

Date: Thursday, 26 April 2018

Time: 09:00am

Location: Mercure Seafront Hotel, Brighton, UK

Chair: Eldin Rammell (ER)

Purpose: An overview of our activities over the last 12 months and a look ahead to the coming year.

TOPIC	MINUTES				
1. Acceptance of minutes from AGM April 2017	<ul style="list-style-type: none"> A quorum (minimum 10 members) was in attendance. Minutes from April 2017 have been posted to the website and available for review for 10 months. No questions on the minutes. As Chair, ER proposed acceptance of the minutes. There were no objections and minutes were accepted. 				
2. Review of Annual activities	<p>Below are summary notes only, see full slide deck for all details (attached to these Minutes and at http://the-hsraa.org).</p> <ul style="list-style-type: none"> Rebranding of the operating name from SAG to Health Sciences Records & Archives Association as of 01-Jan-2018 HSRAA Administration – reviewed composition of the board and the operational committee members. Reviewed the SAG Ltd Board of Directors and HSRAA Operational Committee The Operational Committee has 2 vacancies and mentioned that committee is a 2 year term. Looking for others to volunteer for the Operations Committee. Finance - Accounts Year Ending 31-Dec-2017 was reviewed as well as income and the operating costs. 2018 Conference reviewed and compared attendance from 2012 – 2018 with delegate numbers slightly higher from last year. 2019 conference will be 15-May – 17-May-2019 and will be in Dublin, Ireland. More details will be coming out. Will be looking to hold pricing flat for delegates. Also, in 2019, the conference will be opened up to Sponsorship opportunities and include bursaries (details to be confirmed). <table border="1" data-bbox="689 1262 1890 1375"> <thead> <tr> <th data-bbox="689 1262 1272 1313">Question</th> <th data-bbox="1279 1262 1890 1313">Answer</th> </tr> </thead> <tbody> <tr> <td data-bbox="689 1318 1272 1375">Anne Wragg: Were bursaries previously offered?</td> <td data-bbox="1279 1318 1890 1375">Yes, and we are trying to re-invigorate.</td> </tr> </tbody> </table>	Question	Answer	Anne Wragg: Were bursaries previously offered?	Yes, and we are trying to re-invigorate.
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TOPIC	MINUTES
	<ul style="list-style-type: none"> • ONRecord Journal – looking for volunteers to help on this team. Contact Russell Joyce. • Membership – 132 members as of April 2018; down 2 from April 2017. • Technical update – As a result of rebranding a lot of activity this past year for website, domain, LinkedIn, etc. Making step improvements with technology. • Training – 7 courses run in the past 12 months and working on building collaborations with ExL Events and IQPC. • Marketing – Partnerships with ExL, Health Europa, IQPC. • Special Interest Groups (SIG) – <ul style="list-style-type: none"> ○ GCP: 22 members currently. Produced eTMF Selection Template and working on eTMF and Audit Trails white paper and retention, and reviewing legacy GCP-RMA publications for possible revision. ○ eRecords: 13 members currently. Produced veraPDF document and working on electronic signatures publication. • Conference Administrator - Appointment of Conference Administrator following an open RFP process (posted on HSRAA website 6 March 2018) and pro-actively approaching 6 events management companies, with 9 people contacted. The proposal accepted was for Mrs. Jo Rammell; ER was removed from the entire process of RFP and selection. • Volunteer Programme – Volunteers are needed, look for the Volunteer button on the website https://the-hsraa.org
<p>3. Appointment of independent examiners of accounts</p>	<p>Per the companies Act 2006...the need for independent review of accounts is required.</p> <p>As Chair, ER made proposal to retain Berkeley Townsend as independent examiners. This was seconded by Jody Salisbury. There were no objections to this proposal, and the motion carried.</p>
<p>4. Questions & Answers</p>	<p>No further questions asked.</p> <p>The Chairperson formally closed the SAG Ltd AGM at 09:40am.</p>

 Chairperson