

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

THE TWENTY FIRST ANNUAL GENERAL MEETING of PRIMARY CARE RESPIRATORY SOCIETY UK (“the Company”) was held on Friday 24th September 2021 via Zoom video conference.

There were 70 attendees at the meeting of which at least 25 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 Friday 25th September 2020 were reviewed and approved.

Lynn Ladbrook outlined the achievements of the association in 2020. She reported on the impact of COVID-19 on PCRS’s reach and engagement. She highlighted that the number of web page views had increased by 104% with downloads increasing by 50% , a reflection of PCRS’ reponse to the pandemic through the popularity of COVID resources. She confirmed there were 26,549 visitors to PCRS’s COVID -19 webpages. Lynn advised that 2020 was a successful year for online events, with the virtual conference achieving 595 attendees, an increase of 27% on previous years face-to-face. She also summarised the financial picture, income was down by 2.88% and expenditure down by 29% mainly due to reduced costs of hosting events and meetings virtually she reported that the charity had reported a surplus at year end largely due to income being secured in 2020 for activity in 2021. and the Society’s free reserves remained above the minimum level required under the Charity’s Reserves policy.

Carol Stonham outlined the society’s priorities for 2020 including; supporting members through the pandemic; driving change through the Greener Healthcare and Asthma Right Care campaigns; supporting members’ professional development; ensuring that best practice and respiratory care remains high on the policy agenda; educating the wider generalist primary care audience through PCRA; supporting effective commissioning and service provision and promoting real world research through the research network and *npj PCRM*. She highlighted the quick response and production of practical resources on COVID-19 for members. She reported on the continued success of core programmes including the conference, respiratory leaders programme, affiliated groups (renamed Peer Support networks in 2021), and mentorship programmes. She outlined PCRS’ work in influencing policy and setting standards including the production of position statements, the PCRA Commissioning Platform and respiratory service framework.

Lynn Ladbrook provided a financial overview confirming that total income was down on budget, largely due to reduced income from conference but net income was better than forecast. She highlighted that

membership figures show there has been a drop in members. She confirmed this is an area which will need investigating and she will be working on how to increase the uptake in formal membership. She reported that the non-member mailing list has increased.

Lynn thanked all corporate and conference sponsors and outlined the Society's charitable priorities for 2021 around campaigns, influencing policy, Continuous Professional Development (CPD), reaching a wider generalist audience, service delivery and research. She highlighted the business operational objectives for 2021 of building the brand and reducing turnover in membership, consolidating the role of the Patient Representative Group, effective and equal partnerships, effective governance, empowered and efficient operations teams, supporting leads and effective succession planning. She also outlined the financial and commercial objectives for 2021, including a refreshed programme for corporate sponsors, diversifying the corporate supporter base, reaching out to trusts and foundations, developing and promoting commercial services and continuing to make expenditure savings.

The accounts and report of the directors for the period 1st January 2020 – 1st December 2020 were presented to and received by the membership.

The following resolutions were approved:

- A. To elect Richard Walker as a trustee.
- 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.

Martin Partridge thanked his fellow trustees for all their hard work over past year and gave special thanks to retiring trustees Jane Watson, who is still very active in the Society as the new Research Lead, and Alison Clough, who has been a great support over the past 10 years.

Martin announced that PCRS is currently advertising for two new trustees with legal expertise and/ or experience of pharmaceutical companies and urged members who are interested to apply for these roles.

By order of the Trustees
A registered Charity (Number: 1098117)

Lynn Ladbrook
Company Secretary
September 2021