



BHS Executive Meeting

Sunday 17th November 2019 2000-2200

Minutes

Venue: Teleconference

- 1) Apologies: AG
- 2) Present: SJ, NW, AM, VK, MW, TB, JH, AH, DM
- 3) Minutes of the Executive Meeting 6^h October 2019
 - a) Action points (items already addressed in bold)
 - i) **MW to collect feedback from BOA and send once available – requested**
(1) No reply as yet - requested
 - ii) **JH will contact HSBC to arrange transfer of money to Danske account**
 - iii) **SJ to email BOA to inform of HSBC account closure – complete**
(1) BOA also made aware of changes to AGM organiser
 - iv) **AG will identify hourly rate for membership admin and circulate for approval**
 - v) **AG will chase reply from Stryker about outstanding fellowship money - complete**
 - vi) **NW has paid this and will submit claim for expenses - complete**
 - vii) **NW will add abstract system to old website next week**
 - viii) **VK requested NW to discuss option of education portal with Digiology – see below**
 - ix) **SJ to confirm timeline for website etc with NW**
 - x) **JH and SJ to meet at venue with Jai Mistry – end October**
 - xi) **MW to contact Dr Tony Goldstone about attending – no reply**
 - xii) **SJ suggested an email to John Skinner and BOA President asking what they felt next steps for BHS should be. SJ to write – complete**
(1) See below
 - xiii) **AG will share BOECS for review**
 - xiv) **MW to add Blue Book to agenda for November 2019 meeting for further discussion**
 - xv) All to review constitution and return to MW with comments/ edits
(1) 28 days notice to members required before vote at AGM on points of change
 - b) Matters arising
 - i) SJ has responded to NICE consultation document following feedback from Executive
- 1) Treasurer update (AG)
 - a) AG emailed document as unable to attend. See Appendix 1

- i) VAT
 - (1) No other suggestions accountants. SJ suggested await quotes and request third if large difference
 - ii) BOA
 - (1) After discussion with Hazel Choules expecting approx. £60K profit
 - (2) Significant insurance increase accounting for large proportion of £5K over budget
 - (3) Still some expenses eg registration costs but still expecting £50K profit
 - iii) Membership
 - (1) New account will be used for membership only to simplify auditing
 - (2) Exec agree additional 20 hours for admin for membership database review
 - iv) NAHR account closing balance
 - (1) Final statement with AG

- 2) Fellowship Update (SJ)
 - a) Industry
 - i) All fellowships signed off
 - (1) SJ to contact BOA about Zimmer fellowship reconciliation**
 - b) Non-industry
 - i) **SJ to advertise 2020/2021 fellowships in upcoming newsletter**
 - (1) European Travelling Fellowship
 - (a) Two awards £1500 each
 - (2) Rothman Ranawat fellowship
 - (a) One award AHS sponsored
 - c) AH approached by AK Medical who are keen to support Chinese surgeon visit to UK and vice versa.
 - (1) JH expressed concern about the industry involvement
 - (2) AH suggested this could be arranged via the Chinese Orthopaedic Association (COA)
 - (3) VK stated SICOT has 'memorandum of understanding' arrangement with COA
 - (4) TB expressed concern that current fellowships are not widely applied for and perhaps a new fellowship would not attract much interest
 - (5) SJ suggested AH feeds back that the BHS Exec would be keen to make this a formal arrangement with COA and explore high level COA contacts. AH to contact HK Medical and feedback**

- 3) Membership Approvals (MW)
 - a) 14 membership applications
 - i) Three with approval from two members

- 4) NAHR (VK)
 - a) 4th Annual Report well received at ISHA
 - b) Concept of an International Registry – presentation made to ISHA Board

- will revert back
 - c) Memorandum of Understanding to be shared with Greece and South Africa to share MDS etc
 - d) Will be run via Amplitude
- 5) Website (NW)
- a) NW has circulated a design that met with approval from Exec
 - b) Keen to progress in order for launch at BHS 2020
 - c) NW happy with feedback from Digiology
 - d) SJ queried milestones
 - i) NW has requested this from Digiology
 - (1) Aiming for end 2019 to review working portal
 - ii) Hopeful to send updated logo suggestions middle December
- 6) BHS 2020 (SJ)
- a) Topic in Focus 1
 - i) Three submissions
 - (1) Day-case arthroplasty
 - (2) 3D printing
 - (3) Revision arthroplasty
 - (a) Exec all gave independent ranking
 - (b) Day-case submission came top
 - (c) MW to inform all submissions**
 - (d) Will be made clear on programme that this was submitted proposal
 - b) Emerging Surgeons
 - i) DM has confirmed with Ben Burston and Chris Gooding
 - c) Chase DeVere confirmed
 - d) Industry
 - i) Eight in total – four major, four minor
 - ii) Run four major next to each other on Wednesday
 - iii) Run four minors next to each other on Thursday
 - e) Review of posters – NW happy to lead this
 - f) Topic in Focus 3
 - i) Options
 - (1) Discussion of networking progress with BASK
 - (2) Tumour review
 - ii) JH suggested members would be most interested to hear BOA thoughts, BHS plans and then have open discussion with members present. JH has asked if Andrew Price or Andy Toms can come to present where BASK is at present
 - iii) JH suggested introducing network subject in first 'Hot Topic' session under 'Networked Care' talk – all agreed
 - g) INFORM group have confirmed session for Friday afternoon
 - h) Abstracts
 - i) 181 abstracts
 - ii) Gone to five reviewers of Exec.
 - iii) NW pointed out there is option to declare conflict for own submissions

