

HSRAA 2023 CONFERENCE

3-5TH OCTOBER | DUBLIN 



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WELCOME





HEALTH SCIENCES
RECORDS & ARCHIVES
ASSOCIATION

Annual General Meeting of
Scientific Archivists Group Limited
(Operating as HSRAA)

04-Oct-2023

Agenda

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- Acceptance of 2022 AGM Minutes
- Annual Review of Activities November 2022– August 2023
 - Composition of SAG Board and HSRAA Operational Committee
 - Financial Review of SAG Ltd
 - Membership Update
 - Update on Activities
- Appointment of independent examiners of accounts
- 2024 Conference
- Questions/AOB

Acceptance of 2022 AGM Minutes

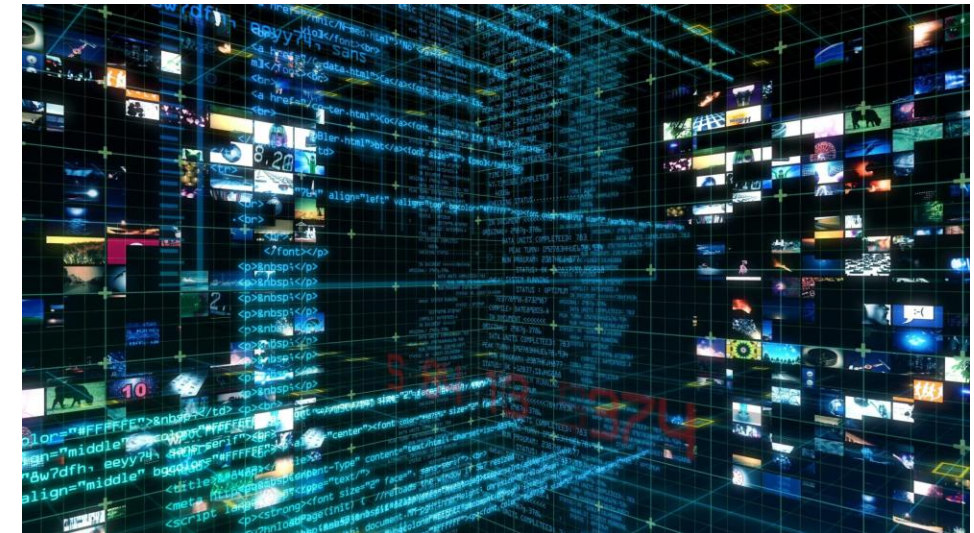
Acceptance of 2022 AGM Minutes



Thursday, 29-Sep-2022 AGM Minutes have been posted on the website for review since last October, under the Governance section:

<https://the-hsraa.org/document-library-2/governance-documents/>

<https://the-hsraa.org/download/2022-agm-minutes/>



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Composition of SAG Board and HSRAA Operational Committee

Review of Activities -SAG Board of Directors



Neil Gow
Director, Scientific Archivists
Group Ltd
sag-director@the-hsraa.org



Dora Endreffy
Director SAG and
Secretary HSRAA
secretary@the-hsraa.org



Jamie Marie Toth
Director SAG and
Chairperson HSRAA
chairperson@the-hsraa.org

Review of Activities -HSRAA Operations Committee



Marion Mays
Without Portfolio



Pawel Rucki
Website Coordinator



Bob Thompson
Membership Coordinator



Hobson Lopes
Finance Coordinator

Outsourced Functions

Conference
Administration, Website
Development & support -
Delegant Ltd

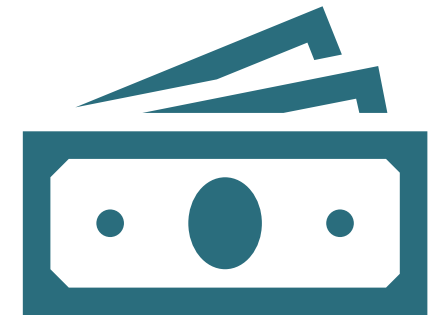
Accounts Management –
Robert Pearce, Pearce &
Co. Accountants

Financial Summaries

Review of Activities –SAG Ltd Financial Summary



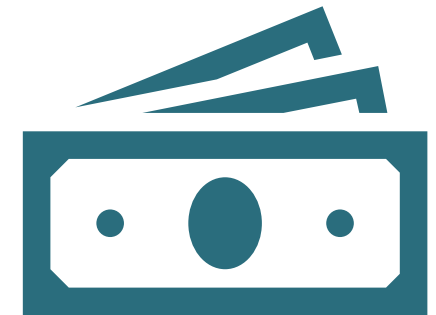
	2022		2021	
	£	£	£	£
Current assets				
Debtors	553		893	
Cash at bank and in hand	53,699		53,040	
	<u>54,252</u>		<u>53,933</u>	
Creditors: amounts falling due within one year	(2,819)		(1,501)	
	<u></u>		<u></u>	
Net current assets		<u>51,433</u>		<u>52,432</u>
Reserves		<u>51,433</u>		<u>52,432</u>
Income and expenditure account				



