

Date: Wednesday, 04-Oct-2023

Time: 9 am GMT

Location: In person meeting in Dublin, Ireland

Chair: Neil Gow

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

27 members attended the meeting

Ops Committee members attending the meeting: Full attendance - Dora Endreffy, Jamie Toth, Hobson Lopes, Bob Thompson, Marion Mays, Pawel Rucki

Meeting began at 9:06 GMT by Neil Gow with a review of housekeeping for the meeting; and a show of hands for members (27) only, able to vote or make motions.

Reference the AGM Slides on Website Members Area

1. Acceptance of minutes from AGM September 2022

- Minutes from September 2022 have been posted to the website and available for review for the last 10 months. No questions or comments on the minutes.
- **MOTION:** Hobson Lopes proposed to accept the minutes from the meeting, seconded by Eldin Rammell. Minutes were accepted.

2. Annual Review of Activities October 2022-September 2023

- **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 and outsourced.
- **Financial Review of SAG Ltd:** Neil reviewed the financial slides; no comments.

- **Question:** A member from the floor asked if the trend was that the conference generally generated a surplus for other activities to continue, then what is the plan if there is no surplus? Neil answered that we do not have to rely on just conference income as long as training and other income continues.
- **Membership Update:** Neil reviewed the membership stats from 2019-2023. Membership has been hovering around 90 for the last 6 months. We would like to grow the membership to 120 where it was in the past 5 years in 2019 and we are confident that we will get there.
- **Update on Activities**
 - A. **To forge alliances with other similar organizations –**

Jamie shared the update on the alliances that have been existing with CDISC and FiercePharma and new alliances with AGxPE and ARA that were formed in 2023. Through these alliances our members benefit from cross-collaboration, discounts to conferences, discounts in membership and/or trainings.

 1. From the audience, Karen Roy who sits on the Board of Directors for ICR (The Institute for Clinical Research) stated that ICR would like to align with us specifically for training.
 2. Reynold Leming who chairs IRMS (Information & Records Management Society) also stated that IRMS would like to work with us on both relationship building and training that we can help to deliver to membership.
 3. Jamie will follow up with both Karen and Reynold.
 - B. **To build robust training –**

Dora covered the training that has been delivered and the plans for the future with development of overarching training for Information Governance and then key modules under it, which would include Data Integrity, Data Security and Privacy, as well as traditional GxP archiving and Records Management topics.
 - C. **Website update**

Pawel introduced the new website which went live and will have membership area further migrated and to be complete by end of the month.
- 3. **Appointment of independent examiners of accounts**
 - Per the companies Act 2006, the need for independent review is required.
 - **MOTION:** Sarah Hitching proposed to retain Berkeley Townsend Chartered Accountants as independent examiners, seconded by Dora Endreffey. Motion passed.

4. Volunteers

A call for volunteers was also made for folks to be part of the Operations Committee as well as SIG leads for GCP, GLP, GMP. If other areas of interest, let the Operations Committee know and reach out.

5. 2024 Conference

Conference planning for September 2024, looking at a UK location or other international location, which will be revealed later in the evening. *Post meeting note:* The location was revealed at the dinner as Edinburgh, Scotland for September 2024.

6. Questions & Answers

None.

7. Closing

The meeting closed at 9:32 am GMT.