

**Notes of the Annual General Meeting of the Association  
On Tuesday 4<sup>th</sup> December 2012  
at a BAPEN Meeting held in Staffordshire**



Present: Dr T Bowling (TB) – Honorary Chairman  
 Dr A Brotherton (AB) – Honorary Secretary  
 Dr S Gabe (SG) – Honorary Treasurer  
 Dr N Simmonds (NS) – Shadow Honorary Treasurer  
 and 18 voting members

| ITEM   | ACTION |
|--|--------|
| 1. <b>WELCOME</b>  |        |
| 2. <b>APOLOGIES FOR ABSENCE</b> <ul style="list-style-type: none"> <li>• None</li> </ul>   |        |
| 3. <b>NOTES OF THE LAST MEETING (29.11.11)</b> <ul style="list-style-type: none"> <li>• These were agreed as a correct record with no matters arising</li> </ul>   |        |
| 4. <b>MATTERS ARISING FROM THE LAST MEETING</b> <ul style="list-style-type: none"> <li>• None</li> </ul>   |        |
| 5. <b>CHAIRMAN'S REPORT</b><br><b>DDF meeting</b> <ul style="list-style-type: none"> <li>• Successful meeting in that it raised our profile amongst other societies – viewed as a very good outcome for us</li> <li>• DDF financially successful with circa £100,000 profit –better than we were anticipating</li> <li>• Considered involvement for the next DDF in 2015; Exec will put information to Council for their consideration</li> <li>• Industry group were more disappointed with DDF – less footfall for stands and symposia more expensive</li> <li>• BAPEN has learnt a lot from the first DDF and we will be taking this learning forward</li> <li>• Feedback form from delegates was very good for BAPEN symposia with more delegates from other societies attending</li> <li>• Need to discuss whether to repeat the November meeting in 2015</li> </ul><br><b>PR</b><br>Helen Lawn and Associates have now taken over the PR contract and have held several meetings / media workshops. Our aim is to ensure consistency in our external messages. A new corporate brochure is in press at the moment for us to take to meetings eg. DoH<br><br>BAPEN currently working on a strategy document from 2013-2015, waiting further comments from committees and core groups then hope to have a draft document for the end of 2012.<br>CR asked about whether emails asking for comments have been sent out. Not clear that all chairs have received them – AB has definitely circulated the draft strategy – but will re-send |        |

### **Decision Trees**

Decision Trees: BAPEN asked for feedback on the decision trees; we will circulate a feedback form electronically to invite comments

### **Quality Group**

BAPENs Quality group are involved in the Nutrition and Hydration Action Alliance and the Malnutrition Task Force

### **21<sup>st</sup> Birthday celebration**

It was noted that next year BAPEN will be celebrating its 21<sup>st</sup> birthday. The first meeting of BAPEN was in December 1992 (Bedford College, Regents Park) – so we will celebrate BAPEN'S 21st at our annual conference

6.

### **HON. TREASURER'S REPORT (see appendix 1)**

- Total income in 2011 was £461K (£223K excluding income from the annual conference), which is £61K higher than the total income in 2010
- Corporate support has been maintained
- Slight decrease in number of individual members for 2011 although membership numbers for 2012 will increase due to 'free' membership drive for DDF
- Financial statement for 2012 will be different because of arrangements for DDF meeting
- Conference expenses are high and this became obvious at DDF that we are much more generous than other charities in respect of speaker expenses. These expenses along with Council and Exec expenses were reviewed by Exec to try and manage and rationalise these. The proposed changes have been passed by Council.
- 'MUST' and BANS are important sources of income to the association with BANS now receiving an income of £51K per year
- BAPEN were the 2<sup>nd</sup> largest contributor in terms of delegates to DDF (11.3%) and will receive 16.5% of the profit (approx. £100,000) – which is on par with what we usually make from conference.
- Need to review running an additional meeting during a DDF year as it is likely that this meeting will make a loss!
- Some concerns about how industry sponsors us and that for some this may be outside the APBI guidelines (not all our sponsors have to conform to APBI guidelines); BAPEN Exec to consider and make proposals
- SG recognised that BAPEN office undertake a huge amount for BAPEN within their budget

Questions: CR asked about the £51000 for BANS. Trevor Smith responded to the question; Annual running costs are about £30k. Costs of developing new data collection tools around £20k. Have also received £10k from Calea for developing enhanced data collection for PN patients

Tim Bowling thanked SG for a fantastic job as Treasurer

7.

