

## Minutes

**Meeting title:** Board Meeting  
**Location:** Telecon  
**Date and time:** 24 August 2017, 1300-1430 BST  
**Recorded:** Yes  
**Chair:** Duncan Service (Chair)  
**Present:** Sue Huckson (present from 1308) (Vice Chair), Ina Kopp, Sophie Blanchard, Gillian Leng, Elaine Harrow (Executive Officer) Craig Robbins, Holger Schünemann, Stephanie Chang, Amir Qaseem, Iain Grimmond (Treasurer), Sonja Kersten  
**Apologies:** Lubna Al-Ansary, Per Vandvik  
**Absent:**  
**Minutes by:** Anne Docherty  
**Evaluation by:** Amir Qaseem

Agenda item	Topic and discussion	Decisions	Action
1	<p><b>Chair's opening remarks</b> The Chair welcomed everyone to the meeting.</p> <p>a) <u>Declarations of interest</u> The Chair asked if anyone has any updates to their existing DoI and reminded everyone to indicate specific CoI when we are working through the agenda.</p> <p>b) <u>Board Minutes</u></p> <p>i. For approval – Minute 26 June 2017 All approved this Minute.</p> <p>ii. Outstanding Actions Covered in Agenda. A Trustee reminded everyone that she is still awaiting feedback on the CoI Policy and asked that this is emailed to her. If there is no feedback, then an email approving the Policy would be welcome.</p> <p>iii. Matters arising</p>	<p>This is an ongoing agenda item.</p> <p>All approved Board Minute 26 June 2017</p>	<p><b>Who:</b> Secretariat  <b>What:</b> upload Minute to website  <b>When:</b> Immediately</p> <p><b>Who:</b> BoT  <b>What:</b> Feedback to IK re CoI Policy  <b>When:</b> Immediately</p>

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	<ul style="list-style-type: none"> <li>• G-I-N involvement in Social/Formal activities at GES 2017</li> <li>• Collaboration with Covidence</li> </ul>		
2	<p><b>Executive Committee update</b></p> <p>a) EO Report</p> <p>The Executive Officer provided an oral update highlighting the following:</p> <ul style="list-style-type: none"> <li>• 2 Executive, one Finance and one Conference sub-committee meeting have been held since last Board meeting</li> <li>• Accounts have been finalised</li> <li>• Governance – no elections required and communications complete</li> <li>• 1<sup>st</sup> Induction call with Zachary Munn has been completed with another scheduled for next week</li> <li>• Chair has been confirmed and another round of Eol’s has gone out for Vice chair</li> <li>• AGM Voting and Member Registration are open on the website and have been communicated</li> <li>• Extended collaboration with EBSCO DynaMed</li> <li>• Membership – approved 13 of 17 applications</li> <li>• Programme for Individual applicants converting to Associate or Organisational category is working well</li> <li>• Accommodation at Summit 2017 has been arranged for 10 Trustees and this invoice has been settled directly</li> <li>• Board dinner on 11 September has been arranged and will take place after drinks with Cochrane. The Chair has shortened the Board meeting it will now close at 1600 to allow some personal time for Trustees</li> <li>• Board diary has been prepared and will be updated as necessary</li> </ul>		<p><b>Who:</b> BoT</p> <p><b>What:</b> Encourage your organisations to vote and register for AGM</p> <p><b>When:</b> Immediately</p>

