



**The Association for
Clinical Biochemistry &
Laboratory Medicine**

Better Science, Better Testing, Better Care

NOTICE OF ANNUAL GENERAL MEETING

The Sixty-Eighth Annual General Meeting of the Association will take place at 15:45 on Friday 18th June 2021 via Microsoft Teams video/audio conferencing

[Click here to join the meeting](#)

The above link will give you access to the event on the day.

We would be grateful if you could indicate whether you plan to attend via email to ACB Membership Manager Mike Lester, mike@acb.org.uk

AGENDA

- 1. To receive apologies for absence**
- 2. To receive and approve Minutes of the Sixty-Seventh Annual General Meeting held on 25th June 2020**
- 3. To consider matters arising from the Minutes**
- 4. To receive the Annual Report of the Association for 2020**
- 5. To receive the Association Accounts and Balance Sheet for 2020**
- 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*
 - National Meetings Secretary*
 - Chair of the Immunology Professional Committee*
 - Chair of the Microbiology Professional Committee*
 - Non-Executive Director*
- 7. To report on the election of National Member of Council**
- 8. Election of Emeritus, Fellow and Honorary Members and Friends of the Association**
- 9. Proposal from Council to increase membership subscriptions (see Appendix)**
- 10. On a proposal from Council to appoint the Auditors of the Association and authorise the Directors to determine their remuneration**
- 11. Resolutions from Council for changes to the Articles of Association and Bye-Laws (see Notice)**
- 12. To consider any other business**

(Members wishing to raise issues under item 12 are requested to give notice to the Honorary Secretary by 11th June 2021)

THE ASSOCIATION FOR CLINICAL BIOCHEMISTRY & LABORATORY MEDICINE

Minutes of the Sixty-seventh Annual General Meeting of the Association held via Microsoft Teams on Thursday 25th June 2020.

The President of the Association, Professor Neil Anderson, called the meeting to order at 15.00h.

There were 58 voting members present.

The Company Secretary welcomed members to the meeting being held by videoconference for the first time. Members were advised of the proposer, seconder and voting procedures to be considered under these circumstances.

67/1 APOLOGIES FOR ABSENCE were received from Kate Baillie (Non-Executive Director), Oliver Clifford-Mobley, Sophie Barnes, Maria Firth and Gary Firth

67/2 THE MINUTES OF THE SIXTY-SIXTH ANNUAL GENERAL MEETING held on Friday 3rd May 2019 were received and approved with no amendments; The acceptance of the minutes was proposed by Miss J Smith, seconded by Mr G H Lester carried *nemine contradicente*.

67/3 MATTERS ARISING

There were none not covered in the agenda of this meeting.

67/4 ANNUAL REPORT OF THE ASSOCIATION FOR 2019 / PRESIDENT'S REPORT

The President of the Association, Prof N R Anderson, brought the Annual Report to the attention of members.

The strategic ambition of the Association is the criteria on which we judge our success. We strive to be the pre-eminent clinical organisation for laboratory medicine in the UK, to promote research & innovation for better patient care and to promote the importance of laboratory medicine to the wider community. In doing so it is a necessity to meet the educational and professional needs of our membership, grow our influence and global network, whilst running a financially healthy and efficient organisation.

The Annual Report 2019 highlights the variety of activities of the Association, its committees and its members. The significant work of the chairs and members of these committees and sub-committees was acknowledged.

The membership survey in autumn 2019 had an encouraging response rate and has helped set the direction. Our investment going forward is being closely aligned to the outcome of this survey. We have appointed our first permanent Chief Executive, Jane Pritchard, to drive the growth and development of the ACB. Jane is refocussing the ACB Office team's activities to better support our committees and help further the objects of the Association. We have appointed professional conference organisers to improve the delivery of our national meetings and conferences. We have also recruited a communications consultant to support membership engagement and develop our wider communications strategy.

