

IPCRG Annual General Meeting 2025
Tuesday 17th June 2025 12.00 UK time
Via Zoom

Chair: Amanda Barnard (AB)

Present: Board members: Amanda Barnard (AB), Michael Barron (MB), Ema Paulino (EP), Dermot Ryan (DR), Janwillem Kocks (JWK), Ee Ming Khoo (KEM)

In attendance: Chief Executive Officer: Siân Williams (SW) Business Manager: Nicola Connor (NC), Accountant: Alison Donaldson (AD), Senior Project Manager: Genevieve Fernandes (GF)

Ordinary Member Representatives:

Proxy voting was provided prior to the AGM. However, country members were invited to attend to hear the presentations. Therefore, in addition to Board directors who also represented their own countries, several Ordinary Members attended the call representing Brazil, Germany, Greece, India, Norway, Portugal, Romania, Spain, UK and Vietnam,. Representatives from our new country members also attended.

1. Welcome and apologies

AB opened the meeting at 12.00 UK time. Apologies from Board member Cláudia Vicente (CV).

2. Declarations of Interest - none

3. Approval of minutes from last AGM, 11th May 2024

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

4. President's Report

The President highlighted the achievements of the IPCRG over the last calendar year. The AGM full slide deck is [available here](#).

5. Audited Accounts and Directors' report for 2024

MB reported on the state of the IPCRG's final accounts to 31st December 2024. A copy of his report is appended for information.

It was agreed unanimously by proxy vote to accept the Accounts and Directors' report for 2024.

6. Subscriptions for 2025

It was recommended that subscriptions for 2025 be maintained at the 2015-2024 level: Ordinary Members zero and Associate Corporate Members Euro 36,750 (pharmaceutical companies) and Euro 6,300 (device companies).

This was agreed unanimously by proxy vote.

7. To elect the Treasurer

The IPCRG Board of directors nominated Michael Barron.

This was agreed unanimously by proxy vote.

8. Membership – by special resolution*

a. Members: Peru and Uruguay

It was agreed unanimously by proxy vote to accept Peru and Uruguay as Ordinary Members (country member).

c. Associate Members Invited Specialists: Prof Rob Horne, Professor of Behavioural Medicine

It was agreed unanimously by proxy vote to invite Rob Horne, Professor of Behavioural Medicine as an Associate Member Invited Specialist.

9. Planned conferences:

AB announced that the IPCRG Board of Directors is committed to running a World Conference in Tunis, Tunisia 11-14 June 2026 and a Scientific Meeting in 2027, location to be confirmed.

10. Date of next AGM – will be held during our 13th World Conference 11-14 June 2026 in Tunis which will also include our 25th anniversary celebrations.

Meeting closed

* A special resolution requires 75 per cent or more of the votes on the resolution to be in favour of the resolution

An ordinary resolution requires more than 50 per cent of the votes on the resolution to be in favour of the resolution

Directors' Report to the members of the International Primary Care Respiratory Group For the financial year ended 31st December 2024

Dear members and fellow Board members,

I'm delighted to welcome you all to our online AGM, including this, my seventh, presentation of the audited annual accounts for the year ended 31st December 2024. These final accounts, which I am about to review, incorporate again a full, unqualified audit report from our independent auditors.

Turning our attentions to the first of our key reports, we'll now look at the income and expenditure statement, as detailed on page 17. After a financially strong and steady year, income levels reached our third highest in recent years (beaten only by the two years of the Malaga and Dublin conferences), all the more successful against a backdrop of increased funding pressures. Income continues to be spread across three key sources, as follows:

1. Firstly, ongoing income is derived across a variety of projects, both ongoing and new. Headline projects, such as Asthma Right Care and COPD Right Care, continue to be funded by key supporters of the organisation, AstraZeneca and GSK, and have built on the tenets of doing the right thing, and only the right thing, at the right time for the right people in a local context, with geographical expansion and the completion of new resources. During the year, these principles have extended to development of our right care philosophy into the new area of Rhinitis, supported by ALK. Alongside these ongoing projects, we continue to work at collaborating globally with primary care providers to improve respiratory health across smaller, although equally as important projects, with a full breakdown of all in note 14, commencing on page 31.
2. We also continued our tradition of a biennial world conference, with our twelfth taking place in 2024 in Athens, based around the theme of Creating Change. This was a huge operational success with an exciting programme, focused on research and education, across a number of varied sessions. However, the impact of increased global travel and accommodation costs, along with reduced sponsorship levels, meant the conference ran at a small loss, fortunately covered by the strong financial reserve position of the organisation.
3. Finally, as in prior years, we have a small level of subscription income, although now reduced to that from one Associate Corporate Member, Vital graph.
4. As always, we offer our sincere thanks to all our funders, both new and old, for their much appreciated financial support, which allows our organisation to continue its work in respiratory health.

To complete our review of the income and expenditure statement, we now turn our attention to expenditure, the pattern of which remains largely unchanged, with over 90% of costs directly attributable to either projects or the conference. Remaining costs of around £100k, relate as in previous years, to overheads, management and administration costs, which continue to be kept to a minimum with a cast of home workers resulting in minimal office costs, alongside the ongoing focus from management as well as our dedicated Finance and Governance Committee on continued cost control.

In conclusion, it should be noted that the income and expenditure statement is showing a loss this year of £215k, somewhat mitigated by the £35k interest income as a result of a deliberate investment policy. This remains in line with our expectations, and is as a result of the catching up of a backlog of project costs, with income received in advance contributing to earlier years' profits, now being spent. Ongoing review continues to ensure that each project runs at a minimum of break over the project lifespan, even if this falls over the financial year end, or possibly more.

Next we will move on to the balance sheet of the organisation, as seen on page 22.

1. The key highlight of the balance sheet is the ongoing strong and stable cash balance, remaining at over £1m despite accommodating a reduction of around £260k. This higher level of expenditure reflects the catch up of costs on projects where income has been received in advance as mentioned earlier. Despite this, both our reported cash balance, and that forecast and scrutinised by our quarterly meeting of the Finance and Governance Committee, remains buoyant, representing the

ongoing strength of the pipeline of new projects constantly contributing to new income streams which boost the cash balance. This rolling forecast exercise is undertaken regularly, to ensure the future of the organisation, and despite continuing to adopt a conservative approach to cash management, we are happy to report over 7 months average cost coverage at the end of the year, even accounting for a £150k reserve in the event of a conference failure.

2. The remainder of the balance sheet relates to current assets and liabilities that largely offset the other. Within these categories of note are: £30k of invoices issued, but not paid at the year end, all of which have however, been paid post year end; accrued income of £41k also received post year end; accruals of £25k being costs incurred, but invoiced post year end, and finally; deferred income of £32k in relation to the scientific meeting for 2025 but received in advance.

Finally, we wish to thank our auditors for the accounts for the year to 31st December 2024, McLay, McAlister & McGibbon, who have now completed the second year of their three year rolling contract. As a matter of good practice, consideration will be given after completion of the next and final year as to tenders from alternative auditors, although we commend the work undertaken to date.

Therefore, to conclude today's tour of the financial position of the organisation, and in keeping with the recommendations made by the Finance and Governance Committee, the following recommendations are made to this AGM:

1. That the AGM approves the financial statements for the year ended 31st December 2024 as contained within the annual report, as they are currently presented.

I open the floor to any questions.

Michael Barron