### **CORE GROUP MEMBERSHIP**

Proposed that **BSPGHAN** should become a core group

- AF concerned that this might deter individuals from becoming individual members of BAPEN, wants it to be developed in a way that

**BAPEN website: [www.bapen.org.uk](http://www.bapen.org.uk)**

Registered Charity 1023927

it encourages full engagement with BAPEN

- Accepted in principle that we would invite BSPGHAN to become a core group
- TB to discuss with their committee and establish terms

TB

### **Nutrition Society**

TB explained the history of the difficulties of the relationship between BAPEN and the Nutrition Society, and specifically the issues of concern specific to this November meeting, which was meant to have been a joint meeting with them.

- They were very positive initially
- Decided to withdraw from their training day when it became apparent they weren't getting delegates and that the training day wouldn't be financially viable
- They then withdrew from the meeting altogether, without apology and just regret that they had to withdraw from the meeting

Separately, BAPEN was informed this year that the Nutrition Society were no longer prepared to publish our conference abstracts at all, but later offered to publish them at a charge of £25.00 per abstract. TB has secured agreement with Clinical Nutrition that they will publish our abstracts in e-SPEN without charge. This raised the question whether we need NS as a Core member. They provide the Cuthbertson Lecture and a symposium for our annual conference. However, Nutrition Society representation is rarely present at BAPEN Council or other committees. There are virtually no individuals who are members of both groups. It was suggested that BAPEN could organise a named lecture and that BAPEN Medical organise the additional scientific/translational material. The virtual absence of common ground, the difficult relationship that has been on-going for many years and culminating in the problems surrounding this November meeting has obliged BAPEN to consider what benefit the Nutrition Society give to BAPEN as a Core Group. Amongst the Executive, Council and Core Groups there was almost unanimous opinion that this relationship should be cut (TB reassuring the Core Groups that this would not threaten the status of any of the other core groups).

### **TB therefore proposed that we should cut ties with the nutrition society.**

Discussion points raised:

- Were there any disadvantages to this? There used to be an issue with scientific credibility, but this isn't relevant any longer
- Would the Nutrition Society want to perpetuate the Cuthbertson lecture? David Silk suggested it would probably better not to ask the question
- Janet Baxter commented that this doesn't address the poor quality of the abstracts – could BAPEN have some kind of learning workshop. Would programmes be prepared to give feedback, particularly on rejected abstracts?
- Pete Turner has tried this in the past and given authors an opportunity to come back with an improved version – but this was probably an issue of timing
- Sheldon Cooper commented that it would be useful to be able to feed comments back to authors – PT will look into this as a possibility of next year

TB

Vote carried:

14 yes

1 abstention

TB will update Constitution and circulate for comments

## 8. **PROPOSED CHANGES TO THE CONSITUTION**

Constitutional changes to council representation to reduce numbers from 35 to about 20 were circulated to the membership early 2012 to which no comments were received so were enacted in March 2012:

- Core Groups to only have 1 vote each
- No Special Interest Group representative on council
- ESPEN rep will now be BAPEN Chairman from January 2013
- Faculty represented by their Chair

BUT will ensure representation from each of the Nations and if somebody from each nation not already on council would co-opt somebody.

Other changes to Exec included the appointment of the following officers:

- Data and measurement – Trevor Smith
- E & T – Sheldon Cooper
- Communications – Wendy-Ling Relph – we are still defining the role of the communications officer
- Membership – Andrea Cartwright – has had a focus on membership and is developing the role

## 9. **CONFIRMATION OF ELECTED OFFICERS & COUNCIL MEMBERS 2012/13**

### **Executive**

|                    |                  |
|--------------------|------------------|
| Honorary Chairman  | Tim Bowling      |
| Honorary Secretary | Ailsa Brotherton |
| Honorary Treasurer | Nicki Simmonds   |

|                              |                   |
|------------------------------|-------------------|
| Membership Officer           | Andrea Cartwright |
| Data & Measurement Officer   | Trevor Smith      |
| Education & Training Officer | Sheldon Cooper    |
| Communications Officer       | Wendy-Ling Relph  |

