



c/o 20 Mardley Avenue, Welwyn, Herts, AL6 0UD
01438 840040. www.ihpe.org.uk

Minutes of the 4th General Meeting of the Institute of Health Promotion and Education Ltd
(Registered Company No 1156738 Registered Charity No 1156738)

4.00pm, 4th July 2017, Leeds Beckett University, Leeds

1. Welcome & Apologies

Apologies were received from Trustees Mark Forshaw, and Helena Conibear

Attending Trustees: Sylvia Tilford (President), Sylvia Cheater (Treasurer), Sue Thompson (Secretary), Michael Watson, Ruth Cross (Journal Co-Editor), Charlotte Jeavons, Anne Coufopoulos, Mike Oliver, Pat Owen

Other Attendees: Katherine Whittingham(member), Tim Theaker (member)

2. Minutes

Minutes of the 3rd General Meeting were proposed as a true record (Michael Watson) and seconded (Ruth Cross).

3. Matters Arising – Revision of Articles still in progress.

4. Annual Report 2016

The report was received and Sue Thompson thanked for compiling it. All the compulsory elements are included. The report will be placed on the website and the next newsletter is to contain a link to this.

Some achievements were briefly mentioned including: position papers; contributions to consultations; regular newsletters; BMJ letters; and BMJ Rapid Responses.

5. Financial Reports

Financial reports were presented and accepted – proposed (M Watson) and seconded (C Jeavons). The Treasurer commented on the fact that sales from the journal had increased this year and that it is anticipated that administration and accounting costs will reduce in 2017.

6. IHPE Report

Ruth commented on the difficulty of attracting and retaining reliable reviewers and the trustees were asked to become reviewers or to nominate others to review.

The report was presented, discussed and agreed, proposed (Sylvia Cheater) and seconded (Anne Coufopoulos).

7. Statutory Reports

All 2016 mandatory filing to Companies House and Charities Commission has been submitted. Updated Trustee list following this meeting to be sent to companies house. (Sue Thompson, Dawn Wills).

8. Independent Auditors

It was decided that the Institute would continue with the same auditors (MBL) proposed (Sylvia Cheater), seconded (Anne Coufopoulos).

9. Election of Honorary Officers and Council Members

- **Trustees** - Patricia Owen, Helena Conibear and Tim Theaker were proposed (Michael Watson) seconded (Charlotte Jeavons) and were appointed as trustees.
- **Newsletter Editor** – Sylvia Tilford to continue in this role until a replacement can be found.
- **President Elect** – not currently filled

10. Any Other Business

- Sylvia Cheater requested a volunteer to shadow her for a year with a view to taking over the treasurer role.
- It was agreed that the Institute send a letter of protest to the Vice-Chancellor of Leeds Beckett University regarding the university's proposed cuts to health promotion courses funding. Sylvia Tilford to draft a letter, Sue Thompson to sign it and send it.
- The conference was deemed a success and the conference sub-group thanked for organising it.

The Meeting was closed.

Actions Arising:

Action 1: Annual Report 2016 and to be sent to Dawn to be put on website (Sue Thompson) and link to this placed in Newsletter (Sylvia Tilford). Minutes of 3rd AGM now approved also to be sent to Dawn for the website (Sue Thompson).

Action 2: Potential reviewer contacts to be sent to Mark and Ruth. **ALL**

Action 3: Volunteers from Trustees for President Elect, Newsletter Editor and Treasurer (shadowing opportunity). **ALL**

Action 4: Letter of protest to Vice-Chancellor of Leeds Beckett University. (Sylvia Tilford, Sue Thompson).

Action 5: Updated Trustee List to be sent to Companies House (Sue Thompson, Dawn Wills).

*Registered Charity Number: 1156738, Charitable Company Number: 08476077
Registered Address: MBL House 16 Edward Court,
Altrincham Business Park Off George Richards Way, Altrincham, WA14 5GL*