

Date: Thursday, 29-Sep-2022

Time: 9 am GMT

Location: In person meeting in Manchester, UK

Chair: Neil Gow

Purpose: An overview of our activities over the last 10 months, and a look ahead.

21 people attended the meeting

Ops Committee members attending the meeting: Dora Endreffy, Jamie Toth, Russel Joyce, Hobson Lopes, Bob Thompson, Anita Paul, Shanaye Thomas

Meeting began at 9:08 GMT by Neil Gow with a review of housekeeping for the meeting; and a show of hands for members (21) only, able to vote or make motions.

Reference the AGM Slides on Website Members Area

1. Acceptance of minutes from AGM November 2021

- Minutes from November 2021 have been posted to the website and available for review for the last 10 months. No questions or comments on the minutes.
- **MOTION:** Russell Joyce proposed to accept the minutes from the meeting, seconded by Dora Endreffy. Minutes were accepted.

2. Annual Review of Activities November 2021 – September 2022

- **Composition of SAG Board and HSRAA Operational Committee:** Neil reviewed the SAG Ltd. Board of Directors members, the Operations Committee members, and other support that is provided. Carolyn Fitzpatrick is retiring as our Bookkeeper, and we will need to replace her, so if anyone is interested, please contact Neil or an Operations Committee member.
- **Financial Review of SAG Ltd:** Neil reviewed the financial slides; no comments.

- **Membership Update:** Neil reviewed the membership stats from 2019-2022. Membership has been hovering around 86-87 for the last 6 months. As an Association, we need to refocus the organization.
- **SWOT Update:** Jamie and Russell provided updates in the areas of focus from the SWOT activity conducted in 2021.
The main areas of focus identified were:
 1. **to forge alliances with other similar organizations –**
 - 1.1. Jamie gave an update on the alliances formed with IQPC, Fierce Pharma, Hanson Wade, Institute of Clinical Research, NHS Research and Development Forum, and CDISC TMF Reference Model.
 2. **to tap into the membership for their experiences –**
 - 2.1. Jamie gave a call out to members to help with GCP, GDP, IG areas as those areas were highlighted in the membership survey. We do need members to step up as leaders for the focus groups; if interested reach out to an Operations Committee member.
 3. **to build robust training –**
 - 3.1. Russell reviewed the number of trainings and workshops held since 2018 as well as what is coming. Let's Talk webinars were delivered 2 this year and 3 more planned for 2022. We are looking at outside training providers and different platforms to use. Russell mentioned that we will be looking at bite-sized training rather than long workshops and trainings. There was a call out to members to ask what they are interested in:
 - 3.1.1. Ann Wragg mentioned a general open forum could be held to help answer simple questions like, 'How do you manage your offsite storage? How do you process your plans, etc.?' General discussion would give us a great opportunity, Ann is willing to set it up and would be interested in running.
 - 3.1.2. Angel Ramos discussed the training and asked if we have looked at having the courses accredited. Russell responded that yes, this has been looked at in the past; but is something we could revisit, and perhaps CDISC may be an opportunity for us to align with them to get the training accredited.
 - 3.1.3. Eldin Rammell mentioned that years ago there were separate GLP and GMP Archivist courses and perhaps we should go back to splitting out the training again to make it targeted and not GxP.
 - 3.1.4. Susan Woodhead asked if the courses were designed for just members or if anyone can attend? Russell answered that members get a discount, non-members do not, so yes, the training is open to anyone.
 - 3.1.5. Ann Wragg mentioned that there should be a discovery to market course for GLP, GMP, GCP for the actual pharmaceutical timeline tease out the records/archives along the path. Russell expressed an interest in helping with this.

3. Appointment of independent examiners of accounts

- Per the companies Act 2006, the need for independent review is required.
- **MOTION:** Ann Wragg proposed to retain Berkeley Townsend Chartered Accountants as independent examiners, seconded by Hobson Lopes. Motion passed.

4. 2023 Conference

- Conference planning for September 2023, looking at a UK location or other international location (UK (near London), Dublin, Barcelona, Amsterdam, Edinburgh). A poll is posted to the meeting app for all to respond to over the course of the Conference.

5. Questions & Answers

Q: Ann Wragg mentioned that RQA is looking at setting up an Archiving group within their association. What are we going to do about it?

A: Neil stated that HSRAA became aware of this 2 weeks ago and will be discussing it with the Board tomorrow.

6. Closing

The meeting closed at 9:42 am GMT.