

MINUTES OF THE COUNCIL MEETING OF THE NASGBI
10.30 AM Friday 9th November 2007
Portex Room, AAGBI, Portland Place, London

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

1 Apologies Margery MacNab

2 The minutes of the Council meeting of 19th April 2007 were agreed as a true representation

3 There were no declaration of interest

4 Matters Arising

TREAT AND TRANSFER - Ian Tweedie reported a poor response thus far to a survey sent to Linkmen regarding local unit protocols for T & T. Agreed that he should identify leads for (N)CCU and target them with the survey directly. It was pointed out that the Neuro Critical Care Stakeholder Forum (draft) demands that locals units are responsible for treatment of Neuro emergencies occurring within its catchment area. It is hence important that the Society continues to canvass opinion in order to recommend a robust protocol to the Stakeholder Group in conjunction with the SBNS for a Treat and Transfer policy. IT to continue to take forward.

5 Treasurers report

5.1 Mike Nathanson presented an update on the projected vs. the actual budget of 2007. Pleasingly it is on target and should remain so to the year end.

5.2 The Society had received £3000 representing 50% of the profit of the ASM in Edinburgh this year.

5.3 Subscriptions are still not perfect. There are still a number of members paying by SO – some as well as by DD. The account into which the SO's are paid will be closed on 31st Dec this year and so no further SO's will be collected. This will lose the Society about £1000 per annum income. Any members currently paying by this mandate only will cease to become members until they have signed a DD mandate.

5.4 In order to sustain the day to day running of the Society by monies from income from subscriptions and bank interest, it was suggested that the annual subscription be raised to £25 per annum. This will have to be put to the membership at the 2008 AGM.

5.5 The investment portfolio was agreed as the proposal suggested by CAF Bank in a long term fund with reasonably flexible access to funds by the Society. The income from this fund after charges will be higher than a standard commercially run fund.

5.6 The SLA with the AAGBI was agreed to be an invaluable tool in the running of the Society and we would like to continue with it. Mike Nathanson and Nigel Huggins to communicate with regard to the services that we require from those on offer. The AAGBI will continue to seek industrial sponsorship but in the meantime, they will phase in higher

charges over a 3 year period to offset costs to the AAGBI. Currently it costs the Society about £1250 per annum and this is likely to rise to about £1400 for 2008. The Society requires robust cover when Busola is absent and will ask that this is guaranteed.

5.7 Travel grant requests have been received from Plat Razis and Paul Campbell – a Trainee from Glasgow. Both applications were supported by Council to the values requested. The experiences will be presented at the 2008 ASM. The budget is to remain at £1500 and it was suggested that there be two 6 monthly closing dates per year for grant applications. Plat Razis will revise the grant application form and it will be placed in the members' area of the Society's website.

6 Council Elections

6.1 Plat Razis, John Andrzejowski and Margery MacNab were congratulated on their success in being elected to Council and were formally welcomed by the President and Officers. The Council now stands at its full compliment of 10.

6.2 Council was asked to identify roles to be played by the 6 non officers and the immediate past president. General feedback was sought to be discussed and applied at the next Council meeting.

7 Neuro Net

7.1 Ian Tweedie and John Andrzejowski reconfirmed the purpose of the Net and tied it in with IT's questionnaire.

7.2 The next meeting (of the representatives) was to take place in Nottingham during week commencing 12th November. The funding of the project was hoped to be formalised as being provided by ICNARC. The concept has the support of the NASGBI and it is hoped, the SBNS also.

8 Training

8.1 Samantha Shinde reported on E-learning – the Society has volunteered via several Council members to provide input to the years 3 to 5 on line tutorials for the second phase of the project. Currently years 1 and 2 are being developed.

8.2 The availability of higher experience and Fellowship posts is being collated by Samantha Shinde and will be passed to Praveen Manthri to put on the Society Website with appropriate contact details at each Unit.

9 Website

Praveen Manthri demonstrated the new website. It received great support from Council as a very professional and skilled project. Praveen was thanked for his hard work. Permission for him to purchase a suitable laptop computer was granted on which to carry out the Society web business without compromising his own computer's security when uploading to or editing within our site. He will continue to seek to set up an effective email system for Linkman communication.

The details of the 2008 ASM and the update morning are now live on the website.

