

Academy of Pharmaceutical Sciences Annual General Meeting

Friday 16th October 2020



Agenda

1. Minutes of 2019 AGM
2. Chair's report
3. Financial report and acceptance of accounts
4. Appointment of accountants
5. Changes to the Board of Directors
 - Appointments
 - Resignations
 - Ratification of new Directors
6. AOB

1. 2019 Minutes

- E-copy sent ahead
- The meeting is requested to approve the minutes

2. Chair's report

- As reported at the last AGM, Mark McAllister's term as Chair ended in January 2020
 - The Board recognised Mark's contributions with the Academy Medal
 - I would like to formally acknowledge and thank Mark at this AGM
- Jo Craig was officially welcomed as the new Chair for calendar years 2020/2021 in April 2020
- The new Chair Elect position will be selected for office commencing in January 2021, and will become Chair in January 2022 in line with the new process described in 2019 AGM

2. Chair's report

2020 has been a year that no-one expected. The Academy has been challenged by the impact of Covid-19 but also seized the opportunity to operate differently:

- The 4 F2F Board meetings per year have been replaced with 6 weekly Zoom VTCs
 - Better connected, enhanced attendance, and fantastic engagement and contributions
- The impact on our income will be discussed in the Financial section but I am delighted that overall we have a robust financial plan
- Although our PharmSci Conference was cancelled in September 2020 we are able to transfer the majority of our Scientific programme forward to 2021
- We have seen the emergence of our 'free to members' webinar series, with the first of four 'Age-Related' webinars successfully delivered last month, and further programmes to follow in 2020 including training webinars
- We have launched our Members Only area on the website to provide on-line conference and seminar materials
- We have launched a Covid-19 information centre on our website

2. Chairs' report – operating in a virtual world



2. Chair's report

- Membership
 - Our membership has grown and our offering continues to be assessed
- International Reach
 - We continue to be a member of FIP and our attendance at FIP events has been enabled through the virtual operational model this year
- Newsletter
 - Our new newsletter was launched in July 2020 with another edition due shortly
- APS Accreditation Process
 - We continue to get enquiries throughout 2020 and expect some of these to materialise into new accreditations in 2021
 - A student membership scheme for our 3 accredited institutions is now fully operational and we have welcomed many new student member to APS
- Operations Model
 - We have built on the new distributed model (IT, Finance, Administrative support) and recruited our first office administrator position in January, with a successful handover to a new person in October

2. Chair's report – current areas of focus

- Continue to define and enhance the value of APS membership and improve communications to members
- Plan for successful PharmSci 2021 conference with a back-up virtual option
- Deliver virtual events / webinars during 2020/2021 via our Focus Groups
- Refresh the Focus Group model and initiate new groups as required
- Support our accreditation process
- Reinforce our value to sponsors and issue a 2020 report
- Continue to develop our operational support model to deliver our core activities on time and to budget

2. Chair's report

- Sincere thanks to our Board and Advisory Board members for all their support this year and for the activities they have led
- Special thanks to Carol O'Connor (APS Scientific Administrator) and Geoff Davison (APS Treasurer)
- Sincere thanks to our outgoing Board directors Jayne Lawrence, Helen Barker and Fran Greco

3. Financial 2019/20 report and acceptance of accounts

- The APS made an £836 profit* in 2019/20 (viz prior years 2018/19 £18k; 2017/18 £54k; 2016/17 £28k; 2015/16 -£40k).
- The Board will undertake a final review the 2019/20 FY accounts at the next Board meeting and file shortly afterwards.

* Note: provisional figures

3. Financial report - forecast

For the 2020/21 financial year:

- Due to the Covid pandemic, APS is not been in a position to run face to face events during the 2020/21 FY and PharmSci 2020 was cancelled.
- APS will run a small number of events online which are not aimed at making significant profit.
- APS has secured sponsorship from our 4 corporate sponsors for the 2020 year and some is allocated to developing our online events delivery.
- APS now deliver accreditation of pharmaceutical sciences courses, but this has been limited by Covid.
- APS has re-forecast income and expenditure to take account of the limitations noted above.
- APS is forecasting a c£3.3k loss recognising the limitations which the Covid pandemic places on our income generating activities.
- We currently look on track to meet the budgeted position.

4. Appointment of accountants

- Geoff Davison has been Treasurer of APS since Sept 2016.
- NMF Accounting and Bookkeeping Services look after all aspects of the day to day finances of APS including preparation of the year end accounts.
- Integral Finance provide annual professional financial management information and reports to the Board at year end.
- Year end accounts and financial statements filed at Companies House are prepared by NMF Accounting and Bookkeeping Services and filed by Integral Finance.

5. Changes to the Board of Directors

Appointments

- Maria-Begona Delgado-Charro was appointed as a Director on 28th January 2020.
- Jo Craig was appointed as a Director on 29th May 2020.
- Julie Cahill has agreed to serve for a further 3-year term and will remain a Director for that period.

Resignations

- Francesca Greco will resign from the Board following this meeting.
- Jayne Lawrence has reached the end of 2 x 3-year appointment periods and will resign from the Board following this meeting.
- Helen Barker has reached the end of 2 x 3-year appointment periods and will resign from the Board following this meeting.

Ratification of new Directors

- The Board will seek nominations and appoint two more Directors during Q4 2020.
- The Board will inform the membership via the website.

Any other business

- No further business or special resolutions were submitted to us by 9th October 2020 per the notice of Annual General Meeting.
- The meeting is therefore closed.

Thank you for attending