

# Annual General Meeting

Radisson Hotel, Stillorgan, Co Dublin

Tuesday 11<sup>th</sup> February 2014 4pm

## MINUTES

### Present:

Professor John Reynolds (Chair)  
Philomena Flood (Company Secretary)  
Niamh Rice (Treasurer)  
Orla Crosbie  
Nick Kennedy  
Eileen Gibney  
Carmel O'Hanlon  
Maria O'Sullivan

Fiona Rafferty  
Karen Boland  
Aisling Aherne  
Eimear Fitzgerald  
Fiona Burke  
Lorraine Moran  
Linda Ward (Secretary)  
Martina Smyth (Administrator)

### 1. Chairman's Welcome

Professor Reynolds welcomed all to the meeting and invited each member to introduce themselves.

### 2. Apologies

Gary Courtney, Bridget Maher

### 3. Minutes of last AGM

The minutes of the last AGM held on 18<sup>th</sup> April 2012 are published on the website and taken as read. Adoption of the Minutes proposed by Nick Kennedy and seconded by Niamh Rice.

### 4. Directors' Report

The Director's Report was delivered by Philomena Flood as Company Secretary.

#### 1) Membership

As at 31<sup>st</sup> December 2013 the membership of IrSPEN is 316 members. With our increased level of activity, our membership has grown by nearly 50% since 2012, with the greatest increase from hospital doctors.

#### 2) Management Committee Meetings (including the formation of the Steering Group)

The Management Committee met on seven occasions since the last AGM on 18<sup>th</sup> April 2012.

A Steering Group was formed and met for the first time in October 2013

**Role:** It was agreed that the role of the steering group was to implement decisions made at the management meeting and keep projects 'on track'.

**Membership:** The steering group will comprise the Company Secretary (Phil Flood), Treasurer (Niamh Rice), the Chair of each of the committees (or their delegate), Secretary /Programme Coordinator (Linda Ward) and Administrator (Martina Smyth).

**Organisation structure:** The establishment of the steering group will not change the structure or membership of the board or management committee, which would continue to operate as follows: Board to meet twice a year (prior to management meeting), Management Committee to meet quarterly.

### 3) Report on the Society's Activities

#### a. Events

##### **IrSPEN's National Conference:**

On 5<sup>th</sup> and 6<sup>th</sup> March, IrSPEN hosted its second, biennial conference 'Integrating Nutrition into Medicine and Healthcare', incorporating a high level policy seminar on the health economics of malnutrition. The two day event featured world renowned, international and local speakers, attracting an audience of 120 dietitians, doctors, nutrition educators and HSE representatives and achieving national primetime TV news, radio and press coverage with over 3.2million opportunities to see, hear or read.

##### **IrSPEN Patient Event and National Launch:**

On 24<sup>th</sup> May, IrSPEN hosted a joint meeting with the European Patients Forum, European Nutrition for Health Alliance (ENHA) and launched its '**Call to Action: Every patient deserves good nutritional care**' with the support of the Irish Cancer Society, INDI, MS Ireland, Cystic Fibrosis Ireland, Irish Patients Association and Third Age. The event attracted national radio, consumer and medical press, again raising the organisation's profile and its key messages.

##### **ISG National conference participation:**

IrSPEN was invited by the ISG to organise a 90 minute session on nutrition as part of the main conference agenda. Presentations were given by our Chairman, Professor John Reynolds and other members of the board and management committee, alongside our guest presenter and intestinal failure expert, Prof. Jon Shaffer. All presentations can be viewed on IrSPEN's website and press coverage of the event from the Medical Independent.

#### b. The Standards Committee

##### **Publications:**

Two important reports have been published by IrSPEN in the last 3 months.

**A review of Home Parenteral Nutrition in Ireland: Recommendations for Action**, the first in a series of special reports by IrSPEN.

The second report is the first in a series of guideline documents - **Prevention and Treatment of Refeeding Syndrome in the Acute Care Setting**. This report has been issued to all hospitals and we will be working to ensure that all hospitals implement policies accordingly.

#### c. The Education Committee

##### **Life Long Learning Launched in Ireland:**

IrSPEN delivered the first live modules for twenty seven doctors in Ireland at the RCPI in Kildare Street on December 11<sup>th</sup>, for which participants gained CPD credits from the RCPI (as a compulsory part of their SpR training) and LLL credits towards an internationally recognised qualification in clinical nutrition and metabolism. Nutrition education of doctors in clinical nutrition is a key strategic area of focus for IrSPEN which we will develop and broaden in the coming years.

#### d. The Research Committee

At the end of 2012, Suzanne Doyle was awarded the IrSPEN bursary for her project '**Investigating the impact of visceral obesity on the diagnosis, treatment, response and outcomes in oesophageal adenocarcinoma patients**'. The committee were very active in the organisation of the IrSPEN conference programme and speaker selection. New research awards were developed for IrSPEN partner meetings (eg. ISG) and going forward the committee will seek ways to support Irish research (eg. at ESPEN) and will be active in scientific writing/ publishing.

## **e. The Communications Committee**

### **Advocacy activities:**

Meetings have been held with Junior Health Minister Alex White, HSE Director for Quality, Safety and Risk, Dr. Philip Crowley and senior members of HIQA with a view to gaining broad Government commitment for changes in policy, practice and resourcing.

## **f. Award**

### **IrSPEN wins 2013 MNI award for best national initiative:**

In September 2013, IrSPEN was granted the 2013 MNI/ESPEN award for its entry 'Fighting the Malnutrition Battle: The power of partnerships', receiving €30,000 bursary to advance its efforts in a key project in 2014 at ESPEN. The award entry and 15 minute presentation delivered at ESPEN and poster are now available on both the MNI and ESPEN websites.

