

**Minutes of the 2005 Annual General Meeting
of the Hospital Infection Society**

**The 2005 AGM was held at the Cardiff City Hall
on Monday 7th November 2005 at 17:45 p.m.**

There were 24 members present (a list of signatures was collected).

Apologies were received from: Dr R Cooke, Professor B Cookson, Dr S Corcoran, Professor H Humphreys, Dr J Richards and Dr H Williams

05.46. Minutes of the 2004 Annual General Meeting - 23 November 2004:
(Previously circulated with the Agenda for the AGM)

The Minutes were signed as a true record by the Chairman (RCS).

05.47. Matters Arising

There were no matters arising that did not appear on the agenda.

05.48. Chairman's Report (Dr R C Spencer) (RCS)
(Previously circulated with the Agenda for the AGM)

RCS recorded his thanks to the Officers of the Society and the staff of HIS headquarters for their ongoing support. He also thanked the Council members stepping down after the AGM: Dr Steve Barrett, Dr Richard Cooke, Dr Adam Fraise, Dr Thekli Gee, Dr Tony Howard and Dr Deirdre Lewis.

The Society has been asked to contribute to initiatives sponsored by various Government departments including: Short life working group to review 1996 "Guidelines on the Control of Infection in Residential and Nursing Homes", two permanent positions on the Medical Microbiology Standing Advisory Committee Royal College of Pathologists, HPA Steering Group on Healthcare Associated Infections.

The HIS is leading on the 3rd National Prevalence Survey of Healthcare Associated Infections and is working closely with the ICNA. Dr Ed Smyth (Belfast) is leading the project and Joanne Enstone has been employed as surveillance co-ordinator. Regional co-ordinators are being recruited and training workshops are planned for early 2006 with a view to data collection between February and May 2006.

The Advisory Committee on Clinical Excellence Awards have announced that HIS is to be regarded as a Recognised Nomination Body. Members wishing support should send their request, together with a copy of their application form to RCS.

05.49. Secretary's Report (Dr M Greig) (MG)
(Previously circulated with the Agenda for the AGM)

There are currently 790 members, of whom 78 are Associates, 49 Trainees and 11 Retired.

There are 3 Council vacancies in 2005 and the Society again used ERS to run the elections. There were eleven nominations and elected to Council for a term of three years are Miss Tina Bradley, Dr Kathy Orr and Dr Andrew Telfer-Brunton.

Dr Thekli Gee is taking maternity leave and stepping down as junior representative, Dr Mary Ashcroft will replace her.

Dr Tim Boswell will take over as Scientific meeting Secretary from January 2006 while Dr Judith Richards continues as Scientific Secretary to the International Conference, and will take over as interim Secretary following the AGM and Dr Marjory Greig takes over the role of Treasurer.

Professor and Mrs Graham Ayliffe will be guests of HIS at the next international conference in Amsterdam.

05.50. Treasurer's Report (Dr A Fraise) (AF)
(Previously circulated with the Agenda for the AGM)

Total assets at 31st March 2005 stood at £2.58M, £572,000 of which represents the value of 162 Kings Cross Road. Although this represents a significant capital base, members must be aware that most of our income comes from the Journal and, with the possibility of open access publishing; this income stream could be significantly reduced in coming years. It is important therefore to ensure that the society has sufficient reserves to allow it to continue its charitable objectives in the face of significantly reduced income.

HIS organised the FIS meeting in 2004, which generated a surplus of £13,000. FIS (management) Ltd is a debtor of the Society resulting from the unsecured loan, which was made on the creation of the company. FIS (management) Ltd has now been removed from the Companies register and the debt, which stands at £5,000, has been written off.

In response to a question concerning the situation regarding the Charity Commission's view of a large surplus of funds, AF reported that, on the advice of our accountants (Chantrey Vellacott) we have created reserves, which identify how much of this capital represents contingency to keep the Journal running, how much represents the premises and how much represents our ongoing commitment to honour the grants we have awarded. Total reserves stand at £1.126M.

