



CONFIDENTIAL REPORTING SYSTEM IN SURGERY

CORESS ANNUAL GENERAL MEETING

Thursday 3rd June 2021

11:45 – 12:30

By Zoom

MINUTES

Present:	Lord Ribeiro	CORESS Board of Trustee Chairman
	Professor Frank Smith	CORESS Programme Director
	Mrs Harriet Corbett	CORESS Board member
	Mr Nicholas Markham	CORESS Board member
	Mr Peter Tait	CORESS Board member
	Mr Denis Wilkins	CORESS Board member
	Mr Martin Else	CORESS Board member
	Mr Ed Fitzgerald	CORESS Board member
	Mr Charles Ranaboldo	CORESS Board member
	Professor Peter Brennan	Advisory Board member
	Professor Ashok Handa	Advisory Board member
	Professor Narinder Kapur	Advisory Board member
	Mr John Scott	Advisory Board member
	Mr Paddy McCleary	Advisory Board member
1.	WELCOME AND APOLOGIES FOR ABSENCE	
	Apologies: Patrick Mcgennis	
	The Chairman welcomed all attending, noting it had been a difficult year, and hoped all would enjoy the afternoon symposium if they were able to attend.	
2.	REPORTS OF OFFICERS	
	<ul style="list-style-type: none"> Chairman’s Report (Doc A) – The Chairman referred to his report, circulated in advance of the meeting. He thanked Mrs Catherine Ralph, Administrator, for the work undertaken. He drew attention to the two new Trustees who joined CORESS earlier in the year; Mrs Harriet Corbett and Mr Patrick Magennis and welcomed them. He also noted the high level of activity completed in the past year. The Programme Director (PD) added that more recently two further new Trustees have joined CORESS, Mr Ed Fitzgerald and Mr Charles Ranaboldo. The Chairman extended a welcome to them. The Chairman opened the floor for questions or comments on his report - no comments were received, and the report was taken as read. Programme Director’s Report (Doc B) – the PD talked to his report which had 	

	<p>been circulated in advance. He noted that those involved in Advisory Board would already be aware of the content of his report having attended meetings. He thanked all AB members for attending and contributing to the meetings, acknowledging the difficulty of joining during the working day. He also reminded all AB members that they are co-authors to any outputs and articles from the meetings, these providing evidence for appraisals or similar.</p> <ul style="list-style-type: none"> • The PD offered thanks to Mr Denis Wilkins and Mr Nick Markham, Trustees and to the Administrator, stating they have revolutionised the way CORESS works through funding, the website and support, respectively. He noted that virtual meetings had made attendance easier and anticipates there will be a hybrid of virtual and F2F meetings in future. • Finally, the PD acknowledged the involvement of the Royal Colleges and noted the presence of Mr John Scott, Vice President of the Royal College of Physicians and Surgeons of Glasgow, at the meeting. • The Chairman opened the floor for questions or comments on the PD's report - no comments were received, and the report was taken as read. The Chairman thanked he PD for all his hard work this year, acknowledging his role and contribution is pivotal to the charity.
3.	<p>FINANCE, HONORARY TREASURER'S CONFIRMATION OF FINANCIAL REPORT AND ACCOUNTS</p> <ul style="list-style-type: none"> • Financial Report and Accounts (Doc C) - the Honorary Treasurer (HT), Trustee Mr Nick Markham was pleased to present his report in relation to the calendar year 2020. Document circulated in advance. He directed his comments to page 12 which held key information. • Of note, the HT acknowledged donations from Southwest Surgeons and a private donation received via Just Giving. He advised that Gift Aid has now been set up. The account is holding a healthy balance of £10,000. • Key expenditure, different to previous years, paid for administrative support, he thanked the Administrator for her support and help. Other outgoings related to Accountancy, Legal and Professional fees for a Charity Commission annual return, noting there had been no expense due to the use of virtual meetings. • Increased income has been generated through sponsorship by WPA Foundation, and MDU. • The Chairman commented the income due is very satisfying following the hard work to generate it. • Approval of accounts: proposed by Mr Denis Wilkins and seconded by Mr Martin Else.
4.	<p>OFFICERS WILLING TO STAND</p> <p>Post of Chairman:</p> <ul style="list-style-type: none"> • Mr Denis Wilkins took the chair and thanked the Chairman on behalf of the charity, thanking him for his leadership, gravitas, wise head and steerage. He asked if Lord Ribeiro is willing to stand, who confirmed he is for now.

	<ul style="list-style-type: none"> • Approval of the Chairman post: Proposed by Mr Peter Tait and seconded by Mr Nick Markham. • The Chairman thanked all for the vote of confidence, noting that it may be time sooner rather than later to look for his replacement, though he is happy to stand for the next year. <p>Post of Programme Director:</p> <ul style="list-style-type: none"> • The Chairman took back the meeting and confirmed with the PD that he will currently stay in the role if asked. • Approval of the Programme Director post: Proposed by Mr Denis Wilkins and seconded by Mrs Harriet Corbett. • The PD noted there is a need to plan for succession as he will leave in the next 6-9 months. A PD Elect role description is in draft, with a transition term of 3-6 months asking anyone interested to advise the Board. A formal advert for the post will go out. • The Chairman noted the need for a phased succession plan to avoid many key post holders leaving at the same time, he thanked the PD for staying on to support the transition. <p>Post of the Honorary Treasurer:</p> <ul style="list-style-type: none"> • Mr Nick Markham confirmed to the Chairman that he would stay in the role if needed. • Approval of the Honorary Treasurer post: Proposed by Mr Peter Tait and seconded by Mr Martin Else. • The Chairman thanked the HT for keeping the charity finances in good shape
5.	<p>TRUSTEE MEMBERS WILLING TO STAND</p> <ul style="list-style-type: none"> • The Chairman read the list of current trustees who all confirmed they would be happy to remain in post: Mrs Harriet Corbett, Mr Martin Else, Mr Patrick Magennis, Mr Peter Tait, Mr Denis Wilkins, Mr Ed Fitzgerald and Mr Charles Ranaboldo. All were agreed as Elected.
6.	<p>MEETING CLOSE</p> <ul style="list-style-type: none"> • The chairman concluded the meeting, thanking all for their support particularly in such a challenging year. He thanked Mr Denis Wilkins for driving the charity forward with his recommendations and papers, the PD for all the work he does and thanked all for their efforts. • The Chairman noted the afternoon symposium is a testament to hard work and hoped all would attend and enjoy it. The PD advised there is a separate link for the symposium and noted it will be a recorded session. • The Chairman closed the meeting.