10 Linkmen

10.1 Samantha Shinde will chase up 5 non responders on the Linkman database, by phone. After discussion it was agreed that a vital role might be for Linkmen to keep their Unit's membership contact database up to date for the Society. It would be easier to keep a relatively small database up to date ie 32 Linkmen rather than 242 members.

10.2 At the 2008 AGM we will suggest to members that all future communication will be carried out electronically. The onus will be on members to keep the Society informed as to an appropriate address for contact.

11 Audit requests

Currently The Secretary Co-ordinates these requests. With the new Council, this area of responsibility can be moved to a volunteering member. John Andrzejowski volunteered to take this task on. Nigel Huggins to communicate with John with regard to the best way to take this forward. John is to seek on line alternatives for audit completion thereby removing Linkmen from this role. Regulations to be posted on the Society's website.

12 Clinical Excellence Awards

12.1 Martin Smith is to set up a sifting group for the NASGBI to input to the ACC. The group will have 5 members under Martin's chairing role – two must be current award holders, two non award holders, and one a lay person. Martin suggested he ask the same Lay Person who is currently representing the Intensive Care Society – agreed. Samantha Shinde volunteered to be a member and the Council suggested Martin asks Richard Protheroe as the other member within the required group. Martin and Ed Moss will make up the other required group. The sifting group as part of its representational remit is required to show that it can contact all members.

12.2 An applicant requests that the Society writes a citation on their behalf to the ACC relating to their input to Neuroanaesthesia / Neuro Critical Care services. This is in addition to the individual's own application process. It was re-iterated that the employing Trust carried the most influence with the ACC but that support from Spec Socs and the Collage and Association were valuable.

13 Agenda for 2008 AGM. This minute was held for future decision at the next Council meeting

14 ASM Birmingham

14.1 Nigel Huggins reported that the contract for the venue had been signed. The format and programme had been confirmed with respect to presentations and speakers. The relevant documentation is all now linked from the home page of the Society website. Advantage had been taken of the mail shots sent to members earlier in the year to include registration forms and as a result, 5 registrations had already been received. Trade support is slow but 3 of the 6 spaces would appear to be sold.

14.2 Nigel suggested that the Council, with its increased membership, now take on the role of primary organisers of future ASM's with a Council member taking responsibility for liaising with the local unit to assess suitable venues and to collate suppliers of AV and support materials. They would also collect a database of contacts for Trade support and decide a pricing policy to aid future meetings. Part of the problem in attracting support was the necessary pricing of £1000 per stand due to their being only 6 spaces compared to Edinburgh who had very many spaces and hence only requested £500. Some companies had set their budgets at the same level as for 2007. Plat Razis volunteered for this role. It was hoped that Liverpool 2009 could pilot this change if the template was well received in Birmingham.

15 JNA abstracts

15.1 Martin Smith requested that Abstracts from the 2008 ASM be with him in good time for editing to allow inclusion in the July edition of the JNA.

15.2 Basil Matta is to seek costs from alternative appropriate publishers for the Society's abstracts from the ASM.

16 Any Other Business

16.1 NPSA wrong site surgery. Samantha Shinde is to co-ordinate an NASGBI survey to report back to the NPSA.

16.2 Martin Smith represents international relations for SNACC and could take on the role for the NASGBI if it was felt necessary.

16.3 Council agreed that any meetings relating to Neuroanaesthesia / Neuro Critical Care should really be supported by the NASGBI especially if being held at the AAGBI or RCoA. Nigel Huggins to contact the AAGBI meetings secretary to seek support for this request.

16.4 It was noted that the Society could increase its profile at the College by voting for Martin Smith in the current College Council elections

16.5 The previous AGM suggested that there might be a role for a Trainee Member on Council. After careful consideration, Council decided that there was really no appropriate role but that like any member, a trainee could feed suggestions for topics for discussion to the AGM.

16.6 It was pointed out that our Registered Charity Number should be seen on our website home page (1094094) and at the bottom of our headed note paper. Mike Nathanson and Praveen Manthri to action these two tasks.

17 Dates of the next meeting(s)

22nd February 2008, 8th May 2008 (at ASM) and 12th September 2008

The meeting closed at 13.50

Dr Nigel Huggins
Honorary Secretary NASGBI

Dr Basil Matta
President NASGBI

