

**MINUTES OF THE MEETING OF COUNCIL OF THE
NEUROANAESTHESIA OF GB AND IRELAND**

FRIDAY 4TH JULY 2008 at 10.30AM

PORTEX ROOM, AAGBI, 21 PORTLAND PLACE, LONDON

Present Basil Matta (Chair), Nigel Huggins, Mike Nathanson, Martin Smith, Ian Tweedie, Samantha Shinde, John Andrzejowski, Plat Razis

1) Apologies Praveen Manthri

2) Declarations of interest None

3) Minutes of the Council Meeting 1st Feb 2008 Accepted with a minor typographical correction

4) Matters arising

4.1 Martin Smith updated minute 7.2 by stating that the second stage of the grant application from the NIHR by the ICNARC Consortium, facilitating NCC Net, had been successful

4.2 Samantha Shinde updated minute 8.2 by stating that she now had a full listing of specialist areas of expertise at each Neuroscience Centre and also a compendium of “Fellows” posts available – numbers and locations. This would be passed to Praveen Manthri for inclusion on the website.

4.3 Plat Razis updated minute 4 by stating that he now had a written request from GSK to have sponsored link from the Society website; Integra had given a verbal agreement and Abbott had expressed interest. The package would be priced at £2500 a year for a live web link to an appropriate page of the companies' website; a free stand at the next ASM with 2 company representatives having admission to the proceedings; the opportunity (at extra charge) to perform a web presentation or questionnaire via our site. He stated that he felt it best to keep exclusivity initially and to limit the packages to 5 in number. He asked other Members to inform him of contacts of other companies with which they had close ties. Mike Nathanson suggested that funding raised be put into another account held with CAB for the purposes of running the ASM. This was agreed.

4.4 Ian Tweedie from minute 7.1 reported that the next NCCNet meeting would be held in Cambridge on Friday 3rd October 2008.

5) Electronic communication

5.1) Basil Matta and Council approved Nigel Huggins' letter for sending out to members stating a transition date for switching to electronic communication. Despite the fact that we are not a “company” NH was requested to check whether we are bound to send hard copy notification and agenda of and minutes of previous meeting of the AGM to members who requested this in writing. He was also requested by BM to check the implication of charitable status and underwriting of aspects of the ASM and to find out from AAGBI whether it was a

legal requirement to notify members annually in writing of impending direct debit application for annual subscriptions. If this latter was the case, then this could be co-ordinated with the notification of and agenda for the AGM plus previous meeting's minutes.

5.2) Nigel Huggins is to contact Praveen Manthri to request he (PM) standardises website log in procedures for Members to include their correct contact email address. It was felt that this would help maintain an up to date database of email addresses.

6) Council roles

Confirmed as follows:

Plat Razis – Industrial liason

Ian Tweedie – NCCNet representative

Samantha Shinde – Linkmen; SS to redefine the role in the light of electronic communication. Education / Training

John Andrzejowski – Surveys co-ordinator

Praveen Manthri – Webmaster

Martin Smith – ACCEA and Past President Continuity

Margery MacNab – to be communicated with to suggest regional meetings and ASM co-ordination

7) Clinical Excellence Awards

Martin Smith reported that the panel set up last year would with Council's agreement remain the same for this years round of applications. Council agreed. The deadline for MS to receive completed applications for the 2009 round is 3rd October 2008.

8) Birmingham ASM

8.1 Nigel Huggins reported on formal feedback left via the forms provided which showed a very satisfactory appraisal of the meeting as a whole. The format and content was fully discussed along with problems accounted with logistics to aid Ian Tweedie in making Liverpool 2009 successful. The accounts for the meeting are not yet finalised but early indication suggests an overall profit of around £18000.

8.2 Agreement was made to run with the Birmingham template with a minor modification of the Thursday morning to have a 2 or 3 lecture update topic and to start the ASM proper late morning to facilitate a 4PM finish. This would allow enough time for AGM / Linkman business and for Delegates to relax between the meeting and the Dinner. It was suggested that a “Presidents reception” / “meet the Council session” should be provided at the end of Thursday's scientific session.

9) Liverpool 2009

9.1 Ian Tweedie reported that he and Helen Butterworth had signed a contract for the new International Convention Centre in Liverpool for the 2009 ASM. No accommodation was contracted as there are several hotels surrounding the centre which is situated at the Albert Dock area of the City. Options for the conference dinner are being considered including the maritime museum which met with approval. He outlined areas of interest for the meeting content. Council agreed to feedback suggestions with regard to speakers if they were emailed the provisional programme.

9.2 IT declared that he had (like Nigel Huggins for NAS 2008) been unable to set up a bank account specifically for the meeting. NH only managed by special arrangement with a Senior Branch manager. It was agreed that the CAB sub account for Industry sponsorship should be the account used for the ASM as a whole and if it was possible for a separate account to be set up within CAB then this should be "NAS ASM".

10) Finances of the ASM

10.1 Mike Nathanson stated that as far as he was aware we, as a charity, could not underwrite losses on dinners and accommodation. Basil Matta had asked Nigel Huggins to check the specific restrictions earlier. MN proposed that in order to be clear in future, we should target venues which like Liverpool can provide stand alone conference facilities with nearby hotels with which Delegates can make their own accommodation arrangements. Whilst it was recognised that this would reduce the number of options available, Council agreed that this was an appropriate basis on which to proceed and MN will proceed on this basis for Nottingham 2010.

10.2 In order that the Society does not accumulate property, MN suggested that conference bags and badges should be "sold" from meeting to meeting. Consequently, NH will "sell" bags and badges left over from Birmingham to Ian Tweedie for the Liverpool meeting.

10.3 NH addressed the split of any future meeting profit in light of the fact that the Society would in effect be organising the meeting from now on. He suggested that the local organiser may be offered 10% of any meeting profit in recognition of their contribution in finding a suitable venue for the ASM. Future ASM venues would need to be screened and perhaps supported by written application to Council. Such an application form could be accessed from the website and returned to the Council member apportioned to deal with ASM's. NH also suggested that it would be helpful to prospective applicants to have a document outlining behind the scenes logistics which are necessary when considering a venue. Council agreed this.

11) Any other business

11.1) Martin Smith reported that he would enquire as to the cost of facilitating web access to the JNA for ASGBI members.

11.2) Samantha Shinde suggested an article for Anaesthesia News reporting on the Birmingham Meeting and outlining the aims of the society.

11.3) SS reported on the NPSA audit of wrong site surgery in relation to Neurosurgery performed following the introduction of guidelines to minimise this risk. A 58% response rate revealed 15 cases of wrong side surgery despite the recommendations over a period of 33

months. SS will review the further recommendations made and report to Council for comment prior to communicating back to the NPSA.

11.4) John Andrzejowski advised that McGraw Hill had some new medical texts that they wished members or close associates to review. Council suggested that the task be divide between members with members passing texts to Colleagues in allied specialties as appropriate (Medical and Surgical). It was agreed that reviews should be done by Consultants and McGraw Hill invited to issue codes for ASGBI Members to receive discounts on purchases of their publications. JA to take forward.

11.5) Mike Nathanson reported that he had been approached by a Colleague in Derby enquiring as to the feasibility of an article being written on the management of head injuries in the DGH. Council were unanimous in concluding that enough information was already available on best practice with due consideration of local facilities. MN to write back as such.

12) Date of next meeting – 10th October 2008.

The meeting concluded at 14.30.