05.51 Scientific Secretary's Report (Dr J Richards) (JR)
(Previously circulated with the Agenda for the AGM)

At the beginning of the year the Hospital Infection Society undertook another overseas lecture tour, this time to South Africa. A significant number of seminars, workshops and conferences were held in a number of venues. As a result of this collaboration, the Hospital Infection Society agreed to sponsor a number of bursaries to support the South African Diploma in Infection Control course, organised in Cape Town.

During the course of this year HIS held a joint Spring Meeting in partnership with the British Institute of NHS Engineers. This meeting was well attended, attracting 140 delegates.

In late summer the Hospital Infection Society supported the HPA Annual Conference at Warwick, organising one joint session on HCAs - Best practice in prevention and control.

The next overseas trip, at the invitation of colleagues in Brazil, Chile and Argentina will take place in February 2007.

05.52. Grant Report (Dr R Cooke) (RC)
(Previously circulated with the Agenda for the AGM)

One Major Grant total of £60,000.00 over 3 years was awarded.
Four Minor Grants were awarded from a total of eight submitted totalling £20,994

Two travel grants of £500 were awarded.

05.53. Editor's Report (Dr S Barrett) (SB)
(Previously circulated with the Agenda for the AGM)

Nick Atherton continues to provide full-time support as Editorial Assistant in the Kings Cross office.

The 2003/4 figures were 19% up on the previous 12 months, and the 2004/5 figures are 18% more than 2003/4's. The large number of manuscripts has left the journal with difficulties in getting everything that is accepted into print. The rejection rate has been increased and a word limit set for new submissions; an increase in the number of pages starting in January 2006 has been agreed with our publishers.

March 2005 was the 25th anniversary of the Journal of Hospital infection and a commemorative issue was produced. A commemorative meeting and dinner were held on 21st September sponsored by the Hospital Infection Society and our publishers Elsevier.

Dr Stephanie Dancer will take over as editor on 1st January 2006. The transition is not expected to have any effect on the day to day running of the journal because most of the work is now done electronically.

05.54 Working Party Convenor's Report (Dr G Gopal Rao) (GR)
(Previously circulated with the Agenda for the AGM)

A full list of Working parties with HIS involvement were circulated with the agenda for AGM. GR reported that there is now an increase of involvement in Working Parties.

05.55. Educational Workshop Report (Professor B Cookson) (BC)
(Previously circulated with the Agenda for the AGM)

The HIS collaborated with the BSAC to run MRSA workshops held around England and Wales. The focus was very much on study design/research methodologies.

Guidance on improving study design was discussed and utilised in workshops. This guidance ("ORION") will be made available shortly.

There are increasing numbers of applications for the Diploma in Infection Control (DipHIC) by examination and Accreditation of Prior Learning (APL). The Foundation course was over subscribed this year and was held twice. The Hospital Hygiene course continues to be held twice a year and is usually full too. A paper reviewing the APL is available on the HIS website (Diploma Section) and includes the modified APL CV.

05.56. Trainees Report (Dr Thekli Gee) (TG)
(Previously circulated with the Agenda for the AGM)

A national survey of specialist registrar training in Medical Microbiology has recently been undertaken in the form of a questionnaire to all trainees. Although coordinated through the Association of Medical Microbiology Trainees' Committee the Hospital Infection Society has been involved in formulating questions to assess the quality of infection control training in the United Kingdom and to gauge interest in the Diploma of Hospital Infection Control (DipHIC). Completed questionnaires are currently being collected and the data analysed. Comparisons will be made with a previous survey undertaken several years ago will also be made. Results will be fed back to the Hospital Infection Society in due course.

Trainee membership to the Hospital Infection Society continues to be at the reduced rate of £25 per year which includes a subscription to the Journal of Hospital Infection. Trainees are actively encouraged to join and can do so by following instructions on the Hospital Infection Society web site.

05.57. Any Other Business

There was no other business.

05.58. Date of Next Meeting

The 2006 Annual General Meeting of the Hospital Infection Society will be held in November 2006 (Date and Venue to be announced).

There being no other business the 2004 Annual General Meeting closed at 18.30.
