



# **The Association for Clinical Biochemistry and Laboratory Medicine**

## **NOTICE OF ANNUAL GENERAL MEETING**

The Sixty-Sixth Annual General Meeting of the Association  
will take place at 13:20 hours on **Friday 3rd May 2019**,  
at Boisdale 2, SEC, Glasgow.

### **AGENDA**

1. To receive apologies for absence.
2. To receive and approve Minutes of the Sixty-Fifth Annual General Meeting held on 8th June 2018.
3. To consider matters arising from the Minutes.
4. To receive the Annual Report of the Association for 2018, to which the President will speak.
5. To receive the Association Accounts and Balance Sheet for 2018.
6. To report on the election of the following Officers:
  - Company Secretary
  - Director of Finance
  - Director of Publications and Communications
  - Director of Education, Training and Workforce
  - Director of Scientific Affairs
  - Director of Clinical Practice
  - Director of Regulatory Affairs
  - Non-Executive Director
7. To report on the election of two National Members of Council.
8. Election of Emeritus and Honorary Members and the award of Fellow of the Association and Friend of the Association.
9. On a proposal from Council to re-appoint Buzzacott LLP, 130 Wood Street, London, EC2V 6DL to be Auditors of the Association and authorise the directors to determine their remuneration.
10. To receive the Association's Equality, Diversity and Inclusion statement.
11. To consider any other business.

*(Members wishing to raise issues under item 12 are requested to give notice to the Honorary Secretary by 26th April 2019).*

# THE ASSOCIATION FOR CLINICAL BIOCHEMISTRY AND LABORATORY MEDICINE

Minutes of the Sixty-fifth Annual General Meeting of the Association held at Lecture Theatre G78 of the Brooks Building, Manchester Metropolitan University on Friday 8th June 2018.

The President of the Association, Prof Ian Young, called the meeting to order at 13:40h.

There were 42 voting members present.

**65/1 APOLOGIES FOR ABSENCE** were received from Dr I M Godber, Dr W J Marshall, Mrs S C Barnes.

**65/2 THE MINUTES OF THE SIXTY-FOURTH ANNUAL GENERAL MEETING** held on Friday 5th May 2017 were received and APPROVED with no amendments. The acceptance of the minutes was proposed by Mr G H Lester, seconded by Mrs H A Borthwick *nemine contradicente*.

**65/3 MATTERS ARISING**

There were none not already covered in the agenda.

**65/4 PRESIDENT'S REPORT**

The President of the Association, Prof I S Young, noted that it had been a busy year with restructuring of laboratory services throughout the four countries. Officers of the ACB have been actively engaged to stress role of members in delivering high quality services, including on the Pathology Optimisation Board. Prof I S Young reiterated the need for members to engage with Chief Executives as this is the most effective way to impart influence. The ACB Office and Executive are happy to provide support to members with this.

Prof I S Young called attention to the leading role of Association members on national and international bodies, noting that there are more United Kingdom members on EFLM working groups than any other country, which reflects the esteem of UK science in Europe. Prof I S Young noted his encouragement for members of all ages to consider nomination for EFLM working groups. Opportunities are regularly circulated, and the Association are happy to discuss involvement with members.

The Association is strongly committed to ensuring committees and national roles reflect the principles of equality, diversity and inclusion (EDI). Dr R L Wilmot will lead a programme of activity to address areas where the Association falls short. The Association is looking at Science Council standards for EDI and checking against other similar organisations.

The motion that the Annual Report be adopted as an accurate record of the Association's activities was proposed by Mr N R Anderson, seconded by Mrs A M Yates and accepted *nemine contradicente*.

**65/5 THE ASSOCIATION ACCOUNTS AND BALANCE SHEETS** for 2017, having been circulated previously, were received by the meeting.

The Director of Finance of the Association, Dr M P Bosomworth, first relayed his thanks to all those who have helped during the year, including the ACB Office staff at Tooley Street, the ACB Executive – particularly Prof I S Young and Dr G McCreanor, Regional Meeting Organisers and Mrs D Landup-Horgan.

The Association had a deficit of income over expenditure of £117,676 in the year ending 31st December 2017. Unanticipated invoices were presented in early 2017 dating back to Focus 2013, and as such these had not been accrued for. The Association is no longer working with Meeting Makers for the Focus conference. Return on investments in 2017 has also been lower.

ISY noted that in general Association finances have been positive year-on-year when averaged over the last five years. Executive and Council have discussed and consider this year to be an “aberration”. Mrs A M Yates enquired whether a method has been determined to avoid this situation arising again. MB noted that an unqualified report was received from the auditors, however some procedural changes have been recommended.