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	<ul style="list-style-type: none"> <li>• NMC – Linn will not be attending the Summit; therefore, the award will be delivered to Per to present on G-I-N’s behalf. We have requested that a video is made of the presentation and Linn’s acceptance speech.</li> <li>• Membership Survey has been distributed with a closing date for next week. Allison will analyse the results and prepare a report for the Annual Board meeting</li> <li>• Updating Glossary – process worked and we can look forward to a new publication</li> <li>• Conference EoI – received a proposal for 2020 conference in Adelaide. The EO has responded initially via email requesting answers to specific questions regarding timing etc. Conference committee due to give full feedback by 31 August</li> <li>• Annual Report complete and will be shared with the Board &amp; uploaded to website</li> <li>• Accounts complete, however Milne Craig has advised that the presentation of the document is to be changed. This will have no impact on the figures or affect approval.</li> </ul> <p>The Chair advised that the Vice chair position has been confirmed as there was only one EoI. He also advised that he will send an email out later today to co-opt the Treasurer for another year. The Board will be required to vote on this.</p> <p>A Trustee highlighted that the dates for 2020 Cochrane Colloquium will be released soon. He asked the Executive Committee to bear this in mind when reviewing dates for the G-I-N conference so that there is no overlap.</p>		<p><b>Who:</b> DS  <b>What:</b> Send email re recommending treasurer for coming year  <b>When:</b> 24/0/17</p> <p><b>Who:</b> BoT  <b>What:</b> Vote required for Treasurer</p>
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	<p>The Executive Officer highlighted that we do not have an EOI for the 2019 conference. The Chair indicated that this will be discussed at Annual Board Meeting.</p> <p>The Executive Officer suggested that if anyone has a desire to take on an Executive role at a future date that they make it known to the Executive Committee/EO. It is important that these posts are filled by Trustees who have experience of being on a sub-committee and therefore have a good understanding of G-I-N business.</p>		<p><b>When:</b> 31/08/17</p> <p><b>Who:</b> EH</p> <p><b>What:</b> Circulate EOIs for info</p> <p><b>When:</b> asap</p> <p><b>Who:</b> Trustees</p> <p><b>What:</b> email Exec Officer committee if interested in future Exec role</p> <p><b>When:</b> asap</p>
3	<p><b>Finance Committee Update</b> (papers in Dropbox)</p> <p>a) <u>Finance committee report</u></p> <p>The Treasurer provided an overview of the report and highlighted that a staffing proposal has been approved by the Finance sub-committee and this now requires Board approval. Questions were asked regarding the impact to the budget and the Executive Officer advised that there would be a slight positive impact for this year. Budget figures are required for 2018-19, these will be sent out to the Trustees in order that they can vote electronically on this proposal.</p> <p>b) <u>Bank Summary at 11 August 2017</u></p> <p>The Treasurer provided an overview as per the report and advised that the accounts are liquid.</p> <p>c) <u>Management Accounts at 31 July 2017</u></p>	<p>The staffing proposal was agreed in principle; however, budget figures are required for 2018-19</p>	<p><b>Who:</b> EH</p> <p><b>What:</b> Provide budget figures for Staffing for 2018-19</p> <p><b>When:</b> 28/08/17</p>

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	<p>The Treasurer provided an overview of these accounts stating that we are within 1% for Individuals and Organisation income. We are on budget at this stage. On expenditure, we are below budget, however this is mainly due to timing differences regarding when invoices come in. There are no issues or concerns at this time.</p> <p>d) <u>Outstanding invoices</u></p> <p>The Executive Officer advised that an individual member paid their fees yesterday and we have been asked by a member to reduce their fees as they are on long term sick. This will be discussed with the Finance Sub committee. Another example was that one of the individuals is covered by her employer so although she hasn't cancelled her membership, this may be the reason she is not renewing her own. The Executive Officer continued stating that payments are still trickling through, some of this is due to work being done to review members of working groups etc. The Treasurer asked the Trustees to review the list and if they felt comfortable to reach out to any contacts they have within the organisations and to the individuals.</p>		<p><b>Who:</b> BoT</p> <p><b>What:</b> Follow up with contacts regarding outstanding payments</p> <p><b>When:</b> 28/08/17</p>
4	<p><b>G-I-N NA Steering Group Members</b> (papers in Dropbox)</p> <p>a) <u>3 New Steering Group members for approval</u></p> <p>The Board Liaison for this Regional Community indicated that there are no Col issues regarding the proposed members. There is a question however if an individual member can be part of the Steering Group. It was highlighted that the Policy does not restrict individuals from this. The Board Liaison also advised that another of the candidates is a member through AAN, however there are no issues with this as the person is a paid employee or consultant of this organisation. There followed a discussion regarding membership and eligibility and it was agreed that a bigger discussion needs to take place at the annual</p>		

