1. **Welcome and Apologies**
   
   No apologies received.

   There were 66 members of the Association in attendance

2. **Acceptance of Minutes of 4th PIPA AGM, Monday 6th July 2009**

   Proposed by: Jill Voss
   Seconded by: Janet Walton

   Voting: In favour: 30; Against: 0; carried

3. **Committee Report from PIPA President**

   See presentation on website, [link to presentation](#)

   Kathy Fowler and Mark Timmis were awarded Honorary Membership.

4. **Treasurer’s Report**

   See presentation on website, [link to presentation](#)

5. **Constitutional Motions**

   1. Change status of PIPA from personal to professional membership, with four levels of membership: Associate, Member, Fellow and Hon Fellow.

      Proposed by: Janet Davies
      Seconded by: Gary Speake

      Voting: In favour: 4; Against: 0; carried

   2. Amended definitions of Associate Members and (Full) Members.

      Proposed by: Sue Rees
      Seconded by: Sharon Leighton

      Voting: In favour: 51; Against: 0; carried

   3. Addition of clause to Section 4 – Conduct of Members.

      Proposed by: Tara Ferguson
      Seconded by: John Barber

      Voting: In favour: 49; Against: 0; carried

   4. Amendment to Section 5 – Office Bearers.
Proposed by: Gary Speake  
Seconded by: Sharon Leighton  
Voting: In favour: 51, Against: 0; carried

5. Amendment to section 10 – Finance  
Proposer: John Barber  
Seconded: Greg Barnes  
Voting: In favour: 50; Against: 0; carried

7. Committee Members  
Sarah Dunnett had completed a two year term of office but was eligible for re-election.  
Emma Boulton, Tara Ferguson, Sanjay Motivaras, Philippa Norton, Vicki Page-Clarke & Gary Speake were half way through their current terms of office.  
Greg Barnes, Kathy Fowler, Suzanne Green, Caroline Rosewell, Mark Timmis, Janet Walton were standing down.  
Nominations for election were received from Ros Henley, Ben Jefferies, Sam Knivett & Viv Ball  
This made a total of 11 current and nominated members of the Committee. The Constitution allows for a Committee of up to 15. This being the case Ros Henley, Ben Jefferies, Sam Knivett & Viv Ball were duly elected to the Committee and Sarah Dunnett was duly re-elected.

8. Any Other Business  
There was none
Treasurer’s Report
6th April 2008 – 5th April 2009

Accounts 2008-2009

• Implemented new accounting system – Sage
• All financial records up to date on this system
• Annual Accounts 01Apr08 to 31Mar09 awaited

Income

• Conference
  - 2008 conference made a £9,600 profit
• Membership
  - approximately 700 members
• Meetings/Discussion Forums
  - Increase in number of meetings

Expenditure

• New accounting system – Sage
  - Training and accounts access
• General administrative costs
  - Predicted costs of running PIPA were as planned
• Meetings
  - Costs increased as no longer able to use ABPI facilities at minimal costs

VAT
• VAT is up-to date
• Corporation Tax Office – Not required to pay last year. Awaiting Annual Accounts for assessment of this year

The accounts have been submitted for audit, and will be made available to the membership once complete.