### **Chairs of Standing Committees**

|                                 |                   |
|---------------------------------|-------------------|
| BANS                            | Trevor Smith      |
| Education & Training Programmes | Sheldon Cooper    |
| Malnutrition Action Group       | Pete Turner       |
| Nutrition Screening Week        | Marinos Elia      |
|                                 | Christine Russell |

Quality Group to remain a Working committee – Mike Stroud

All proposals were agreed by Council

## 10. **ACCOUNTS AND ENDORSEMENT OF APPOINTED AUDITORS**

Hale & Co (Maidenhead) confirmed as the auditors although the accounts for year end 2012 may require a full audit rather than an Independent inspection.

## 11. **ANY OTHER BUSINESS**

- David Silk reported he felt that this meeting has been very good and would support this as a concept for DDF year again
- Jo Sayer raised issue that out of the workshops there had been suggestions for changes to the decision trees and that the membership were concerned that this was the first opportunity they had had to comment. Wanted them to go through a wider consultation process. SC suggested that perhaps the time that the trees were with council members were not long enough; further comments welcomed.
- CR wanted to clarify that they had only been sent to some individuals on Council and that they should have gone to all members of Council
- DS felt that we had to accept that there are a few gaps in the trees as they are at the moment. Doesn't think that they should be rushed, feels that they will have medico legal status, even though we have been careful to emphasise that they are not intended to be guidelines
- TB suggest that we add disclaimers
- AF suggested that they could put the drafts on the website and SC can arbitrate
- Guidelines must have the BAPEN logo and must have a date for review
- Sovereign Conference emphasised that these are to help particularly those Trusts which do not have nutrition teams
- NS expressed concerns about having these on the website available to all – AF doesn't think that this is an issue as ESPEN & NICE make everything available to all
- Ciaran Walsh would support wider review, eg presenting at each annual meeting. Doesn't feel that 1 member of council was sufficient in terms of peer review
- DS felt it shocking that 40% hospitals still don't have a nutrition support team!

**12. DATE AND VENUE OF THE NEXT MEETING**

- During conference 2013 in Harrogate, details tba

Signed.....  
Chairman

Date:.....

**2011 Treasurer's Report**  
**SIMON GABE, HON TREASURER**

**The bottom line ...**

In 2011 we made a surplus of £71K (in 2010 there was a surplus of £14k, in 2009 there was a net loss of £20K). This is a promising sign of the health of the Charity.

**Income**

Total income for 2011 was £461K (223K excluding income from the annual conference), which is £61k higher than in 2010 and £40K higher than in 2009 (Figure 1). This increase is from a combination of e-learning and profit from the annual conference. At the same time this year showed a small decrease from direct corporate support (from £130k to £116k), which should be viewed positively as BAPEN strides to be more of an independent organisation. Income from individual affiliate membership did rise from £4k to £8k which is good but this still needs to increase substantially. However, next year the membership income will be different as we included it in the annual conference fee for 2011 (Figure 2).

