



Minutes of UKHCA AGM, 10th February 2022 via video conferencing.

In Attendance:

Chair – Clare Forshaw

Treasurer – Alex Wilson

Directors – Stephen Wheatly, Neil McIntosh, David Greenberg

Attendees – Mark Ashmore, Andrea Harman, Tom Parker, Francis Rumsey, Leah Philpott, Rob Shephard, Neal Muggleton

1. Declaration of interests

Clare Forshaw

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 conflicts of interest were recorded.

2. Welcome and Introduction

Clare Forshaw

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

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 as the Chair of the Directors was present, she, Clare Forshaw, chaired the meeting.

Confirmation of due notice and voting arrangements

Article 11.1 of the Articles of Association requires that the notice of the meeting be with members 14 days before the date of the meeting. The notices were sent out on 25th January 2022, which satisfied the terms of the Byelaws.”

Article 12.3 defines a quorum for the UKHCA. Either two members who are present or by proxy or one tenth of the total membership at the time, whichever is greater. As we had more than 10 votes then we can confirm that quorum was reached, and the meeting proceeded.

3. Apologies/proxy votes & Approval of the Minutes of the previous meeting

Clare Forshaw

Apologies were noted for Sarah Leeson, Karen McDonnell, Andy Huffer, Stuart Marshall, Vanessa Champion, Rachel van Besouw and Michelle Twigg.

Approval for the minutes were proposed by Stephen Wheatley and seconded by Neal McIntosh. Minutes approved.

4. Annual Report

David Greenberg

This year has been another one challenged by COVID restrictions and limits on our ability to meet in person. The annual report from 2021 outlines the achievements and activities over the past year. The particular focus of our activities has been to establish and get our special interest groups up and running. This has taken time following membership being established in April, but they are now formed

and the key SIGs working well to identify their own key priorities and objectives in each area of influence.

We have struggled with attendance for some of the originally identified groups but hope these interests can be absorbed by other groups. In Design has joined At Work and In Leisure has joined In Music and Entertainment.

Other progress has been to start to develop some underpinning process to support the SIGs e.g., publication of the guidance development and we are due to publish our first guidance document on Fit Testing.

We've seen our membership numbers grow as well as the newsletter sign up.

No comments or questions were raised on the annual report.

5. Strategic plan for 2022-2023

David Greenberg

The strategic plan for 2022-2023 was included in the meeting documents and outlines some key opportunities for the coming year. These focus around 3 elements of continuing to support and encourage delivery through our SIGs, hosting or supporting various events and growing the membership. We will look to continue to lead and support stakeholder and interested parties by providing information, guidance, and position statements on key or contentious issues via our SIGs and led by the expertise in our membership. Priorities continue to be established and will hopefully lead to some great new standards, innovation, and motivation for change in hearing conservation. We have decided, based on the fantastic work already in the SIGs and hopefully with face-to-face events becoming more likely and anticipated over 2022 to host our first conference with a view to this becoming annual or biennial. The hope is to broaden our reach and messaging and drive change and participation in good practice for hearing conservation.

Clare Forshaw gave more details on the planned annual conference which will be held in Manchester on 3rd November 2022 at a cost of £45 for members and £85 for non-members. Any thoughts on speakers would be welcomed. Looking to establish an engaging, innovative and exciting agenda. A Save the Date notice will be sent shortly to all our members and will be circulated on social media etc., and we would ask members to forward this to all their contacts. Also gaging interest on an online version for which there would be a small fee. Focus on people we want to influence, e.g., employers actively involved in hearing conservation etc. as our key audience. Themes - preventing noise induced harm and also about the broader picture of sound exposure impact. Anyone who would like to get involved please contact us. Exhibitor space will be published soon. Thanks were given from the Board and the membership for making this happen.

We have other events to support with the Hear for Tomorrow event on the 30th March focussed on the music and entertainment sector and collaborating with the SLC to deliver an event on ototoxicity. The hope is that all of this activity will help to maintain our current membership and drive-up numbers. This is important for our financial position in ensuring we have the funds to deliver the activities we wish to do but also to increase our reach and influence, remain relevant and bring a coherent voice to the issue of hearing conservation. in line with this and funds allowing we would like to increase marketing, social media and proactive coms activities.

6. Financial report and to approve the 2020-2021 accounts

Alex Wilson

The financial state of the UKHCA is a stable one. We have used funds to gain support for delivering our SIGs, coordinating the newsletters, and managing the administrative side of our activities. In order to move forwards, we hope by securing current membership activities and attracting new members hopefully via the conference and other means we can continue to grow our presence and activities with the support of Fitwise. The overview of the accounts was circulated prior to the meeting. There were no questions on the accounts. If further details are required, then please contact any of the Trustees.

Proposed by Neal Muggleton, seconded by Stephen Wheatley. Accounts approved.

7. Appointment of Auditors for year 2022-2023

Alex Wilson

The Board of Trustees proposed Edwin Smith as the UKHCA auditors for 2022-2023. There were no comments or objections to this. Proposed by Mark Ashmore and seconded by Leah Philpott the appointment of auditors was approved.

8. Move to annual membership fee

Alex Wilson

The UKHCA has been supported by our membership over the past year. We hope members have gained benefit and a forum to share their passion and drive for change. To date the model has been successful and we hope the fee levels still seem reasonable to members. To allow us to continue to grow and develop we propose this process continues into 2022. The membership fees will allow us to continue to invest in activities to fulfil our mission. There were no questions raised relating to the membership process. Proposed by Neal Muggleton and seconded by Tom Parker. So, the continuation of the Membership Application Process and for the fees to remain the same was approved.

9. Received questions from the members

Clare Forshaw

None raised. Clare thanked her co-directors and Fitwise. She also thanked those who have got involved with the SGs and taken on the role of Chairs.

10. Date of Next Meeting

Clare Forshaw

This will be held in February 2023.

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

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