

The Association of Advanced Practice Educators (AAPE UK)

Friday 29th June 2018

Venue: Glasgow Caledonian University, Cowcaddens Road, Glasgow G4 0BA

Time: 14.55 – 15.45

Minutes from the AGM

Present (including speakers)

Delegates	University/ Organisation	Delegates	University/Organisation
Mary Clare Bancewicz	NHS Greater Glasgow	Victoria Lack	London South Bank
Julian Barratt	Wolverhampton	Paul Leishman (S)	Primary Care
Louise Beesley	Wolverhampton	Katrina Maclaine	London South Bank
Rachel Broomfield	Great Ormond Street, London	Jane Mair	Robert Gordon
Evelyn Charsley		Jacqueline McCallum (S)	GCU
Claire Colvine	NHS Ayrshire	Donna McConnell	Ulster
Mark Cooper	NHS Greater Glasgow	Samantha McDonnell	Warwick
Jo Corlett	Dundee	Evelyn McElhinney	GCU
Helen Currie	Bournemouth	Anna Neary	West of England
Gavin Dolan	NHS Forth Valley	Helen Orton	Liverpool
Caroline Drewe		Nicola Parker-Summers	Coventry
Mark Edwards	Swansea	Fiona Paul	
Catherine Evans	NHS Greater Glasgow	Ruth Pearce	Nottingham
Annabella Gloster	Salford	Jenny Preston (S)	RCOT
Sally Gosling	CSP	Jacky Price	Hertfordshire
Alastair Gray	Coventry	Helen Rushworth	
Kathy Haigh	Cumbria	Elaine Scott Brown	
Lizanne Hamilton-Smith	West of Scotland	Deborah Slade	Oxford Brookes
Jane Harris	NHS Education for Scotland	Liz Smith	Great Ormond Street (Assoc)
Andrew Healy	NHS Greater Glasgow	Lynne Sutcliffe	Cumbria
Andrew Healy ?		Lucy Tomlins	Salford
Colette Henderson	Dundee	Clare Tubbritt	Coventry
Mary Hutchinson	Birmingham City	Hilary Walsgrove	Bournemouth
Robin Hyde	Edinburgh Napier	Stephen Whyte	HEE
Chris Inman	Birmingham City		

1. Welcome and Introductions

Katrina Maclaine welcomed all members to the AGM. Apologies were noted.

2. Minutes of the previous AGM meeting held on 3rd March 2017.

These were approved: proposed by Hilary Walsgrove and seconded by Anna Neary.

3. Matters arising from the minutes

Attendees were reminded of the present committee members and their respective roles. There were no other particular matters arising from the minutes of the last meeting that will not be addressed during the AGM.

4. Chair's report

- a. The chair introduced her report by thanking Hallam Medical for their continued support to AAPE.
- b. **Widening involvement: AAPE UK has been involved in the following activities:**
All 4 countries within the UK have developed policies and professional standards and frameworks for Advanced Practice which are now been implemented. Pharmacists have been contacting AAPE UK for guidance with AP roles. A snap shot of APs has informed AAPE UK that there are now AHPs/Pharmacists registered on AP courses. They will be tracked as part of programme monitoring. The Council of Deans is now working with HEE and moving things forward with AP and ACP apprenticeship.
- c. **Conference contributions**
APs continue to present at international conferences and those organised with the Council of Deans (and HEE). Following in the footsteps of the USA, the UK Advanced Practice week in November 2017 proved very successful
- d. **Social media**
Twitter activity is positive with over 500 tweets to date.
- e. **Updates on the AAPE UK website**
Biographies of committee members are now available and it continues to offer a wider range of resources for AAPE UK members.
- f. **International Affiliate Membership**
A motion has been passed to allow international affiliate membership.

5. Finance Report

The following represents a summary of the AAPE UK Finance Report for 2017/18.