## **4) Priorities and activities for 2014**

Clearly, we have a lot to build on in 2014. Our plans include:

- a major, national initiative to drive nutrition screening,
- further developments and collaborations in the area of medical education,
- collaborations with patient organisations as part of our advocacy activities,
- outreach activities to promote good nutritional care in nursing homes and the community (including home artificial support)
- the publication of two key reports
- major redesign of our website as part of a more effective online media strategy.

## **5. Treasurer's Report**

This report was delivered by Niamh Rice, Treasurer

**Continued financial support from our founding members and five Industry Partners has provided sufficient funds to allow us progress our planned activities in 2012 and 2013. In 2013, IrSPEN was awarded the MNI/ESPEN €30,000 grant for 'the best national initiative to fight malnutrition', and this is to be allocated to a key project in 2014. Going forward, other sources of funding are required to ensure a more robust funding platform on which to pursue IrSPEN goals and activities in its four key areas of focus – education, research, advocacy/awareness and standards and guidelines.**

Income in 2013 appeared significantly higher than in 2012, although this was largely due to phasing. An award of €30,000 from the MNI/ESPEN in December 2013, being allocated for a project to be pursued in 2014, was treated as deferred income. Net funds were €64,259 (including the €30,000 grant) at the end of December 2013, and the balance of reserves was €24,570. Our application for charitable status remains ongoing with Revenue commissioners as we aim to satisfy their requests for additional clarification. Tax liabilities have therefore been accrued in the event that our application is rejected.

### **INCOME**

Total income was €39,845 in 2012 and €123,597 in 2013, although the variance was largely as the result of differences in scheduling of sponsorship payments. Income arising from corporate membership (which includes both Industry and founding Professional Organisations) accounted for 82% of total turnover. The 2013 Inaugural Annual conference was held in the Clyde Court hotel, attracting 150 delegates over two days. Income for the conference was €18,316, an increase of over 36% versus our 2011 conference, accounting for 18% of total income in the year. This offset some of the costs of running the conference, which totalled €47,426. No income was generated from membership, since the board decided to continue to provide individual membership free of charge for another year. It was agreed that the arrangements and fees for membership of the association should be reviewed in 2014.

## EXPENDITURE

Total administrative expenditure was €118,693 in 2013 and €47,910 in 2012, the difference largely due to the cost of the IrSPEN biennial conference, the Patient conference and Call to Action in May 2013 and the provision of a research bursary. Excluding the conference, the main cost drivers are administrative costs involved in running the ISPEN office (secretarial, accounting, legal), PR and education activities. As the administration needs of the society have increased, it is likely that these will be higher in 2014. Travel costs increased in 2013 vs 2012, due to attendance of three members at ESPEN (where the MNI award was granted), participation in the ISG conference in Killarney and LLL in December.

## LOOKING FORWARD

We hope that our Corporate sponsors will continue to support the organisation. We will seek opportunities to develop other revenue streams and funding for specific projects. Our application for charitable status remains ongoing, although the benefit is generally small in financial terms. I would like to thank my fellow Board and Management Committee members, Chairs of Committees for their efforts to maximise the use of ISPEN's resources, and for contributing their valuable time and expertise so generously.

*The figures in this report are from the audited accounts for 2012 and 2013. The appointed auditors are Phelan Prescott & CO, Alton House, 4 Herbert Street, Dublin 2. Full copies of the audited accounts will be available on request*

## 6. Appointment of Auditors

The appointment of Phelan Prescott and Co, Alton House, 4, Herbert Street, Dublin 2 as the Society's auditors and approval of their remuneration was proposed by Eileen Gibney and seconded by Nick Kennedy.

## 7. Election of Directors

Niamh Rice and Nick Kennedy retired as Directors at this meeting according to section 45 of the Articles of Association. They were deemed to be re-elected as allowed for under section 47. One third of the directors must retire at each AGM and are eligible for re-election.

Professor Carel Le Roux was proposed as a Director by Eileen Gibney and seconded by Nick Kennedy. He was unanimously elected to the Board of Directors.

### IrSPEN Board of Directors 2014

John V Reynolds (Chair)  
 Philomena Flood (Company Secretary)  
 Niamh Rice (Treasurer)  
 Orla Crosbie  
 Eileen Gibney  
 Nick Kennedy  
 Carel Le Roux

## 8. Election of Members of the Management Committee

Karen Boland	Niamh Maher
Declan Byrne	Maria O'Sullivan
Claire Donohoe	Fiona Rafferty (as Industry Representative)

The above people were proposed en bloc by Nick Kennedy and seconded by Orla Crosbie. They were unanimously voted on to the Management Committee.

The term of office is 4 years from this AGM for those members duly elected; except Board members, of whom three must rotate each year.

**IrSPEN Management Committee 2014 –the Board plus elected members**

John V Reynolds (Chair)	Karen Boland
Philomena Flood (Company Secretary)	Declan Byrne
Niamh Rice (Treasurer)	Claire Donohoe
Orla Crosbie	Niamh Maher
Eileen Gibney	Carmel O’Hanlon
Nick Kennedy	Maria O’Sullivan
Carel Le Roux	Fiona Rafferty (Industry Representative)

Eimear Fitzgerald expressed an interest in becoming a member of the Management Committee. She can be co-opted on to the Committee and go forward for election at the next AGM.

This will bring the number to 15 on the Management Committee, the maximum allowed under Section 32.1 of the Articles of Association.

**9. AOB**

None

**End of AGM**