Pharmaceutical Information and Pharmacovigilance (PIPA)
Minutes of the Extraordinary General Meeting (EGM)

Date: 13 January 2014
Time: 3.15 PM
Venue: Cancer Research UK, Angel Building, 407 St John Street, London, SC1V 4AD

Present Committee:
Sarah Dunnett - President
Philippa Norton – Vice President and Honorary Secretary
Emma Boulton - Treasurer
Sarah Hall – Training Working Party Chair
Christine Needham – Committee Member
Sanjay Motivaras – PIPEline Editor
Betty Mwesigwa – Code Forum Co-ordinator
Ronnie Bhui – Committee Member
Tom Nichols – Committee Member

Committee Apologies:
Vicki Page–Clark – Benefit Risk Management Working Party Chair
Nadia Aslam – PIPEline Editor

Other Apologies:
John Barber
Janet Davies
Kathleen Fowler
Additional Voting Members:
Jabeen Ahmad, Rita Fitzpatrick, Blessing Gombedza, Sharon Leighton, Hendre Moolman, Alpa Shah, Ron Ward.

Chairman: Sarah Dunnett

Quorum and Notice of Meeting:
E-news and Pipeline 7th November 2013 – announcement EGM will be called
E-news 11th December 2013 and 6th January 2014 – full details of EGM shared
As per constitution, a quorum is not documented for an EGM.

Presentation: The EGM committee slide presentation is available on the PIPA Website and should be read in conjunction with this document.

Additional Questions/Discussions at the Meeting:

1) Conference Income and Expenditure – The efforts made to reduce conference outgoings were commended. Member queried as to whether the committee calculated per head profit? Acknowledged that PIPA had not done this to date however this could be worked out (with a few assumptions)
Post-meeting note: figures calculated as below:
2010: 64 paying delegates, £10,690.66 profit - £167 profit/delegate
2011: 70 paying delegates, £10,577.56 profit - £151 profit/delegate
2012: 68 paying delegates, £20,388.38 profit - £300 profit/delegate
2013: 54 paying delegates, £27,585.47 profit - £511 profit/delegate
If assume and include 12xCommittee members working towards and during the conference, 12xExhibitor members who pay within their Exhibitor fee, 5xSpeaker members who are gifted 1 day attendance in lieu of payment for their contribution:
2010: 93 members, £10,690.66 profit - £115 profit/member present
2011: 99 members, £10,577.56 profit - £106 profit/member present
2012: 97 members, £20,388.38 profit - £210 profit/member present
2013: 83 members, £27,585.47 profit - £332 profit/member present

2) Conference Dates – Do PIPA consider sporting events when choosing dates? Yes, this is always considered as part of the decision as well as the facilities, quality and accessibility of the venue. Have explored September but
very close to DIA and a few exhibitors expressed concern. Committee considering May time for future conferences. Various formats to be considered for 2014.

3) **Conference Alternative Venues**: Member acknowledged that the timing of the financial commitment to many venues is a challenge. Concern expressed that PIPA do not downgrade the quality of the venue selected eg it was recommended that we do not use university venues. Advised to keep utilising venues consistent with the quality of the association and expectations of the members.

4) **Membership Fees**: Member queried as to whether it was necessary for Honorary members to remain as free members. Explained that this had been discussed and not an absolute requirement. Two Honorary members present indicated that, in principle, they would be happy to pay if asked. At this time, Executive committee felt it would be more beneficial to the association long-term to reinvigorate Honorary members to contribute to the association eg Pipeline articles, meetings, conference sessions rather than simply to levy a membership fee. A specific call to action for Honorary members. Perhaps consider voting on whether honorary members should pay for membership?

5) **Training Courses**: Member queried as to why PIPA is considering an online course for First Steps in PV when it is a well attended face-to-face course. Explained that this is being considered as an additional option as even more may benefit and this may drive further income. Also considering intermediate level face-to-face courses.

6) **PIPELine**: Member recommended that PIPA consider using blogs within ePIPELine? Gives a different energy. Suggestion welcomed and will be explored.

Voting at the Meeting – Counted independently by Ronnie Bhui and Sanjay Motivaras

- Change the financial year dates currently in the constitution from 1\textsuperscript{st} January – 31\textsuperscript{st} December to 1\textsuperscript{st} April to 31\textsuperscript{st} March to match existing operating model:
  
  For: 16 Against: 0 Abstain: 0

- Include up to two independent consultants on the committee:
  
  For: 16 Against: 0 Abstain: 0

- Subscription rates may be increased by up to 10% in any financial year, independent of an AGM/EGM vote, by a majority vote from the committee:
  
  For: 15 Against: 0 Abstain: 1
• Remove “Two auditors (neither of whom shall be a member of the Committee, but at least one of whom should be an experienced and long standing member of PIPA) shall be elected annually, by simple majority of votes cast at the AGM or EGM, if necessary” Note: No change to the financial auditing of accounts (see Section 10.4)

**For: 16 Against: 0 Abstain: 0**

• Wind up Criteria: Permit electronic ballots

**For: 16 Against: 0 Abstain: 0**

• Wind up Criteria: Permit Committee the flexibility to call a Web conference as an EGM specifically to take a members wind up vote

**For: 14 Against: 1 Abstain: 1**

• It is recognised that the constitution has evolved over many years and some inconsistencies and impractical aspects need to be addressed. Proposed that the constitution undergoes a full review and that, assuming this principle is carried in the EGM, that the amends are subsequently put to the full membership for electronic ballot (majority vote of those voting). Four examples shared:
  • All instances of postal ballot to be changed to electronic ballot
  • Removal of need for committee review of new members
  • Removal of need to inform committee in writing if member wishes to resign
  • Amendment to section 3.3 to include student members

**For: 16 Against 0 Abstain: 0**

**Any Other Business:**

A range of discussions followed the formal voting.

While the efforts in recent years have stabilised the financial aspects of the association while we have advanced the infrastructure and achieved increased membership levels, the committee call the wider membership to action in order to ensure the long term sustainability of the association. A range of areas were discussed:

• Share active feedback
• Ensure early commitment to events to reassure their viability, facilitate cashflow and support the financial stability of the Association
• Deliver contributions to enrich the sharing of information across the membership eg Pipeline articles and meeting presentations
• Encourage colleagues to join and engage
• Take ownership and participate to enhance the Association to meet your needs and those of others in our professions
• Volunteer to join the Committee or Working Parties – in addition to benefiting the Association, this is has the clear potential to support your personal and professional development, while providing rich networking opportunities [if you are interested to learn more, please contact Christine Needham via vicepresident@pipaonline.org]

Could PIPA do more with social media, eg LinkedIn? Discussed how the LinkedIn group includes non-members (previously considered impractical to manage tightly to restrict to PIPA members). Certainly scope for this platform to be used more, proactively by the committee but also, and more importantly, by the members. Some members prefer the 'Discussion Rooms' on the PIPA website as they are able to interact confidentially. Common agreement that Facebook and Twitter are not currently appropriate and could not be adequately maintained / managed. Scope for further review to ensure we are optimising our potential here.

Could PIPA raise awareness of the association and professions within Universities to attract members and general interest? This will be explored further. Student membership category approved at the 2013 AGM but PIPA have not had any requests and need to reach out to raise awareness.

The committee were thanked for their efforts, transparency and ongoing commitment to the association.

Closure of the Meeting:

Meeting closed 5pm.

Further questions, please address to Christine Needham or Sarah Dunnett.