

Date: Wednesday, 25-Sep-2025

Time: 9 am GMT

Location: In person meeting in Edinburgh, Scotland

Chair: Neil Gow

Purpose: An overview of our activities over the last 11 months, and a look ahead.

19 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 (19) only, able to vote or make motions.

Reference the AGM Slides on Website Members Area

1. Acceptance of minutes from AGM October 2023

- Minutes from October 2023 have been posted to the website and available for review for the last 11 months. No questions or comments on the minutes.
- **MOTION:** Dora Endreffy proposed to accept the minutes from the meeting, seconded by Hobson Lopes. Minutes were accepted.

2. Annual Review of Activities October 2023-September 2024

- **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. Hobson Lopes is stepping down from the Operations Committee after serving for 6 years, we thank him for his support and efforts during his tenure.

- **Financial Review of SAG Ltd:** Neil reviewed the financial slides that runs until December 2023.
- **Membership Update:** Neil reviewed the membership stats from 2020-2024. Membership has been hovering around 90 for the last 6 months. However in the month of July we saw a drop in membership, so we feel the drop to 78 is a blip, but we are working on this and confident that we will get the membership back up.

- **Update on Activities**

- A. **To forge alliances with other similar organizations –**

- Jamie shared the update on the alliances that have been existing with CDISC, FiercePharma, AGxPE, ARA that were formed in 2023 and new ones formed in 2024 with IRMS and ICR; also, ICRM is an organization that certifies records management training that we are working with to make this happen. Reference the slides for the benefits HSRAA members receive from each organization.

- B. **To build robust training –**

- Dora reviewed the training that has been delivered and the plans for the future as well as the Let's Talk sessions that have been held in 2024 (3) and two more coming up to round out the year.

- C. **Website update**

- Dora reviewed the website update. A lot of effort went into the website in the past year with new members area and new and easier payment methods.

3. **Appointment of independent examiners of accounts**

- Per the companies Act 2006, the need for independent review is required.
- **MOTION:** Hobson Lopes proposed to retain Berkeley Townsend Chartered Accountants as independent examiners, seconded by Marion Mays. 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. Next Conference

Conference planning for the next conference will be revealed at a future time.

6. Questions & Answers

Question1: Angel Ramos asked if the membership by region has been looked at?

Answer1: Jamie answered that yes, we can add the breakdown in future graphics as we have that data.

Question 2: Sarah Hitching asked what the time commitment is for volunteering, for example the Operations Committee?

Answer2: Jamie answered it is a 2 year commitment, and the meetings are once/month for an hour.

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7. Closing

The meeting closed at 9:30 am GMT.