



(Registered Company No 1156738 Registered Charity No 1156738)

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10TH Annual General Meeting of the Institute of Health Promotion and Education

1.00pm 5th September 2023

Via Zoom Video Conferencing

1. Welcome and apologies:

Apologies were received from Trustees: Stephen Palmer, Anne Coufopoulos & Katherine Whittingham. Members: Denise Penny, John Lloyd, Sylvia Tilford & Charlotte Jeavons

Attending Trustees: Patricia Owen (President) Sylvia Cheater (Honorary Treasurer), Angela Towers (Honorary Secretary / President Elect), Susan Thompson, Karen Neil, Robin Lansman, Anne Whitcombe

Other Attendees: Elvis Tarkang (Member), Lyn Wilson (Member)

President:

Patricia Owen began the meeting by passing on a message from IHPE member John Lloyd. It has been 10 years since he was President. He feels that under successive Presidents and Trustees, IHPE has since grown in importance, reach, status, and contribution to health promotion and education, and public health. He is very proud to have been a member since 1985 and to have been awarded the Diamond Fellowship on the Institute's 60th Birthday. He is pleased to be able to work with Michael Watson on various publications and hopes to continue his involvement as long as he is able. He passed on his best wishes to the Board and IHPE members. Patricia extended her thanks and best wishes on behalf of the Board to John.

Patricia Owen then reported that we were able to plan and instigate work for our 60 years celebrations, once more usual way of working following the Covid-19 pandemic were resumed. Highlights of the celebratory year included the special collection of Journal articles, the webinar, the Founding Awards and the Diamond Fellow Awards. In June we celebrated at the House of Commons, supported by our host, Karen Buck MP, and eminent speakers – Dr Jeanelle De Gruchy, Deputy CMO, Dr Abdul Razak, DPH at Blackburn with Darwen Council and Professor Mark Dooris, Emeritus Professor in health and sustainability at the University of Central Lancashire. This was a very successful and enjoyable event, helping to raise the profile of IHPE and demonstrating its achievements.

Thanks were extended to all IHPE Trustees for their continued support, and the dedication and phenomenal work of the Honorary Officers Angela Towers and Sylvia Cheater, especially in light of planning for the House of Commons event. Thanks were also given to Michael Watson as Communications Officer and Anne Whitcombe as Newsletter Editor, along with the administrative team from Pink Spaghetti PA Services.

Additional thanks and well wishes were given to two Trustees who are stepping down after this AGM, Susan Thompson and Anne Coufopoulos.

Our publications have continued with regularity and we have consulted with other bodies in relation to health promotion and education. Thanks were extended to those on the International Journal of Health Promotion and Education sub-committee, for all their hard work.

Patricia Owen is stepping down from her role as President and said it has been a pleasure and privilege. She added that IHPE is in a good position this year- with membership increasing and awareness of its activities being raised. She gave her final thanks and handed over to the new President, Angela Towers.

Angela Towers thanked Patricia Owen for her work as President over the last two years. Angela explained that her initial focus would be finalising the business plan, setting out our three priority areas of work for the next five years: being a voice for health promotion, supporting health promotion practice, and building a dynamic organisation.

Angela Towers extended her thanks to John Lloyd and to Susan Thompson and Anne Coufopoulos.

2. Minutes of the 9th General Meeting held on May 24th, 2022

The minutes of the 9th General Meeting were agreed as an accurate record. This was proposed by Michael Watson and seconded by Patricia Owen.

3. Matters arising

The date for the 60th Anniversary celebration had changed 3 times since the 2022 AGM, but it did take place in June 2023.

4. Annual Report 2022

Angela Towers presented the Annual Report 2022 as a great summary of all IHPE's activities in 2022. There were no comments or questions. It was proposed by Sylvia Cheater, seconded by Anne Whitcombe, and agreed by all. The Annual Report is available on the website.

5. Financial Report and the unaudited statement of accounts of the Charitable Company Limited for January to December 2022

Sylvia Cheater presented the Draft Unaudited Financial Statements.