It is encouraging that 72% of those who responded to the survey rated the ACB the same or higher than other associations/societies they belong to. We are improving the website, with new functionality for members, which is being underpinned by a new effective flexible management database. This work is well underway and we expect to launch the new systems in late summer 2020. ACB News continues to be highly valued by members and it is encouraging to see positive feedback from members regarding this moving to an online only publication during the COVID-19 pandemic. National and Regional Meetings were also highly regarded as were our educational and training workshops. We have increased our digital presence with the introduction of rapid publication of biochemical research through the Annals and Lab Tests Online-UK has increased its average hit rate by over 83%, having attracted over 3.7 million visits to its website.

The President relayed thanks and congratulations to the recipients of our scientific and education awards as we support innovation for the profession, Rachel Wilmot who was awarded the President's Shield last year for her work on the Association's Equality, Diversity and Inclusion Strategy, our industry colleagues, and ACB members who tirelessly give up their time to serve on regional and national committees and bring strength to the Association. Thanks were given specifically to the Regional Chairs stepping down from their roles at this AGM, Kevin Deans (Scotland), Sean Costelloe (Republic of Ireland), Elinor Hanna (Northern Ireland), Anthea Patterson (South West & Wessex), and to Professor Ian Young whose Executive Officer position of Past President comes to an end and has achieved much for the Association over the past four years.

COVID-19 communications has been developed at pace. Our role is not to criticise government policy but to offer constructive accurate information and advice. We have partnered with the Science Media Centre, responding to their calls for comment, and have seen our national media contacts develop. We are publishing a regular e-newsletter which is well received by members. With our links to the World Health Organisation we are publishing all COVID-19 articles that feature in the Annals as open access. We are also working with Lab Tests Online-UK and the Pathology Alliance to help increase awareness and encourage accurate reporting of science in the press. Twitter and other forms of social media have also seen a significant growth for the Association during this time and have proven to be an effective means of communicating.

Next year will see a changing environment and further developments aligned with the results of the membership survey. In the short term regional and national events will be moving online but we will look to hold physical events

when/where we can. A risk assessment is being made for whether we could hold Focus in Belfast in March 2021 and the membership will be consulted regarding this. We are looking to change the Annual General Meeting from taking place during Focus instead to a separate celebration event where we more formally recognise award winners and the contribution of many members. We are currently preparing our bid to host EuroMedLab 2025 and a registration of this intent will be made to the EFLM later this year. We are launching the new website in late summer 2020 which will see new functionality such as a CPD repository, online communities of interest, tailored content by area of interest and a smoother events booking and membership system. We are also developing a membership growth plan with some external resource identified to assist with this.

The President announced that the President's Shield for 2020 will be awarded to Dr Rob Shorten, Chair of the Microbiology Professional Committee and Dr Elizabeth Bateman, Chair of the Immunology Professional Committee, for their work in promoting and developing their respective specialities within the Association and beyond.

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

67/5 THE ASSOCIATION ACCOUNTS AND BALANCE SHEET FOR 2019, having been previously circulated, were received by the meeting.

The Director of Finance of the Association, Dr M P Bosomworth, reported a loss of approximately £53k for 2019 and we are projecting a further budgeted loss of approximately £120k for 2020 resulting from our significant investments in replacing our aging IT and management systems.

We have seen some gains from our investment portfolio over the year but this is unlikely to be the case for 2020 due to the impact of the pandemic on trading conditions..

Our auditors Buzzacott LLP have given us an unqualified audit with its results featuring in the annual report. In addition to the accounts and balance sheets of the Association, the annual report also contains the finances of charities the ACB Benevolent Fund, CP Stewart Memorial Fund and Clinical Biochemistry Conferences.

The Director of Finance thanked the President for his enthusiasm and work on behalf of the Association.

Acceptance of the accounts and balance sheets was proposed by Dr M P Bosomworth and seconded by Dr S Spoons.