Review of Activities –SAG Ltd Financial Summary



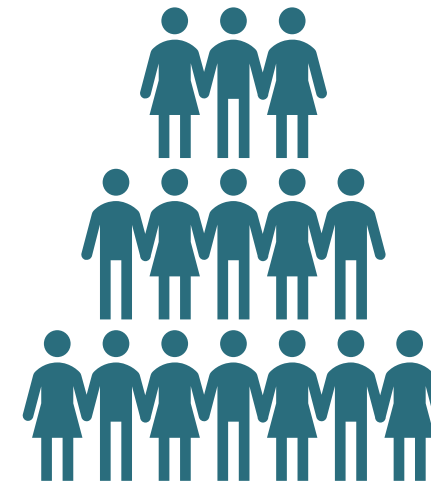
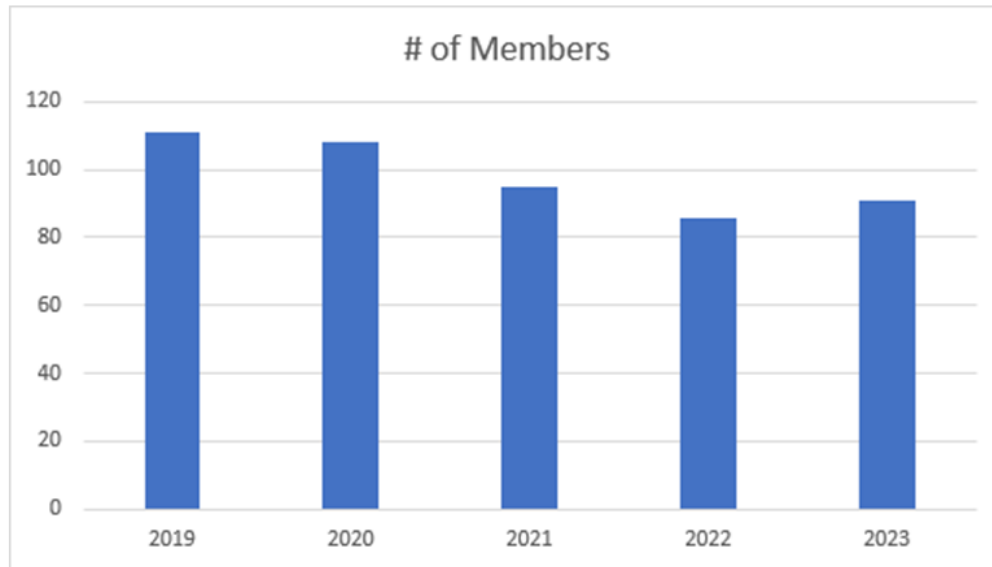
	2022		2021
	£	£	£
Income			
Membership fees	5,390		5,094
Conference fees	21,511		-
SAG training income	7,106		5,920
Bank interest received	81		4
Advertising	5		-
Sponsorship income	5,701		-
	<u>39,794</u>		<u>11,018</u>
Operating costs			
Conference expenses	29,436	-	
SAG training expenses	315	450	
Website maintenance	769	892	
SAG journal	750	3,809	
IT consumables	5,656	3,637	
Insurance	174	180	
Accountancy	1,763	1,886	
Bank charges	670	317	
Advertising and marketing	1,260	-	
	<u>(40,793)</u>		<u>(11,171)</u>
Operating deficit	<u>(999)</u>		<u>(153)</u>



The accounts have been examined and approved

Membership Update

Review of Activities –Membership Update



Year	2019	2020	2021	2022	2023
# of Members	111	108	95	86	91

Membership numbers are holding steady over the last 5 years

Update on Activities

Alliances with organizations

Actively building / maintaining established relationships with organizations, **and looking for others...**



Newsletter "For the Record"

5 newsletters were produced from Sep – Aug 2023

Issue Number	Issue Date	Summary of Topics
1	13-Sep-2022	Conference & Announcements
		Archival Guidance
		Adobe Sign Validation
2	23-Dec-2022	Digital Preservation
		Regulatory Updates
		Conference Updates
3	23-Feb-2023	Regulatory Updates
		Document Management
		Technology
4	03-May-2023	Regulatory Updates
		GDP Guidance
		Technology
5	11-Aug-2023	Regulatory Updates
		MHRA STEM Contributions



Special Interest Groups (SIGs)

We are looking for leads for the SIGs:

- GCP
- GMP
- GLP
- Others?



There is a lot happening in the industry across GxPs and Academia, and it would be great to have leads who can organize their groups and create white papers.

- Training courses continued to be delivered online, due to demand and practicalities.
- Retired TMF Essentials training, as many other groups are delivering this content.
- Revised GxP Archivist training.
- Discontinued the previous webinar training delivery platform and will be integrated into new website design.
- Reviewed and updated course content prior to going live on the new website.



Training update – Let's Talk



"Let's Talk" interactive topic discussions continued – free to members.