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	<p>meeting and resolutions found. This will result in Policies being updated and adhered to. A Trustee indicated that there is some unrest in the NA regional community as one new member was given individual status, yet another was asked to join via organisation membership. The Executive Officer reminded the Trustees that it was agreed by at the last mid-term meeting that we would not retrospectively look at individuals. The Chair indicated that this decision can be revisited. Moving forward from the mid term meeting this is how we manage membership i.e. check if they are true individual applicants and it is working well. She also indicated that the change to the articles was still in process, this will be discussed at the Members' meeting in Cape Town.</p> <p>A Trustee also suggested that the Executive Committee arrange a call with the NA regional community Steering Group to discuss issues that have arisen.</p> <p>b) <u>Next Chair elect</u> This candidate was approved by the Board</p>	<p>It was agreed to hold approval on the 3 candidates until discussion takes place regarding membership and eligibility</p> <p>The next Chair Elect of the NARC was approved by all.</p>	<p><b>Who:</b> Exec <b>What:</b> Arrange telecon with NARC steering grp to discuss issues <b>When:</b> 31/08/17</p> <p><b>Who:</b> NARC Board Liaison <b>What:</b> Advise of approval of Chair Elect <b>When:</b> 28/08/17</p>
5	<p><b>Conference Committee Update</b></p> <p>a) <u>Committee Chair Report (paper in Dropbox)</u> The Chair of the Conference committee provided an overview highlighting the following:</p> <ul style="list-style-type: none"> <li>• there may be an error regarding the date of the Grade meeting</li> <li>• Sponsorship</li> <li>• SciCom</li> <li>• Abstract review panel concept</li> <li>• Support for patient organisations</li> </ul> <p>b) <u>GES Update</u></p>		

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	<p>The Executive Officer stated that the GES Local Organising Committee has invited G-I-N (&amp; all partners) to be involved in aspects of the summit and she has invited the Trustees to email her if they wish to take part in e.g. Plenaries, Welcome Reception, Closing Ceremony. Gala dinner, they like to MC this and are asking if any of the partners wish to be involved.</p> <p>The Executive Officer advised that the insurance against cancellation and terrorism for the GES has been cancelled. This was done against G-I-N's wishes. She also advised that the GES cannot provide a list of attendees as the PCO gave the registrants the option to opt out of being contacted. However, the Executive Officer is hopeful that something can be done via the App, but has not yet seen the App.</p>		<p><b>Who:</b> EO <b>What:</b> Circulate the overview for input &amp; approval; respond to Cochrane by 29/8 <b>When:</b> 25 August</p>
6	<p><b>Membership Committee Update</b> a) <u>Committee report PV</u> Prior to the meeting the Chair indicated that there is nothing to report. b) <u>Membership Development – GL</u> No time to discuss this item, it will be added to Annual Board meeting agenda.</p>		<p><b>Who:</b> Secretary <b>What:</b> Add Membership Devt to agenda for 11/9 <b>When:</b> 25 August</p>
7	<p><b>Guideline Credentialing and Certification</b> (paper in Dropbox) -<i>HS</i> Trustee provided an overview of the paper, outlining the background (based on a prior strategic planning exercise of the board).</p>		
8	<p><b>Partnerships</b> (paper in Dropbox) <i>CR</i> a) <u>Cochrane/G-I-N Partnership Advisory Group</u> No time to discuss this item.</p>		
9	<p><b>AOB</b> There was not enough time to discuss Covidence so this will be moved the Annual meeting agenda. However, a Trustee advised that he had participated on</p>		<p><b>Who:</b> Secretary</p>

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	a call yesterday and it was stated that Covidence is a tool that is majority owned by Cochrane and they want to offer it to G-I-N members who want to do systematic reviews. Is this something that can be covered under the existing Cochrane Partnership or do we need to do something different.		<b>What:</b> Add Covidence to September agenda <b>When:</b> asap
	<b>Date &amp; time of next meeting:</b> 11 September 2017 at 0900 SAST <b>Evaluation: will be carried out by:</b> Per Vandvik		

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