Figure 1: Total income and expenditure, with income from corporate support

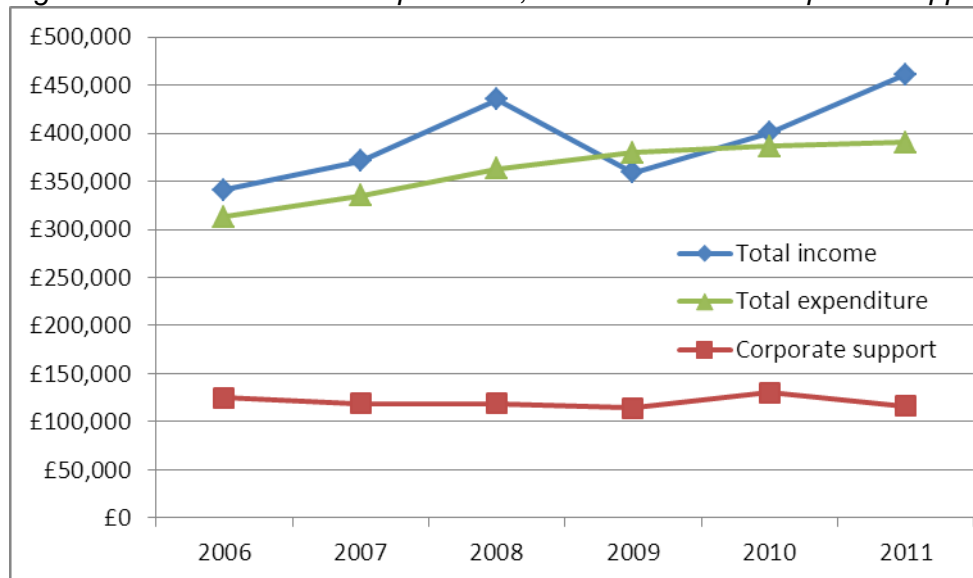
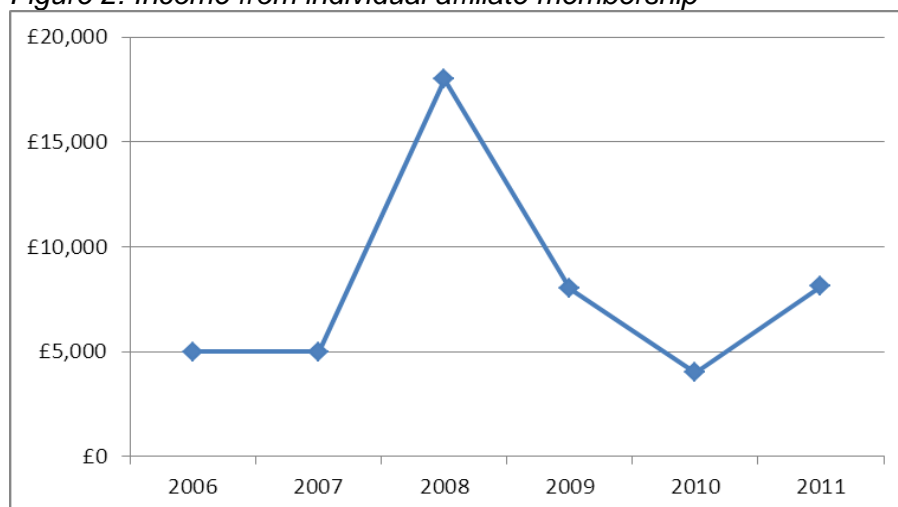


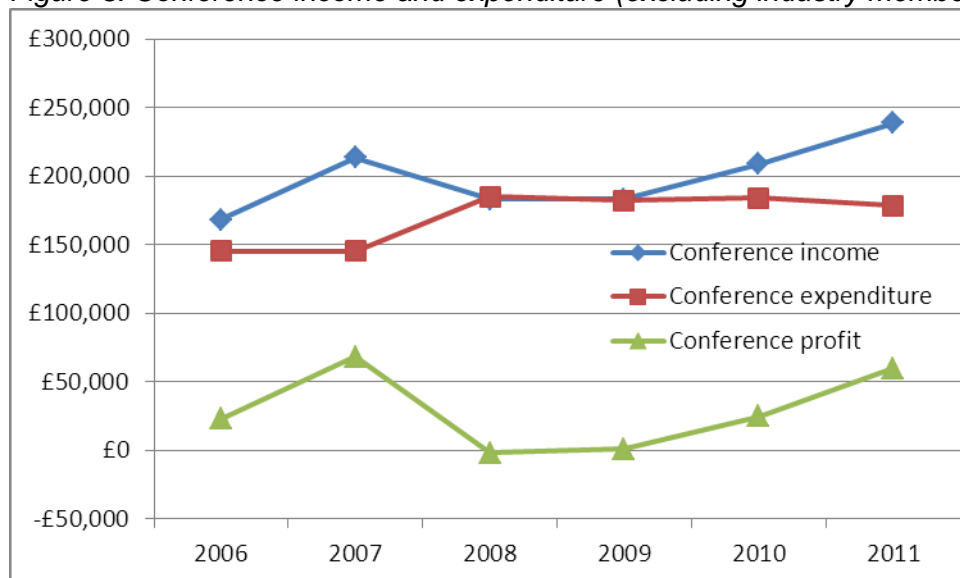
Figure 2: Income from individual affiliate membership