MB noted that the Association cannot register as a charity as it provides trade union services. MB will conduct a cost-benefit analysis in the autumn on the possibility of a separate Federation of Clinical Scientists. It was noted that the costs of a possible Trade Union Levy to pay for the Certification Officer are as yet unclear, but may be significant. Mr G H Lester noted there may be professional bodies in the Trade Union list with charitable status, and suggested that the Association could look to these for models.

It was noted that an audit is not required for the Benevolent Fund, Clinical Biochemistry Conferences and CP Stewart Memorial Fund accounts, an independent review has been conducted. The Benevolent Fund has supported two worthy cases this year. It was noted that an error exists in the Annual Report on page 29 in the 2017 column: “£730,404” should read “£30,404”.

Acceptance of the accounts and balance sheets was proposed by Sarah Robinson and seconded by Mike Bosomworth.

#### **65/6 ELECTION OF OFFICERS**

The Honorary Secretary announced the unopposed elections or re-elections of the following officers:

Director of Finance	Dr M P Bosomworth
Director of Publications and Communications	Miss K Chatha
Director of Education, Training & Workforce	Mrs H A Borthwick
Director of Scientific Affairs	Dr C Chaloner
Director of Clinical Practice	Dr M O’Kane
Director of Regulatory Affairs	Dr E J Lewis
Company Secretary	Mr P Newland
Non-Executive Director	Ms C F Baillie

#### **65/7 APPOINTMENT OF PRESIDENT ELECT OF THE ASSOCIATION**

The Honorary Secretary announced the unopposed appointment of Mr N R Anderson as a President Elect of the Association.

**65/8 ELECTION OF EMERITUS AND HONORARY MEMBERS AND THE AWARD OF FELLOW OF THE ASSOCIATION AND FRIEND OF THE ASSOCIATION**

The President presented to the AGM the following proposals from Council for nominations:

**Honorary Member of the Association**

*Prof R J Flanagan, nominated by the Southern Region, seconded by*

*Dr G McCreanor*

*Dr D B Freedman, nominated by the Southern Region, seconded by*

*Dr M P Bosomworth*

*Prof P Vadgama, nominated by the Southern Region, seconded by*

*Miss K Hadfield*

*Prof L R Ranganath, nominated by the North West Region, seconded by*

*Dr S Armitage*

**Emeritus Member of the Association**

*Dr M J Lapsley, nominated by the Southern Region, seconded by Miss L Shea*

**Fellow of the Association**

*Dr I R Gunn, nominated by the Scotland Region, seconded by*

*Dr M P Bosomworth*

*Dr C F Moniz, nominated by the Southern Region, seconded by Mrs N Jassam*

*Mr P S West, nominated by the Southern Region, seconded by*

*Dr G McCreanor*

*Dr A E Armston, nominated by the South West & Wessex Region,*

*seconded by Miss L Shea*

*Dr J D O'Connor, nominated by the South West & Wessex Region,*

*seconded by Dr G McCreanor*

*Dr M P Bosomworth, nominated by the Trent, Northern & Yorkshire Region,*

*seconded by Mr P Newland*

All nominations were accepted *nemine contradicente* by show of hands.

**65/9 PROPOSAL TO INCREASE MEMBERSHIP SUBSCRIPTIONS**

An increase, roughly in line with inflation was proposed by the Treasurer and seconded by Nuthar Jassam.

**65/10 REAPPOINTMENT OF AUDITORS OF THE ASSOCIATION**

On behalf of Council, the Honorary Secretary proposed that the Association Executive appoint Buzzacott LLP of 130 Wood Street, London EC2V 6DL to be Auditors of the Association for 2017 and authorise the directors to determine their remuneration. The proposal was seconded by Dr R L Wilmot and carried *nemine contradicente*.

**65/11 CHANGES TO THE ARTICLES AND BYE-LAWS OF THE ASSOCIATION**

The meeting received proposal from the ACB Council in the form of special resolution to amend 12 and 23.1 of the Articles of Association, and special resolution to amend 6.2 and 7 of the Bye-Laws of the Association. The Honorary Secretary referred the meeting to the corresponding pre-circulated notice of special resolution.

The proposal was seconded by Mrs N Jassam and carried *nemine contradicente* by show of hands.

**65/12 ANY OTHER BUSINESS**

No other items of business were raised.

The President called the AGM to a close at 14:13h.

