



Minutes of the Seventh Annual General Meeting of the Academy of Medical Educators

**held at 13.00 on Wednesday 12th February 2014
at the Royal College of Paediatrics and Child Health,
5-11 Theobalds Road, London, WC1X 8SH**

***The President, Professor Sean Hilton FAcadMEd, was in the Chair.
18 Members, Fellows, Honorary Fellows and Foundation members attended.***

Minutes

1. Notice of convening the meeting

REPORTED: The Registrar confirmed that due notice had been given.

1.1 Discussion regarding inquorate attendance

REPORTED: The Articles of Association for the Academy state that a quorum of 20 members must be present at the AGM.

AGREED: It was agreed that the meeting would proceed and that the draft minutes and annual report would be placed on the members section of the AoME website for members to view. Guidance was given that decisions taken during the meeting could be followed if agreed by the Chair and the minutes would be put forward at the next quorate meeting for adoption.

2. Minutes of the Annual General Meeting 2013

REPORTED: The 2013 AGM was held on 5 February 2013. As the attendance was inquorate an Extraordinary General Meeting was held on 12 March 2013 to ratify the proceedings.

AGREED: The Meeting adopted the minutes of 5 February 2013.

3. Annual Report of the Council 2012/13

REPORTED: The President presented the Annual Report of Council for the year ended 30 September 2013. He described a year of increased stability and progress for the Academy following the move of the office to Cardiff and offered thanks to the Wales teams who have facilitated this process enabling the academy to continue to develop its aims and objectives. The President also explained that the financial position of the Academy was in a more positive position and acknowledged that the expenses aspect of Governance had reduced significantly.

He offered thanks to the many members of the Academy who have offered considerable time and energy to the running of the Academy over the last 12 months.

He drew attention to the highlights of the last year including:

- the continued development of the biannual journal “Excellence in Medical Education”
- a grant from Health Education England to produce the “Essential Guide to Trainer Recognition”
- further increase in membership
- further development of the “Recognising Teaching Excellence” workshops to both support membership and also provide CPD in medical education
- continued development of the Early Careers Working Group including the introduction of a mentorship scheme
- a host of successful meetings including the Academy Annual Meeting and Academy sessions at ASME and AMEE

AGREED: The Meeting accepted the Report.

4. Statement of accounts for years 2012/13

REPORTED: The Honorary Treasurer, Derek Gallen, presented the Accounts for the year ended 30 September 2013. He highlighted that under company law the Academy is not subject to audit and presented the independent examiner’s report. The Academy is in a healthier financial position than recent years with a balance at September 2013 of £104,091. The Honorary Treasurer highlighted that the Academy was still awaiting sign off from HEE with regard to completion of the Trainer Recognition Guide and also highlighted the contribution for rent and utilities under section 5 – gifts in kind - stressing the interim nature of the arrangement with the undergraduate and postgraduate departments in Cardiff.

AGREED: The Meeting adopted the Accounts.

5. President of the Academy of Medical Educators

REPORTED: The President explained that there had been two excellent candidates for Presidency and that Derek Gallen had won a closely fought election. Sean Hilton stated that it had been a great honour to serve as President for 3 years and formally handed over the position of President of the Academy of Medical Educators to Professor Derek Gallen.

ACTION: Derek Gallen formally adopted the role of President of AoME

6. Standing Orders

REPORTED: Members were asked to note the change to the standing orders associated with Article 34 that had been previously agreed by council in October 2013:

The addition of a final paragraph of the Standing Order entitled “Council Elections” as follows:

In the alternative, the list of Council candidates may be sent to all members by electronic means instead of by post and the members may be required to reply electronically or by post within fourteen days of the date of receiving the list (and the fourteen days required before the Annual General Meeting.) The

electronic replies shall be the voting papers. The Honorary Secretary (or Election Officer) shall satisfy himself, and shall so certify to the Annual General Meeting, that the electronic voting has been so conducted that the validity of its results are beyond doubt.

The amendment of the paragraph of the Standing Order entitled “Officers of the Academy – President” to read as follows:

The President shall be nominated and elected by members of the Academy of Medical Educators. The President shall chair the Council and the Executive Committee. The President shall be elected for a three year term of office by the members in general meeting and exceptionally for one further term of three years. The Council may make a nomination as may any member of the Academy. The nomination and election process shall be, mutatis mutandis, as for the election of members of Council save that, in the event of there being one nomination only, that nominee shall be elected by acclamation at the general meeting appointed without the need for an election.

7. Council

REPORTED: The President reported that (in alphabetical order): Adrian Blundell, Nick Cooper, Malcolm Galloway, Kamila Hawthorne, Christopher Holland, Sean Hilton, Deborah Murdoch-Eaton, Vimmi Passi and David Taylor had been elected members of Council for 2014 for a period of 3 years.

8. Any other business

REPORTED: The President reported that no other business had been notified.

9. Date of the next Annual General Meeting

REPORTED: The next Annual General Meeting will be held on a date to be determined in early 2015 being within 15 months of the 2014 AGM.

Adrian Blundell, Registrar