

CONTACT REPORT

UKPIN



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| Client Name: | UKPIN | UKPIN, Arthur House, 41 Arthur Street, Belfast, BT1 4GB Tel: +44 (0) 28 9044 6292 Fax: +44 (0) 28 9044 7110 |
| Today's date | 24 th June 2015 | |

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| Meeting Participants: | UKPIN David Edgar (DE) DS.Kumararatne (DK) Ravi Sargur (RS) Tomaz Garcez (TG) Sara Marshall (SM) Suzy Elcombe (SE) Claire Bethune (CB) MCI Roisin Jenkins (ROJE) Karen Clarke (KACL) | Peter Arkwright (PA) Bill Egner (BE) |
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| | Responsibility | Action date |
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| Apologies | | |
| Stephen Jolles Rashmi Jain Matthew Buckland Gavin Spickett Emily Carne Scott Hackett Richard Herriott Christine Symons Kimberly Gilmour | | |
| 1. Introduction | | |
| DE welcomed everyone to the meeting and thanked them for coming. | | |
| 2. Minutes of previous meeting & matters arising | | |
| SE highlighted that she returned from maternity leave in June and not August, as listed in the minutes. | | |

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| SM stated that UKPIN has a mission statement which was prepared around the time that it was established. TG said that there was a lengthy mission statement on the existing website. TG agreed to draft a shorter version and circulate to the group. | TG | |
| 3 .Welcome to new members | | |
| DE welcomed Peter, Bill, Gavin, Kimberly and Christine to the UKPIN Steering Group. | | |
| 4. Transition of office bearers | | |
| DE explained that himself and Kumar, as Chair and Treasurer, will be stepping down in the Autumn. He said that MCI had advised that now UKPIN are a registered company there is more responsibility regarding governance. ROJE explained that it is advisable, once DE stands down, he then becomes past chair for 2 years, supporting and advising the current chair. The same would apply to the treasurer position, although the transition period would be shorter. The group were fully supportive of this suggestion. ROJE also advised that UKPIN appoint an Honorary Secretary. This role would involve compliance with the governance of UKPIN. PA asked if the roles needed to be transitioned at the same time. ROJE replied that it was not necessary for them to happen in parallel as long as the roles were formalised and ratified at the AGM. All present agreed that they were happy with the proposals. DE asked that Expression of Interest forms be sent to the members of the Steering Group who are eligible to stand. | MCI | |
| 5. Finance | | |
| Kumar talked through the balance sheet and explained that he and DE will update this and circulate to the Steering Group. | | |
| a) Sponsorship DE reported on positive discussions with sponsors and confirmed that Shire, CSL, Octapharma, Baxalta have confirmed their support and he is hopeful Grifols will confirm in the near future. Unfortunately, BPL are unable to support UKPIN this year. | | |
| b) Proposed membership fees DE reported it was previously agreed by the Steering Group that UKPIN would charge membership fees. MCI have provided some guidance on membership fees and categories. It was agreed that DE and MCI will work on a draft proposal for fees and circulate to the Steering Group for comment. PA asked if discount could be offered to those who are a member of other organisations. DE reported that he had had preliminary discussions with other organisations and would explore this further. | DE/MCI | |
| c) Travel policy form DE referred to the UKPIN expenses form that was circulated before the meeting. As UKPIN are about to become a registered charity, the expenses policy needs to be clear. Some discussion | | |

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| 10. Standards and Guidelines | | |
| SM reported that she and Stephen Jolles have been unable to meet to discuss how to take this forward. After the meeting, SG will report back to the Steering Group. | SM | |
| 11. IVIG Database | | |
| DE informed the group that MDSAS and UKPIN are linking up to produce a report which he hopes will be of vales to the centres. Once a draft is complete, DE will circulate around the Steering Group. | DE | |
| 12. AOB | | |
| SM asked if UKPIN needed a Conflict of Interest policy. It was agreed that SM and BE would draft a paper and this would appear on the agenda of the next Steering Group meeting. | SM/BE | |
| 13. Next meeting | | |
| All agreed it would be useful to have another tele-conference in September. MCI to circulate Doodle poll to find a suitable date. David thanked everyone for their time. | MCI | |