67/6 ELECTION OF OFFICERS

The President announced that following last year's AGM there has been an appointment by Council of Dr S J Glover to the role of Company Secretary, replacing Mr P Newland. The appointment was approved by Council at their meeting on 7th November 2019 to be re-elected at this AGM.

The President announced the unopposed re-election of the following officer:

Company Secretary	Dr S J Glover
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The Company Secretary announced the unopposed 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	Mrs A Yates
Director of Clinical Practice	Dr M Patel
Director of Regulatory Affairs	Dr E J Lewis
Non-Executive Director	Ms C F Baillie

The Company Secretary also thanked Past President Professor Ian Young for his work for the Association as an Executive Officer over the past four years.

67/7 APPOINTMENT OF PRESIDENT-ELECT OF THE ASSOCIATION

The President announced the unopposed appointment of Dr B L Croal as President-Elect of the Association to assume Office as President of the Association at the next AGM in 2021.

The President-Elect Dr B L Croal thanked the President and the Association as a whole for his nomination.

67/8 APPOINTMENT OF NATIONAL MEMBERS OF THE ASSOCIATION

The President announced that there have been no nominations for National Member of the Association.

The two vacancies will be re-advertised in the next issue of ACB News and any interest members should be encouraged to put themselves forward for nomination to the role.

As an invited member of Council, Sarah Robinson encouraged any members who are interested in the way the Association operates and want to help further its objectives to consider putting themselves forward for the role.

67/9 ELECTION OF EMERITUS, FELLOW AND HONORARY MEMBERS OF THE ASSOCIATION

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

Honorary Member of the Association

Professor Martin Crook, nominated by the Southern Region, seconded by Dr R L Shea

Dr Andrew Taylor, nominated by the Southern Region, seconded by Mr G H Lester

Dr Mick Henderson, nominated by the Trent, Northern & Yorkshire Region, seconded by Dr M P Bosomworth

Fellow of the Association

Anne Trewick, nominated by the Southern Region, seconded by Dr R L Shea

Dr Dermot Neely, nominated by the Trent, Northern & Yorkshire Region, seconded by Dr S P Spoors

There were no nominations for Emeritus Member or Friend of the Association presented at this meeting.

All nominations were accepted *nemine contradicente*.

The Company Secretary noted that only two regions had nominated members for awards this year and encouraged all regions to consider nominations for next year.

67/10 PROPOSAL FROM COUNCIL TO INCREASE MEMBERSHIP SUBSCRIPTION FEES

The Director of Finance proposed an increase in membership subscription fees in line with the consumer price index as at December 2019 of approximately 1.3% as outlined below.

Members Subscriptions

The proposed subscription rates effective from 1st January 2021 are:

Membership Category	Subscription 2020	Proposed 2021	Percentage Increase
Ordinary Members Subs Band 1: <i>AfC up to and including 6, 7 (Annex U), Medical up to and including F2, Research Fellow</i>	£139.25	£141.00	1.26%
Ordinary Members Subs Band 2: <i>AfC 7 & 8A, Speciality Trainee (ST1-ST9), Lecturer, Non-clinical Senior Lecturer</i>	£184.75	£187.00	1.22%
Ordinary Members Subs Band 3: <i>AfC 8B & 8C, Non-clinical Reader</i>	£233.25	£236.00	1.18%
Ordinary Members Subs Band 4: <i>AfC 8D & 9, Medical Consultants, Professor, Clinical Reader, Clinical Senior Lecturer</i>	£259.75	£263.00	1.25%
Federation	£100.25	£102.00	1.75%
Student	£58.75	£59.50	1.28%
Overseas	£192.50	£195.00	1.30%
Retired (ACB Extras)	£25.00	£25.50	2.00%

The Director of Finance, Dr M P Bosomworth, proposed that the above increase in subscription fees be adopted from 1st January 2021 which was seconded by Dr S J Glover and carried *nemine contradicente*.

