

## Annual General Meeting

**Radisson Blu St. Helen's, Stillorgan Road, Dublin 2**  
**10<sup>th</sup> November, 2015 4pm**

### Minutes

#### Present:

Professor John Reynolds (Chair)  
Dr. Orla Crosbie  
Dr. Carel Le Roux  
Professor Maria O'Sullivan  
Karen Slye  
Eimear Fitzgerald  
Jane O'Donoghue  
Carrie O'Hanlon  
Aisling Aherne

Niamh Rice (Treasurer)  
Dr. Eileen Gibney  
Carmel O'Hanlon  
Fiona Rafferty  
Niamh Maher  
Yvonne Garcia  
Clare Corish  
Lorraine Moran  
Martina Smyth

#### 1. Chairman's Welcome

Professor Reynolds welcomed all to the meeting and thanked them for coming.

#### 2. Apologies

Dr. Claire Donohoe

#### 3. Minutes of last AGM

The minutes of last AGM held on 11<sup>th</sup> February, 2014 are published on our website and taken as read.

#### 4. Directors' Report

The Director's Report was delivered by Professor John Reynolds as Chair.

##### 1. Membership:

1. Our current membership is 436 showing an increase in membership of 35% since 2014.

##### 2. Review of Activities:

1. Four Life Long Learning modules have run to date covering topics such as, but not limited to, nutrition, obesity and liver disease. Carmel O'Hanlon has been awarded LLL teacher accreditation.
- 2-4 An overview was presented of IrSPEN 2015 Policy Seminar and Conference, which had record attendance on both days. Policy day focusing on "Partnership for implementation in 2015" had a strong attendance by HIQA and HSE executives, with Quality Improvement Division of the HSE announcing plans for developing an implementation model with IrSPEN as key partners.
5. New and improved IrSPEN website launched to coincide with 2015 conference, with more than 4500 visitors to the site since March 2015.



6. Details were given of partnership initiatives with the Quality Improvement Division of HSE to advance nutrition screening and best practice nutrition support/care in Irish hospitals. IrSPEN has also been represented on a National Working Group on Nutrition and Hydration set up by HIQA to review the standards of nutritional care in hospitals throughout Ireland.
3. **Looking Ahead:**  
New committee structure created with greater focus on:
    1. Education and Awareness
    2. Policy and Practice
    3. Separate working groups focused on key topics
  4. **2015/2016 Key Activities**
    - IrSPEN will work with the Quality Improvement Division, which has established a National Advisory Group on Nutrition and Hydration to establish an implementation model for good nutritional care within hospitals. (Commenced June 2015 – work to continue in 2016)
    - National Clinical Effectiveness Committee: Members of the IrSPEN management committee worked on the development of a successful proposal for establishing clinical guidelines for the identification and management of malnutrition in adults within acute care settings. The review committee of NCEC approved the proposal for prioritisation, and work will commence on the guidelines in early 2016.
    - Education initiatives: Work will commence on the development of nutrition education modules for undergraduate medical students. IrSPEN role in post graduate medical education will be further developed in 2016.
    - Intestinal Failure Centre: A business case will be developed for the establishment of a national IF centre for adults.
    - Cancer Report (and related advocacy / comms)
    - Reports and guidelines for completion and publication include:
      - Home Enteral Nutrition guidelines
      - CVC guidelines
      - Budget impact analysis for screening in Ireland
    - Nutrition & Hydration Week 2016\* (March 2016)
    - Partnership programme development
    - (Initiatives as identified by committees / approved by MC and set up as working groups)

**See separate slides on our website for full and detailed Director's Report**

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

This report was delivered by Niamh Rice, Treasurer (See full Treasurer's report attached)

**Continued financial support from our founding members and Industry Partners has provided sufficient funds to allow us progress our planned activities in 2014. Going forward, other sources of funding arising from our activities (reports / membership fee / other initiatives) are to be explored to ensure a more robust funding platform.**

Income in 2014 appeared lower than in 2013, this difference is due to a combination of sponsorship phasing in both 2013 and 2014, and additional conference income earned in 2013. A portion of our sponsorship was deferred from 2012 into 2013 and again from 2014 into 2015 which helps to support a healthy bank balance for our 2013 and 2015 biennial conference. An award of €30,000 from the MNI/ESPEN in December 2013 was also deferred into 2015 income for allocation against 2015 conference and other key projects. Net funds were €74,046 at the end of December 2014 compared to 64,359 in December 2013. Our application for charitable status was refused, so a small accrued tax liability was cleared in 2014.

## **INCOME**

Total income in 2014 was €82,500 and €123,597 in 2013. The variance was largely due to scheduling of sponsorship payments and 2013 conference income. Income arising from corporate membership (which includes both Industry and founding Professional Organisations) accounted for 100% of total turnover in 2014. 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 2015.

## **EXPENDITURE**

Total administrative expenditure was €82,481 in 2014 compared to €119,148 in 2013, the difference largely due to the cost of 2013 IrSPEN biennial conference, and preliminary costs for our 2015 conference (venue deposit, brochure design, and PR expensed in 2014). Excluding conference expenses, the main cost drivers are our new website (€12,737), administrative costs involved in running the ISPEN office (secretarial, accounting, legal), PR and education activities.

## **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. 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 2014 and 2013. The appointed auditors are Phelan Prescott & CO, Alton House, 4 Herbert Street, Dublin 2.  
Full copies of the audited accounts are 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/Secretary**

Carmel O'Hanlon was proposed as a Director by Dr. Orla Crosbie and seconded by Professor John Reynolds. She was unanimously elected to the Board of Directors.

Dr. Nick Kennedy and Philomena Flood retired as Directors at this meeting.

Dr. Eileen Gibney was proposed as Secretary by Niamh Rice and seconded by Dr. Orla Crosbie according to section 59 of the Articles of Association.

## **IrSPEN Board of Directors 2015**

Professor John V Reynolds (Chair)  
Dr. Eileen Gibney (Company Secretary)  
Niamh Rice (Treasurer)  
Dr. Orla Crosbie  
Dr. Carel Le Roux  
Carmel O'Hanlon



## **8. Election of Members of the Management Committee**

Carmel O’Hanlon retired from Management Committee according to section 32.2 of the Articles of Association. She is deemed to be re-elected as allowed for under section 32.2. The term of office is four years from this AGM for those members duly elected; except Board members, of whom three must rotate each year.

### **IrSPEN Management Committee 2015 –the Board plus elected members**

John V Reynolds (Chair)  
Dr. Eileen Gibney (Company Secretary)  
Niamh Rice (Treasurer)  
Dr. Orla Crosbie  
Dr. Carel Le Roux  
Dr. Karen Boland  
Dr. Declan Byrne  
Dr. Claire Donohoe  
Niamh Maher  
Carmel O’Hanlon  
Professor Maria O’Sullivan  
Fiona Rafferty (Industry Representative)  
Eimear Fitzgerald

This will bring the number to 13 on the Management Committee, below the maximum of 15 allowed under Section 32.1 of the Articles of Association.

## **9. AOB**

None

**End of AGM**