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## **Minutes of the 3<sup>rd</sup> General Meeting of the Institute of Health Promotion and Education Ltd**

**(Registered Company No 1156738 Registered Charity No 1156738)**

**12.45pm, 6<sup>th</sup> July 2016, Wesley Hotel, London**

### **1. Welcome & Apologies**

**Apologies** were received from Trustees Derek Attwood, Mike Oliver and Susan Thompson plus Honorary Vice-Presidents Stephen Palmer and Bashir Qureshi

**Attending Trustees:** Mark Forshaw (President), Sylvia Cheater (Treasurer), Sylvia Tilford, Michael Watson, Ruth Cross (Journal Co-Editor), Mark Forshaw (Journal Co-Editor), Charlotte Jeavons, John Lloyd (Honorary Vice-President), Chitta Choudhury (Honorary Vice-President).

**Other Attendees:** Dawn Wills (administrative support), Anthea de Barton-Watson (member), Anne Coufopoulos (member)

### **2. New President**

Sylvia Tilford was installed as the new President of IHPE. A vote of thanks to Mark Forshaw for his hard work during his time as President was proposed (R Cross), seconded (S Cheater) and agreed by all.

### **3. Minutes**

Minutes of the 2<sup>nd</sup> General Meeting were proposed (M Watson), seconded (A de Barton-Watson).

### **4. Matters Arising – none**

### **5. Annual Report 2015**

The report was received and Sylvia Cheater thanked for compiling it. All the compulsory elements are included. Activities that took place during 2015 are to be inserted.

Some achievements were briefly mentioned including: improved website; position papers (e.g Safety Education Manifesto); contributions to consultations (e.g. Health Committee - Public Health Review); national newspaper letters (e.g. Guardian - obesity); article in RoSPA publication; regular newsletter; BMJ letters (4); and BMJ Rapid Responses (8).

Trustees were requested to send in other items and further details for the achievements section to Sylvia Tilford to complete the section 'Achievements, Performance and Future Activities'. **Action 1: All**

## **6. Financial Reports**

The reports have been signed off and lodged at Companies House, reflecting IHPE's first complete year as a charity. Financial reports were presented and accepted – proposed (M Forshaw) and seconded (C Jeavons).

## **7. IHPE Report**

The report was presented, discussed and agreed, proposed (S Cheater) and seconded (A de Barton Watson). Anne Coufopoulos to send potential reviewer contacts to Mark. **Action 2: Anne Coufopoulos**

## **8. Statutory Reports**

All 2015 mandatory filing to Companies House and Charities Commission has been submitted.

## **9. Independent Examiners**

MBL were proposed (S Cheater), seconded (A Coufopoulos) and unanimously agreed as IHPE's independent examiners.

## **10. Election of Honorary Officers and Council Members**

- **Honorary Secretary** – Susan Thompson was proposed (S Cheater), seconded (M Forshaw) and appointed.
- **Journal Editors** – Mark Forshaw and Ruth Cross were proposed (S Cheater), seconded (A Coufopoulos) and appointed. Ruth now becomes an Officer as she has reached the end of her Trustee tenure.
- **Newsletter Editor** – currently vacant
- **Honorary Vice Presidents** – John Kemm and Anthony Blinkhorn were proposed (J Lloyd), seconded (M Watson) and appointed.
- **Honorary Life Member** – Siobhan O'Riordan was proposed (R Cross), seconded (C Jeavons) and appointed.
- **President Elect** – not currently filled

- **Trustee** - Michael Watson was proposed, (R Cross), seconded (S Tilford) and re-elected as Trustee.
- **Trustee** – Anne C was proposed (R Cross), seconded (S Cheater) and appointed.
- **Trustee Vacancies** – five vacancies currently exist

Thanks – was expressed to Derek Attwood for his contribution as Trustee during the last six years.

It was confirmed that Articles are currently being reviews with a view to raising a special resolution to amending the rules regarding Trustee tenure as needed.

**The Meeting was Closed.**

**Actions Arising:**

**Action 1:** Details for the 'Achievements, Performance and Future Activities' section of Annual Report 2015 to be sent to Sylvia Tilford (All)

**Action 2:** Potential reviewer contacts to be sent to Mark. (Anne Coufopoulos)