Year to Date

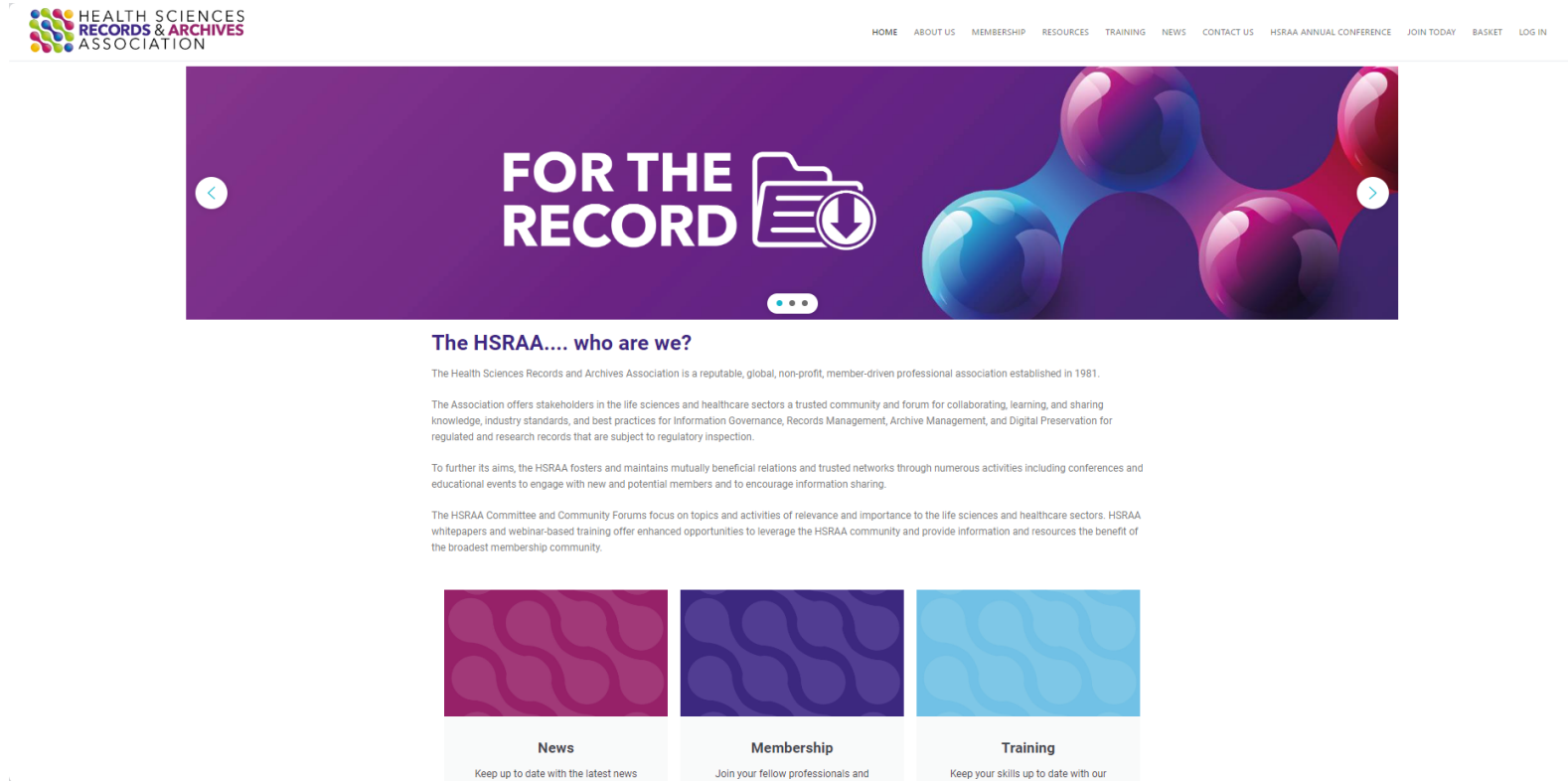
Feb 2023	Demystifying Cybersecurity	Stan Konopka
Apr 2023	The role of the GxP Archivist	Anita Paul, Frank Hultschig

Coming Soon

Nov 2023	Records Management contribution to Data integrity in GMP	TBC
Dec 2023	The new guideline: Guideline on computerised systems and electronic data in clinical trials	Dora Endreffy & TBC



Website Update



Appointment of Independent Examiners

Appointment of Independent Examiners



- **Companies Act 2006 § 477**
 - “A company that qualifies as a small company in relation to a financial year is exempt from the requirements of this Act relating to the audit of accounts for that year.”
- **Proposal**
 - To retain Berkeley Townsend Chartered Accountants as independent examiners
 - Berkeley Townsend has been the independent examiner for SAG Ltd since 2011

Volunteers

Volunteers



Opportunities for volunteers!

- Operations Committee
- SIG Leads for GCP, GLP, GMP
- Other areas of interest? Let us know!



If interested see one of the Operations Committee Members

2024 Conference

2024 Conference



24-26 September 2024, with a workshop day on 23-Sep

Location to be announced soon!



Questions/AOB

