

Date: Thursday, 09-May-2019 **Time:** During Conference **Location:** F2F in Cardiff, Wales

Chair: Eldin Rammell

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"> Minutes from April 2018 have been posted to the website and available for review for ~9 months. No questions on the minutes. As Chair, Eldin proposed acceptance of the minutes. Russell seconded. 14 in favour. 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:</p> <ul style="list-style-type: none"> HSRAA Administration: Reviewed the SAG Ltd. Directors, and Operations Committee. Accounts Year Ending 31 Dec 2018: Reviewed, final accounts will be put on the Membership area of the website for review. Financial point of view, all is good, as aim is to remain profit/loss neutral. 2019 Conference: Average of ~66 participants over last 3 years at Conferences. Next year, looking at Windsor, UK for Conference on 22-Apr (Workshops) and 23-Apr to 24-Apr-2020. Will introduce a few changes, where the drinks reception will be after sessions end on Day one, and also accommodations people can book at hotel of their choice. Membership Numbers: 107 total members, last year 132, so down a bit, although have gotten new members in past year, but also non-renewals of members: Training Update: Partnered with IQPC and eXL Events in the last year. Focus has been GCP focused but will also be looking at doing conferences in September that are GLP focused. GCP SIG: Overview and update provided. eRecords SIG: Overview and update provided. GLP SIG: : Overview provided. This is a new SIG that just launched!

TOPIC	MINUTES
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3. Appointment of independent examiners of accounts	<p>Per the companies Act 2006...the need for independent review is required.</p> <p>As Chair, Eldin made proposal to retain Berkeley Townsend as independent examiners. This was seconded by Russell Joyce. There were no objections to this proposal, and the motion carried.</p>
4. Questions & Answers	<p>Question asked regarding renewing membership. Membership dates spanned different dates rather than expiry. Eldin explained that the renewal date is based on expiry date and not the date that you renew. For example, a membership expiring in May 2019 and renewed in February 2019 will expire in May 2020.</p> <p>A comment was made that the HSRAA organization is a huge value for the membership fee and other resources that are provided, and there is great value and others should consider joining.</p>