.15 – 14.00

Modra Dvorana, Domus Medica
Dunajska Cesta 162, 1000 Ljubljana, Slovenia

Chair: Jamie Correia de Sousa (JCS)

Present: Board members: Ioanna Tsiligianni (IT), Ron Tomlins (RT), Karin Lisspers (KL), Janwillem Kocks (JwK)

Joined by Skype: Kristine Whorlow (KW)

In attendance: Executive Officer: Siân Williams (SW), Business Manager: Samantha Louw (SL)

Ordinary Member Representatives:

| | |
|----------------|-----------------------------------|
| Australia: | Proxy given to Ron Tomlins |
| Bulgaria: | Radost Assenova |
| Canada: | Alan Kaplan |
| Chile: | Javiera Corbalan Possel |
| FYR Macedonia: | Radmila Ristovska |
| Greece: | Ioanna Tsiligianni |
| Ireland: | Derek Forde |
| Kyrgyzstan: | Proxy given to Chair of meeting |
| Netherlands: | Thys van der Molen |
| New Zealand: | Proxy given to Chair of meeting |
| Norway: | Proxy given to Samantha Louw |
| Portugal: | Proxy given to Luis Alves |
| Romania: | Proxy given to Ioanna Tsiligianni |
| Slovenia: | Nena Kopcavar Gucek |
| Spain: | Proxy given to Miguel Roman |
| Sweden: | Bjorn Stallberg |
| Turkey: | Umut Gok Balci |
| UK: | Noel Baxter |
| Vietnam: | Proxy given to Chair of meeting |

Other persons in attendance: Hilary Pinnock, Antonius Schneider, Sinthia Bosnic-Anticevich, Lynn Josephs, Claus Justus, Nick Flynn, Dermot Nolan, Esther Metting, David Price

1. Welcome and apologies

JCS opened the meeting at 13.20.

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

Apologies noted from Kyrgyzstan, New Zealand, Norway, Romania and Vietnam, their proxies noted.

2. Approval of minutes from last AGM, 25th May 2016

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 IPCRRG over the last year and. A copy of the slides is available [here](#)

4. Treasurer's Report including the audited Accounts and Directors' report for 2016

The Treasurer reported on the state of the IPCRG's final accounts to 31st December 2016. A copy of her report is appended for information.

Comments and questions:

BS asked if we knew of reasons why the Amsterdam conference made a loss. CJ suggested that conferences were still a good option to support the organisation in increasing revenue but everyone needs to work hard to minimise fixed costs and maximise income. SW responded that we have reviewed Amsterdam outcome and have been working hard to ensure Porto runs at least breaks even: the conference will run 1 day less and the venue costs are substantially lower than Amsterdam. The key is promotion to additional delegates and we need our members to support this.

EM suggested we combine the conference with training. SW responded that we are doing this in Sri Lanka and we will evaluate the feasibility of repeating this approach.

JwK highlighted the value of conferences for dissemination of findings and said the FRESH AIR programme has a good dissemination plan. JCS responded that continuation of projects is important and including funds to secure places at conferences for project personnel is necessary.

BS suggested hosting short national meetings within the larger meetings. AK highlighted that accreditation was an important issue for many delegates. SW responded to say she would take these points back to the Porto Scientific Programme Committee.

TvdM asked why there were less corporate members. SW responded that companies have more constraints due to compliance with regulations and are tending to look to support projects instead. Feedback from the companies about the IPCRG performance is very good. CJ agreed with this. KW reported this was a global trend to fund projects.

It was agreed unanimously to adopt the Accounts and Directors' report for 2016.

5. Appointment and remuneration of Auditors: Scott Moncrieff

KW recommended the adoption of Scott Moncrieff as our Auditors for 2017 at a fee not exceeding £6,000 per annum.

This was agreed unanimously.

6. Subscriptions for 2018

KW recommended that subscriptions for 2018 be maintained at the 2015-2017 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 AM, is eligible for re-election

There were no other nominations and Ms Whorlow AM was appointed as Treasurer for 2017 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: GRESP (Brazil), Chinese Alliance for Respiratory Diseases in Primary Care (CARDPC) and Deutsche Forschungsgruppe Pneumologie in der Primärversorgung (DFPP Germany)**

It was agreed unanimously to elect GRESP (Brazil), Chinese Alliance for Respiratory Diseases in Primary Care (CARDPC) and Deutsche Forschungsgruppe Pneumologie in der Primärversorgung (DFPP Germany) as Ordinary Members.

