



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

**held at 10:30 am on Tuesday 05 February 2013
at Stewart House, 32 Russell Square, London, WC1B 5DN**

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

Minutes

1. Discussion regarding inquorate attendance

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

AGREED: In view of the fact all items on the agenda are matters of routine business, and having sought advice from Keith Lawrey, it was proposed that the meeting should proceed. All members will be informed about the situation and asked to review the draft minutes and 2012 Annual Report which will be placed on the members section of the website. If no concerns are raised by the membership then it is proposed to have a short Extraordinary General Meeting prior to the President's evening on March 12 2013 when the decisions from the AGM can be formally adopted.

2. Notice of convening the meeting

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

3. Minutes of the Annual General Meeting 2012

AGREED: The Meeting adopted the minutes of 24 January 2012 with the proviso that the documented address be changed from Bentinck Street to the new registered address in Cardiff

4. Annual Report of the Council 2011/12

REPORTED: The President presented the Annual Report of Council for the year ended 30 September 2012. He described a challenging year in terms of the Academy's financial position and infrastructure. At the last AGM, the Academy was in transit to the ASME

offices in Edinburgh and although Anne McKey (with the support of the ASME officers) has done a marvellous job, it has been difficult to move the Academy forward strategically with the reduction from 2.5 to 0.5 wte. staff.

The President explained the decision made at the November Council to move the Academy office to Cardiff in view of the increased infrastructure support and concentration of Academy officers in this location.

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

- the continued development of the biannual journal “Excellence in Medical Education” under the leadership of Vimmi Passi, which continues to be a great success
- the corporate partnership scheme, now being led and co-ordinated by Judy McKimm
- the GMC publication “Standards for Clinical Trainers”; the standards being based entirely on work done by the academy for the DoH.
- 12% increase in membership
- extensive programme of workshops, under the leadership of Julie Browne, to both support membership and also provide CPD in medical education
- republished professional standards under the leadership of Ian Curran
- continued development of the Early Careers Working Group under the leadership of Jamie Read

RESPONSE: Professor John Bligh (Hon Fellow) commented that despite the difficult year the Academy had still continued to deliver areas of work related to the main charitable objectives:

- a) the development of a curriculum and qualification system – the majority of the work of the Academy has been in developing the professional standards and qualifications.
- b) undertaking research for the continuing development of professional medical education – this continues as a building block of the Academy
- c) the promotion and dissemination of best practice in medical education – there has been substantial development of the journal and also the “recognising teaching excellence” workshops.

Professor Bligh also made comment that consideration should be made of a register of attendees of Council members. He requested that following the success of the journal a strategy for its further development should be considered.

AGREED: The Meeting accepted the Report.

It was agreed that Council would consider the comments made regarding a register and journal strategy

5. Statement of accounts for years 2011/12

REPORTED: The Honorary Treasurer, Derek Gallen, presented the Accounts for the year ended 30 September 2012. He stated that under company law the Academy is not subject to audit but the independent examiner’s report had emphasised the need for more transparent and detailed bookkeeping. There had been a small growth in membership and due to the reduction in infrastructure the income had exceeded expenditure. The Honorary Treasurer stressed that the viability of the Academy was still reliant on growth of membership.

RESPONSE: Professor John Bligh enquired if risk was considered as a standing order on each executive agenda.

Professor Roger Worthington (Fellow) mentioned that he had not received any correspondence regarding renewal of his subscription to the Academy. He felt that this was a potential issue when trying to attract future members.

AGREED: The Meeting adopted the Accounts.

It was agreed that the executive would discuss the issue regarding risk

It was agreed that council would discuss the issue around communication and clarification with members regarding renewal subscriptions.

6. Council

REPORTED: The President reported that (in alphabetical order): Dinesh Bhugra, Ian Curran, Kirsty Forrest, Andrew Grant and Muhuntha Gnanalingham had been elected members of Council for 2013 for a period of 3 years.

7. Any other business

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

8. Date of the next Annual General Meeting

REPORTED: The next Annual General Meeting will be held on a date to be determined in January/February 2014 being within 15 months of the 2013 AGM.

Adrian Blundell, Registrar