67/11 REAPPOINTMENT OF AUDITORS OF THE ASSOCIATION

On behalf of Council, the Director of Finance proposed that the Association Executive appoint *Buzzacott LLP* of 130 Wood Street, London EC2V 6DL to be Auditors of the Association for the year and authorise the Directors to determine their remuneration. The proposal was seconded by Mr P Newland and carried *nemine contradicente*.

Following the audit of the 2020 accounts, the Director of Finance reported that it would be the Association Council's intention to seek a tender for the auditors of subsequent years' accounts which would be considered good business practice in such a timeframe.

67/12 RESOLUTIONS FROM COUNCIL FOR CHANGES TO THE ARTICLES AND BYE-LAWS, having had notice of Special Resolutions, were received by the meeting.

On behalf of Council, the Company Secretary proposed to create Executive Officer positions of National Meetings Secretary, Chair of the Immunology Professional Committee and Chair of the Microbiology Professional Committee (Articles 12 & 23.1 and Bye-Law 6.2).

Currently these are non-voting invited members of Council and, on approval at this AGM, it is proposed that the following incumbent persons assume the Officer positions until at least the next AGM.

National Meetings Secretary – Mrs S Robinson

Chair of the Immunology Professional Committee – Dr E A L Bateman

Chair of the Microbiology Professional Committee – Dr R J Shorten

The proposal was seconded by Dr M P Bosomworth and carried *nemine contradicente*.

On behalf of Council, the Company Secretary proposed the resolution to resolve an inconsistency in the wording between the Articles and Bye-Laws regarding Non-Executive Director (Article 14.1).

The proposal was seconded by Dr M P Bosomworth and carried *nemine contradicente*.

On behalf of Council, the Company Secretary proposed to permit Council the opportunity to make exceptions to the rules regarding who might qualify for Retired membership of the Association (Bye-Law 2.2.1).

Currently ten preceding consecutive years Ordinary membership is required. Council would still use this as their guide but would like the opportunity to make exceptions such as for those who may have entered Student membership during a sabbatical that was within the final ten years of their career.

The proposal was seconded by Dr R L Wilmot and carried *nemine contradicente*.

On behalf of Council, the Company Secretary proposed the resolution to allow the flexibility to introduce rolling subscription years rather than strictly calendar years should Council decide to do so (Bye-Laws 2.2.1, 2.2.2, 2.2.2.1, 2.2.4, 4, 4.5, 4.7).

Currently all members have a subscription year commencing 1st January. This would remain the case but for new members Council would like the opportunity to commence their subscription year from date of joining rather than backdating subscription to the start of the calendar year thus charging for the full year, or if applying from September onwards charging for the following year with the remainder of the year of joining provided free of charge.

The proposal was seconded by Dr S P Spoors and carried *nemine contradicente*.

67/13 ANY OTHER BUSINESS

There were no other matters of business received beforehand or raised by members at this time.

The President thanked members for their participation at this well-attended Annual General Meeting and called the meeting to a close at 15:39h.

APPENDIX

Members Subscriptions

The proposed subscription rates effective from 1st January 2022 are:

Membership Category	Subscription 2021	Proposed 2022	Percentage Increase
Ordinary Members Subs Band 1: <i>AfC up to and including 6, 7 (Annex U), Medical up to and including F2, Research Fellow</i>	£141.00	£142.50	1.06%
Ordinary Members Subs Band 2: <i>AfC 7 & 8A, Speciality Trainee (ST1-ST9), Lecturer, Non-clinical Senior Lecturer</i>	£187.00	£189.00	1.07%
Ordinary Members Subs Band 3: <i>AfC 8B & 8C, Non-clinical Reader</i>	£236.00	£238.50	1.06%
Ordinary Members Subs Band 4: <i>AfC 8D & 9, Medical Consultants, Professor, Clinical Reader, Clinical Senior Lecturer</i>	£263.00	£266.00	0.95%
Federation	£102.00	£103.00	0.98%
Student	£59.50	£60.00	0.84%
Overseas	£195.00	£197.00	1.03%
Retired (ACB Extras)	£25.50	£25.75	0.98%