- a. **Associate members: Invited specialists**

No names were proposed.

9. Memorandum and Articles of Association (M&As) to be amended by special resolution

SW summarised the changes and they were agreed unanimously.

10. Member items to note

- a. **npj Primary Care Respiratory Medicine reduction in article processing charge and member discount:** SW drew attention to the lower rates for IPCRG colleagues and encouraged them to consider submissions to the journal.

<http://www.theipcrq.org/display/DoResearch/npj+Primary+Care+Respiratory+Medicine+Article+Submission+and+Article+Processing+Charges+special+rates>

- b. **New resources for members: printed desktop helper Evaluation of appropriateness of inhaled corticosteroid (ICS) therapy in COPD and guidance on ICS withdrawal and Highlights 2016-2018 available to take away and to share with colleagues. Desktop helper on pulmonary rehabilitation to follow.** SW drew attention to the new desktop helper, Highlights document and explained that there would be a set of resources on starting up pulmonary rehabilitation in primary care to follow.

11. Planned conferences in 2017, 2018 for information:

- a. **1st IPCRG South Asian Scientific Conference, Colombo, Sri Lanka 3-5 August 2017**
- b. **9th World IPCRG Conference, Porto, Portugal 31 May- 2 June 2018**

12. Date of next AGM

The final date to be confirmed, will be held at the 9th World Conference, Porto.

JCS closed the meeting at 14.08

For information only:

**Treasurer's Comments
Directors' Report and Financial Statements 2016
AGM May 18, 2017**

- I draw your attention to the Directors' Report which gives a useful account of the IPCRG's activities over the 2016 year.
- In introducing the Financial Statements, we should note that we are still facing challenging financial times. We have to work hard to get projects and for each one, must cover all costs, including staff time and earn a management fee. We are embarking on a modest donations programme but still need to raise more money.
- Our members are integral to the success of the IPCRG and we need you to promote our conferences through websites, social media and word of mouth. Needless to say, your contribution to our projects is essential.
- The IPCRG is always interested in new ideas, especially in relation to other income sources.
- Although we must never forget that our existence is threatened due to our ongoing problem of diminished income, we have managed the last year reasonably well, assisted by the currency conversion, but very handicapped by the loss on the Amsterdam conference.
- Statement of Financial Activities and Income and Expenditure Account, page 18:
 - 2016 income is much the same as 2015's although we would have expected to be much higher but the loss from the Amsterdam conference prevented that
 - Expenditure didn't increase
 - We were fortunate to have a gain on the currency conversion of £50, 520 compared to the previous year's loss of £28, 988. This gain was a real bonus for us.
 - At the year's end, we had £435,003 in Total Funds Carried Forward compared to the previous year's £519, 127, so reduced reserves.
- Balance Sheet, page 19:
 - The net assets show a £84,000 loss from the previous year, £435, 003 in 2016 compared to £519, 127 in 2015
 - Cash at bank is much the same, £461, 983 in 2016 compared to £468, 777 in 2015
 - And, a significant reduction in debtors.
- Auditor's Remuneration, page 25:
 - We reduced this to £5, 700 from the £9,270 in the previous year
 - And needed much less advice on VAT, so spent only £1,945 on extra advice compared to £13,788 the previous year.
- Refer page 26, see Funds, Future Conferences:

- As the Amsterdam conference was a loss maker, we have transferred £75,000 out of the Conference Fund. If a future conference makes a profit, we aim to build up that reserve again.
- So, we have had a difficult year with reduced reserves of £435,003 and are working hard to improve our situation.
- I would like to thank our corporate supporters, the pharmaceutical companies for their support.
- I also acknowledge the guidance of the Governance Committee, Jaime Correira de Sousa, Barbara Varney, Geoff Williams and Michael Barron, as well, of course, Siân 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, 2016, and the

(2) Report of the Auditor and the Directors be received, considered and adopted.

Kristine Whorlow, May 18, 2017