Overall, we have a deficit of £2,379 mainly due to administrative and other costs for the 60th anniversary celebrations. There will be more costs for this that will be reported in 2023. The Board agreed in advance that this was money well spent. The Finance sub-committee has met throughout the year with all decisions made with full transparency. Sylvia gave thanks to sub-committee members Michael Watson and Patricia Owen.

We had an increase in income last year of approximately £3,000 which is largely our spend for this year. The main source of income is the Journal, plus membership fees. Most costs are administrative, however we do not have any paid staff. Trustees are all volunteers and are only able to accept payment in exceptional circumstances. This represents a considerable cost saving to IHPE, as they give so much of their time at no cost to IHPE.

Thank you to Trustees standing down. Special mention to Sue Thomson who picked up the role of Honorary Secretary during a difficult time for IHPE, giving much appreciated support to Sylvia.

2023 will have some challenges, as we have the remainder of the House of Commons 60th celebrations costs to cover. However, membership is increasing, we've had a big increase in student membership.

Although they don't currently bring an income we hope they will convert to full members in the future. Our Journal contract will be renegotiated at the end of this year. Thanks to editor Michelle Baybutt and Valerio Benedetto as it is progressing well.

The report was proposed by Michael Watson, seconded by Tim Theaker and agreed by all. See the Annual Report 2022 for this in full.

6. Report from the Editor of the International Journal of Health Promotion and Education (IJHPE)

The report was produced and presented by Michelle Baybutt. See the Annual Report 2022 for this in full.

There has been an upward trend in terms of manuscripts submitted, along with an increase in the volume of manuscripts being rejected. Overall, we are getting more and better-quality manuscripts. We have a healthy backlog and are therefore in a good position. Michelle Baybutt thanked everyone who has supported the journal namely Sylvia Cheater, Stephen Palmer and Michael Watson, with special thanks to Michael for being so active with support for the Journal on social media.

The newer members of the International Advisory Board have been contributing to the IJHPE through people in their teams submitting manuscripts. This is a real asset, and we expect to see more of that next year.

Recognition of the contribution of Valerio Benedetto, it's a pleasure working with him on the journal.

Our publishers Taylor & Francis had 2 staff changes this year, which has been challenging.

Angela Towers thanked Valerio Benedetto & Michelle Baybutt again for the amount of work that goes into producing six journals a year.

7. Appointment of independent examiner of accounts.

Sylvia Cheater proposed the appointment of MBL Ltd, again, as the Independent Examiner of Accounts. They are also our registered office and do our return to companies house. This was seconded by Patricia Owen.

8. Election of Honorary Officer and Trustee Members

a. Trustees: nominations received:

Thanks for the nominations received from Denise Penny & Professor Elvis Tarkang.

Elvis Tarkang – There is outstanding admin with regards to this nomination, in line with our stated procedure. Angela Towers will contact Elvis Tarkang outside of this meeting.

Professor Tarkang introduced himself, he has been Head of Dept for Health Promotion and is currently Dean of International Programmes of the University of Health and Allied Sciences.

Denise Penny - Denise Penny was nominated by Trustee Anne Whitcombe.

Denise wasn't present at the meeting, so Anne Whitcombe stated that Denise Penny has a lot of experience in the Health Service and Local Authority work with health promotion. She has been involved in numerous schemes and programmes including the Healthy Working Lives programme. She is one of the leads on the Healthier University scheme where she works at Robert Gordon University, one of the first Universities to achieve the breast-feeding friendly award which was

largely due to Denise's input. Denise has been working with west-African student population on campus and has spoken/attended various events.

Denise Penny was proposed by Sylvia Cheater and seconded by Angela Towers.

10. Governance

The Governance sub committee continued to meet regularly to maintain oversight of the Institute's activities. We continually strive to improve our policies and procedures to ensure we comply with requirements. We introduced a business continuity plan in 2022.

11. Pittu Laungani Award Notification

This is the award for the best paper submitted to the journal within the year. We usually announce the winners in the Annual Report, but they will be announced later this year and promoted as usual.

12. Any other business

None.

13. Date of next AGM 2023

Date tbc.

Meeting closed at 1.46pm.