Balance of account on 1st April 2017	£2689.89		
	£ income		£ expenditure
Hallam Medical sponsorship	5000	AAPE UK conference 2017	4156.44
Conference commercial stands	200	Committee members' travel expenses and external meeting expenses includes funding for QNI, HEE, ICN, NMC, RCN, other external influence and inform AP initiatives/ developments	3967.00
Full Institutional Membership fees for 2017/18 = 41 HEIs and 13 Associate members 2018	5562.00 287.50	AAPE UK stand RCN education conference and attendance	960.00
Total income	£10,762.50	Maintenance website and update	341.95
		AAPE UK marketing materials	621.48
		Total expenditure	10,761.56
		Balance of account on 01.03.18	£6304.03

Projected expenditure for 2018-19	£ expenditure
AAPE UK Conference Glasgow 2018	5000.00
Committee expenses; committee and other members' attendance at external meetings; conferences to represent AAPE UK	4000.00
Support for membership to attend meetings/ conferences etc.	3000.00
Website maintenance and updates, marketing goods etc.	750.00
Total projected expenditure	£12,750
Projected income for 2018-19	£ income
Hallam Medical	5000.00
From membership (HEIs: 42 (£150) plus conference individual delegates (15))	6175.00
Conference stands	800.00
Total projected income	£11,975.00

6. Elections

a. Committee roles and membership

Two members of the committee have stepped down [Mark Edwards (Swansea) and Lucy Tomlins (Salford)]. The Chair thanked them for their contributions and wished them well in their future adventures.

b. Nominations

There were no new nominations for the committee.

c. Election results

There were 35 completed voting slips.

Five members of the standing committee were seeking re-election, having already served a previous term of office and were re-elected:

- Donna McConnell
- Evelyn McElhinney
- Anna Neary
- Ruth Pearce
- Claire Tubbritt

If anyone is interested in joining AAPE UK or being part of the committee, delegates were encouraged to contact AAPE UK.

d. AAPE UK Committee members for 2018-19

Katrina Maclaine	Chair	London South Bank University
Annabella Gloster	Deputy Chair/Events Director	University of Salford
Helen Orton	General Secretary	University of Liverpool
Anna Neary	Treasurer and Membership Director	University of the West of England
Evelyn McElhinney	Social media	Glasgow Caledonian University
Kathy Haigh	General member	Cumbria
Chris Inman	General member	Birmingham City
Paula Jeffery	General member	West Ambulance Service Trust (WAST)
Anna Jones	General member	Cardiff
Donna McConnell	General member	Ulster University
Ruth Pearce	General member/ Past Chair	Nottingham
Jacky Price	General member	Hertfordshire
Deborah Slade	General member	Oxford Brookes
Claire Tubbritt	General member	Coventry University
Hilary Walsgrove	General member	Bournemouth University
Pippa Clark	Co-opted	Bournemouth University
Rob Harvey	Co-opted	Bournemouth University

7. Action Plan 2018-19

Continuing points taken from 2017-18 action plan and added to the 2018-19 plan:

- Continued widening AAPE UK's involvement across four countries of UK with associated organisations and collaborative working including Council of Deans; Royal Colleges (RCS and RCEM);
- Actively engage in Advanced Practice week: 11th – 17th November; HEE conference is also that week;
- Report of AHPs and Pharmacist survey ascertaining those undertaking ACP courses to be completed;
- Increase collaborations to explore Midland and North West academies;
- Plan for next year's conference (29th March) in Belfast (Ulster University);

8. Any other business

- The Chair thanked Evelyn McElhinney for hosting the conference at Glasgow Caledonian University.
- Results of the poster competition:
 - First place – poster 10 - Anna Bartosiewicz

9. Date and time of the next meeting:

- a. 2019 AGM and Conference: Friday 28th March 2019 – Belfast (Ulster University)
- b. Next committee meeting – Friday 30th November 2018.

The AGM meeting finished at 15.20hrs.