



**Minutes of UKHCA AGM, 10th February 2021
via video conferencing.**

In Attendance:

Chair – Clare Forshaw

Treasurer – Alex Wilson

Directors – Stephen Wheatly, Neil McIntosh, David Greenberg

Attendees – Stephen Dance, Mark Ashmore, Melanie Brewster, Srikanth Chundu, John Greenough, Andrea Harman, Robert Osborne, Tom Parker, Graham Parry, Anna Pugh, Russell Richardson, Francis Rumsey, Andy Shiach, Paul Shields, Rachel van Besouw, Nigel Whittle

1. Declaration of interests.

The Chair reminded everyone regarding competition rules and that any business undertaken on behalf of UKHCA would not include any commercial interests to be progressed. No conflict of interest were recorded

2. Welcome and Apologies

The Chair welcomed everyone to the meeting now, and thanked members for taking the time out of their busy schedules to vote, and support the UKHCA.

Apologies noted: John Bernays, Peter Wilson, Simon Brentnall, Kelvin Williams (With feedback ‘good to see the work being carried on by UKHCA - webinars have been great, strategy looks good’)

Nomination or election of the Chair of the meeting

The Chair of Directors referred to “*Article 12.1 of the Articles of Association; ‘The Chair of Directors ... shall preside as Chairman at every general meeting ...’*”, therefore nomination or election for the Chair was not required.

Confirmation of due notice and voting arrangements

The Chair confirmed that in accordance with Article 11.1 of the Articles of Association fair notice had been given for the meeting.

The Chair outlined that due to the extraordinary situation of the pandemic, the AGM had provided for use of an online voting system to provide members with the facility to vote ahead of the AGM.

With 15 members joining the meeting the necessary quorum as defined by *Article 12.3* (either two members present or by proxy or one tenth of the total membership at the time, which ever is greater) was met so the business of the meeting could proceed.

3. Approval of the Minutes of the previous meeting

As the first meeting there were no previous minutes to approve or matters outstanding.

4. Annual Report

The chair introduced the report of the past years activity outlined in the annual report. The 2020 report outlined the key aspects in which the UKHCA had set out to achieve and completed throughout the year. Although the opportunities for face to face work were reduced a significant on line presence was created. A further highlight from the last couple of weeks is that the BOHS Chartered Society of Worker Health Protection have asked the UKHCA to become a partnership organisation. We are very honoured to work alongside them.

No comments or questions were raised on the annual report.

5. Strategic plan for 2021-2022

The chair presented the strategic plan for 2021-2022. Mark Ashmore asked whether there had been any progress on setting up a health surveillance working group or debate panel? The Chair fed back that the Special Interest Groups would start to be established once we had membership interest expressed and that this should happen in the next couple of months.

The Chair handed over to Professor Stephen dance to talk about opportunities for research and engagement in his area. Professor Dance spoke about the range of research he was involved with including as lead on Healthy Aging on a new ESPRC grant 2021-2025. He asked other members to express their interest in engagement and development of research through the Association.

6. Financial report and to approve the 2019-2020 accounts

The Treasurer presented the financial report outlining that the financial state of the UKHCA is a stable one. We have used funds to modernise the website and enlist the professional help of Fitwise to help establish our newsletter. Some activities were not carried out this year which would have used funds. However, in order to move forwards we believe we are in a strong position.

There were no comments or objections to the accounts and therefore the accounts were approved at the meeting.

7. Appointment of Auditors

The Treasurer then outlined the appointment of the auditors for 2021-2022. The board of Trustees proposed Edwin Smith as the UKHCA auditors for 2021-2022. As there were no comments or objections to this the accounts and appointment of auditor was approved by the meeting.

8. Move to annual membership fee

The Chair introduced a paper for the meeting that proposed a new more formalised approach to membership for the Association moving forwards. The UKHCA has been supported by a number of founding members and new members joining since we formed. To allow the UKHCA to continue to grow and develop we have established the UKHCA Membership Application Process. This comes with an annual membership fee as outlined in the paper. The membership fees will allow us to continue to invest in activities to fulfil our mission.

No questions, comments or objections were raised and the meeting accepted the proposed Membership Application Process.

9. Received questions from the members

Questions raised by members were addressed in the item on establishing the health surveillance group in item 5 and for discussion on research also in item 5.

10. Date of next meeting

The Chari established that the date of the next UKHCA AGM would be held in the month of February 2022.

No further business was raised and the meeting was called to a close, with thanks for members ongoing support

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