

HEOPS

Higher Education Occupational Physicians / Practitioners

Annual General Meeting 26th October 2010 Newcastle University

Minutes

1. Apologies

Jo Heslop, Lesley Greenfield, Christine Rainbird, Mary Jane Robinson.

2. Chairmans Opening remarks

Dr. Ian Brown (**IB**) welcomed the members and confirmed since last year's meeting our membership numbers have grown to now encompass a large proportion of UK University Occupational Health Services. He also extended on behalf of HEOPS his thanks to Dr. Kate Venables for the founding of HEOPS and to Dr. Susan Robson in helping to establish HEOPS to become a recognised special interest group both within the SOM but also with bodies such the Faculty of Occupational Medicine and the GMC and UCEA. Ian also extended thanks Dr. Nigel Wilson for managing the website and to the membership for their contributions to the web pages which have helped inform professional practice.

3. Election of new ordinary Members of Executive

IB confirmed Dr. Kate Venables had stepped down from the Executive in March 2010. Also Wendy Jones had resigned her position on the Executive with effect from 1st September 2010 due to her commencing full time PhD study at Loughborough. The Executive and the membership wished Wendy well and thanked her for her involvement and commitment to HEOPS over recent years.

Current executive membership as elected in 2009 is:

Dr Ian Brown – (Chairman)

Dr. Christine Rajah – (Secretary)

Dr. Nigel Wilson (Web master) (NW)

Joanne Heslop (Treasurer)

Dr. Susan Robson

Dr. Alan Swann

Dr. Denis Tood

Dr. Anne-Marie O'Donnell

IB confirmed tenure of executive membership is three years and the above members positions would come up for renewal in 2011. **IB** also confirmed the executive had approach three members to join the executive- Janice Craggs, Newcastle University, Elizabeth Aniteye, Manchester University and Bob Dunn, Oxford Univeristy. **IB** confirmed all three members had accepted these appointments and he welcomed them to the committee. Their membership would come up for renewal in 2012. All three new members were welcomed by the membership and their positioned approved.

4. Secretary's report

The Executive met 30th March 2010 to discuss membership and minor amendments to

the constitution. Minutes and all related documents can be found on our web site.
<http://www.heops.org.uk/>

5. Treasurer's report

Our accounts stand at just £768. Our only annual expenses year-to-date are to NW for the website. We have no regular income.

6. Constitution

NW confirmed since the last AGM the length of term of service for the executive had been update in the [HEOPS constitution](#), this document is available on the web for further comment by the membership, comment of which the executive will take on board

7. Promotion of HEOPS

IB confirmed he had not been able (since the last AGM) to promote HEOPS on the HSE agenda via his advisory committee membership.

8. Planned activities

IB confirmed the joint meeting with ANHOPS on "Fitness to be a doctor" planned for Feb 2010 had not taken place. However, Dr. Hamish Paterson (HP) confirmed two workshop are planned one in November 2010 and one in February Feb 2011 – HP agree to forward further details on these meetings which are open to both doctors and nurses.

Visit to Porton Down had also been placed on hold, due to the Swine Flu epidemic. It is hoped this visit may be possible in 2011.

9. Future meetings

The next meeting will be in Spring 2011. IB confirmed the organiser of the next meeting would be co-opted onto the executive and the Executive would support development of the study day. Some HEOPS funding is also available to the organiser. NW agreed he would host this meeting in Liverpool if no other member came forward to co-ordinate this event. Date on next study day to be confirmed. (Post meeting note – Mary Jane Robinson has kindly agreed to host the spring meeting in Cambridge).

Minutes taken by J.T. Craggs
26.10.10