### Annual Conference

The 2011 annual conference was in Harrogate once more and attracted approximately 600 attendees. The net income was £239K, the net expenses were £179K, resulting in a net profit of £60K (Figure 3). This is a greater profit than in 2010 and 2009 (£25K and £1K, respectively) and is reassuring as we are always concerned that delegate numbers will decrease due to the financial constraints affecting hospitals.

Figure 3: Conference income and expenditure (excluding industry membership income)



As mentioned in previous years, this is the way the accounts have always been presented. If the industry funding for BAPEN is factored into the conference account then the conference makes a considerable profit, which in turn fuels the charitable activities of BAPEN. This is relevant as in 2013 we are planning to change the way that we sell conference space to industry separately to the more direct industry support.

The conference for 2012 is in Liverpool as part of the 1<sup>st</sup> Digestive Disease Federation (DDF) conference. A risk was taken in moving our annual conference in this way but this report has been written after the event and it will be seen that this bold move will be both profitable for the Charity as well as enhancing the purpose of BAPEN by bringing nutritional care to a wider medical arena.

### Expenditure

Total expenditure amounted to £390K which is only £4K (1%) higher than last year and in line with inflation.

The main cost was the BAPEN Conference (£179K) representing 46% of the charities expenditure. The other cost drivers were the costs for our media coordinator services (9%), database management (7%), travel expenses (6%) and BAPEN office (5%).

We have been going out to tender regularly over the past few years to ensure that our main cost drivers are giving us value for money. In 2009 this was for the Conference and office contract, which was awarded to Sovereign Conference. In 2010 the publication for In Touch was tendered and awarded to Complete Nutrition. In 2011 media and web services were tendered and were awarded to Helen Lawn and Associates. No tenders are planned for 2012.

## **Reserves**

BAPEN has a reserve of £200k which is placed in a high interest deposit account. The annual turnover of the Charity is around £420k each year depending on conference income and this is managed through a current account. The reserves policy is primarily to provide security to the Charity in the event that expenditure significantly outstrips income. This would be most likely to relate to conference expenditure. We have purposefully had more in our current account toward the end of 2011 in preparation for the DDF meeting as we have to pay £50K deposit and we will not realise the income until the end of 2012. Once this conference is over and the finances settled we should be able to start to use some of the reserves to further the purpose of the Charity.

## **Looking to 2012**

BAPEN has a promising future ahead. However, these are challenging times financially and all charities are going to continue to feel the pinch. We have to control our expenses and secure our income each year.

- We will continue to develop ways of increasing our revenue from the MUST tool, not for the sake of profit, but to be able to reinvest in activities around nutritional screening and 'MUST' thereby maintaining BAPENs position at the forefront of nutrition screening.
- In June 2012 we had the 1<sup>st</sup> UK Digestive Disease Federation meeting (UK DDF). The overall feeling is that this was successful and has helped to increase BAPENs profile in the medical arena. The finances for the meeting are not yet settled but we know that this will have made a surplus. The next DDF meeting will be in 2015 and BAPEN will certainly be a partner organisation once again.
- From 2013 we plan to adjust the way we ask for industry sponsorship. Previously we have included conference space within the sponsorship package, but from 2013 the conference space and conference sponsorship will be sold separately and accounted within the conference accounts. We can then ask industry to sponsor the Charity on different terms. This will help to keep BAPEN as an independent organisation. In addition, it may also help to decrease the conference cost for delegates.
- The costs for BANS should decrease over the next 1-2 years. When HIFNET starts in April 2013, BANS will be part funded from the Department of Health (through National Specialist Commissioning).

The information given in this report is consistent with the financial statements from the accounts prior to inspection. The 2011 accounts will be inspected by Hale & Company, Belmont Place, Belmont Road, Maidenhead, Berkshire, SL6 6TB. Full copies of the accounts will be available on request from the BAPEN Office or directly on the Charity Commission website.