

**MINUTES OF THE TWENTIETH ANNUAL GENERAL MEETING
AND RESOLUTIONS
of
PRIMARY CARE RESPIRATORY SOCIETY UK**

THE TWENTIETH ANNUAL GENERAL MEETING of PRIMARY CARE RESPIRATORY SOCIETY UK (“the Company”) was held on Friday 25th September 2020 at 0815 – 0900hrs via BigMarker.

There were 52 attendees at the meeting of which at least 36 were formal members. The meeting was chaired by Professor Martyn Partridge, chair of the trustees of the society. In attendance were Carol Stonham, chair of the PCRS Executive and Lynn Ladbrook, company secretary and Chief Executive of the society.

Professor Martyn Partridge welcomed everyone to the meeting.

The minutes of the annual general meeting held on 21st September 2019 were reviewed and approved.

Carol Stonham outlined the achievements of the society in 2019 including the Fit to Care, Asthma Right Care and Greener Healthcare Campaigns. She reported on the continued success of core programmes including the conference, PCRU, Respiratory Leaders Programme Board, Affiliated Groups and the Mentorship Programme which was new for 2019. She outlined PCRS’ work in influencing policy and setting standards especially producing position statements and the PCRA Commissioning Platform roadshow events. The respiratory framework, which was launched in 2018 was updated in 2019 to map the Fit to Care framework and workforce planning. There are some challenges that need addressing in 2020 such as attracting new sponsors and increasing exhibition sales.

Martyn Partridge welcomed Lynn Ladbrook. Lynn highlighted that the more rigorous approach to communications established in 2018 had led to a significant increase of traffic to the website, more followers on social media and an increase in open rates and click throughs on the membership e-newsletter “In Touch”. Membership also remains stable.

Lynn summarised the financial picture. Funding had decreased by around 20% compared to 2018. A reduced level of sponsorship was due to a difficult pharmaceutical industry market environment primarily due to the genericisation of the respiratory market. Income from conference was also marginally down on 2018. The signs at the end of 2019 were such that the trustees agreed that the reduced level of funding was likely to continue for the foreseeable future. Preparatory work was undertaken for an expenditure review in early 2020. There was an increase in expenditure up on

previous years due to investment in a new digital marketing strategy, and project related expenditure including ARC and tobacco dependency work. The result was a planned deficit and was affordable at this current time. Reserves continue to be healthy and within the minimum level cited in the Reserves Policy.

Lynn outlined the business activities in 2020 and plans for 2021 and thanked the corporate supporters. The priorities for 2020 are to build and consolidate on the achievements of 2019 and cut expenditure to ensure long term financial stability of PCRS, and to ensure a smooth transition to a new CEO. COVID-19 has had a significant impact on activity in 2020. Although, the impact had been minimal to business operations as the organisation operated virtually in any case, all face to face events have been postponed until 2021, with the annual conference, green healthcare summit, Respiratory Leaders events and Asthma Right Care summits moved on line. COVID-19 had also caused some uncertainty amongst sponsors and exhibitors as to whether they would go forward with specific activities and events, which had a knock on effect on some funding. . However, there has been a dramatic increase in the need for information and guidance amongst the membership and an increase in awareness of respiratory and certainly amplified the need for PCRS and its expertise and services at this time.

In 2021, PCRS will continue with its main objectives including work around setting standards and influencing policy, promoting research, continuing to support professional development, build reach, and profile of the organisation through engagement, collaboration, and awareness, as well as taking forward focussed campaigns such as Winter Wrapped and Greener Healthcare. .

Martyn Partridge thanked all those involved in the delivery of PCRS' wide range of activities and programmes to a professional high standard and gave special thanks to Carol Stonham and Lynn Ladbrook.

The accounts and report of the directors for the period 1st January 2019 – 31st December 2019 were presented to and received by the membership.

The following resolutions were approved:

- A. To re-elect Jane Watson as a trustee (36 votes, 2 abstains)
- B. To re-appoint MHA MacIntyre Hudson Audit LLP as auditors to the charity until the completion of the next annual general meeting of the Company at which accounts are laid and to authorise the trustees to fix their remuneration. (35 Votes, 0 Abstains)

Two Honorary Life Memberships were awarded:

1. Anne Smith , Chief Executive, 2004 -2019
2. Brown Thompson, Policy Consultant, 2002- 2019

Martyn Partridge thanked the PCRS Executive Team, Conference Organising Committee and Red Hot Irons for the professional format of the AGM and Conference.

By order of the Trustees

A registered Charity (Number: 1098117)

Lynn Ladbrook
Company Secretary
September 2020