- i) SJ has meeting at Venue 5th December with Hazel Choules and Team
 - 7) Research Sub-committee (JH & TB)
 - a) TB will offer members of committee opportunity to present at BHS 2020 to give platform
 - b) SJ has enquired about industry funding for priority setting partnership
 - i) Industry require clarity over invoiced activity in order to release money
 - (1) Zimmer Biomet have agreed £35K – paperwork in process
 - (2) Smith & Nephew – hopeful for £20-25K
 - (a) Require brief outline of what JLA and PSP is – TB to complete and forward to SJ by week 1 December**
 - (3) JH approaching Stryker
 - ii) VK happy to consider PSP for NAHR if funds allow
- 8) Education Sub-committee (VK & AH)
 - a) VK has circulated program. Exec approved.
 - b) VK will send invites to speakers to be sent today**
 - c) Cost £50 for trainees
 - d) BOTA will advertise free of charge
 - e) SJ suggested BOTA could send to programme directors
 - f) VK suggested SAC via Mark Bowditch could share to TPDs
- 9) Hip Revision Network
 - a) SJ stated some engagement from BASK
 - b) Andrew Price has meeting with Phil Turner 27th November
 - i) ARM hopeful to attend and represent BHS
 - c) Simon Jameson has requested surgeon level activity from NJR on behalf of BHS mirroring BASK data.
 - i) Data hopefully back end November
 - d) SJ has said BASK have offered to share their work to date
 - e) SJ has been given Welsh Network Guidance from Rhidian Morgan Jones
 - i) This seems largely based on surgeon volume rather than any other metric of quality
 - f) Particular emphasis for hip guidance needs to be around PPF
- 10) Blue Book
 - a) SJ happy to proceed with BOAST rather than full blue book rewrite
 - b) Order of BOASTs to follow patient journey
 - c) First guidance – Pre-operative care/ optimization
 - i) Emphasis on auditable standards
 - (1) Eg MRSA/ MSSA screening/ Urine Screening/ Hb1Ac, Pre-op anaemia etc
 - ii) MW to approach working group to start to develop guidance
- 11) AOB
 - a) NW stated at recent FIPO meeting stated PHIN are going to request more complete appraisal information for open platform sharing
 - b) NW stated PHIN are reviewing coding for robotic assisted arthroplasty

c) JH reminded everyone away-day 22nd April 2020 in Birmingham

12) Date of Next Meeting – Sunday 5th January 2020

Appendix 1:

Treasurers Report for BHS Conference Call 17th November 2019

Danske Charity Account £168,039.25

Danske BusInv Account £1749.62

Santander account – referred to underwriters. Awaiting confirmation that account is open and online access.

Outgoings (Oct 1st - Nov 7th)

KM Medical (Oct)	£220
Survey Monkey subscription	£320
AHS / EHS expenses Nottingham	£315.17
Accountant fee (VAT registration	£446.15
Henrik Malchau expenses	£1636.96. (Claimed back from JCT)
Hiscox Insurance for BHS 2020	£1673.06
KM Medical (Nov)	£220
Matt Wilson (Crystal)	£180.92
Matt Wilson (BOA Coffee/lunch)	£81.42
Nic Wardle (Oxford Abstracts)	£480

VAT

VAT registration complete

In process of changing the account associated with VAT to Danske account. (Was originally HSBC)

Have asked two accountants for quotes wrt doing the VAT return for the BHS

Mathews Sutton (my accountant)

Sandesson and Eason (used by a lot of my colleagues)

Happy to get quotes from anyone else if the Exec wishes

BHS 2020 meeting

Awaiting cost breakdown from Hazel so that we can compare to Jai's

Awaiting first bill from Hazel (£6k). Was due on 1st November

Hiscox insurance paid

Hazel should be sending the invoices out to industry. Have chased her.

All stands sold at BHS. 8 premium. 8 standard. 1 pension presentation

Therefore, industry income should be £110,400 (plus VAT)

Plan moving forward is :

All industry sponsorship monies will go into the Danske Account

All membership subs will be paid by DD into the new Santander account

Membership Review'

Liz Newton (research secretary at Wrightington) and I have undertaken a review of the membership database, cross referencing it with banks statements and the website database.

We are now in a position to start sending out emails outlining the conversion to DD. I have a clear picture of when peoples' subs are due and who owes money.

The only thing holding up this process is confirmation of the new Santander sort code and account number. Once I have this and on-line access I will transfer some money into the Santander account, set up the GoCardless DD system and start sending out the emails on an individual basis.

I have set up a BHS Treasurer gmail address in order to facilitate this.

I am hoping that I will be in a position to get the emails out starting the end of November.

Liz has done 23 hours work so far. It was envisaged that she would do up to 30 hours. It may be that we will need her for a few more I am afraid, but it will be money well spent. **Can I ask the exec to authorise a further 20 hours.**

NAHR

The NAHR has a balance of £38,182.48. I am awaiting a closing statement from the NAHR account to confirm this. JH has requested this.

I plan to move the NAHR monies into the Danske BusInv Account and move the current balance of £1749.62 across to the Danske BHS account.

Going forward we will have three separate and discreet accounts :

Danske Charity Account (Industry)

Santander Treasurers (Memberships)

Danske Bus Inv Account (NAHR)

Anil Gambhir 07.11.19