

**Minutes of the ACPIN Annual General Meeting held at MECC Maastricht on
on 23rd May 2019.**

Present

ACPIN Board

Jane Burridge, President

Jakko Brouwers, Chair

Adine Adonis, Vice Chair

Jonathan McCrea, Cabinet Member for Public Affairs

Richard Pawsey, Cabinet Member for Professional Development
and Practice

Nicola Guck, Cabinet Member for Regional Affairs

Eleanor Butler, Cabinet Member for Conferences and Sectorial
Networks

Praveen Kumar – Cabinet Member for Publications and Knowledge
Dissemination

Catherine Blackwell – ACPIN Secretary

ACPIN Regional Representatives – attending in person

Ann Eisenthal – Sussex ACPIN

Anna Ziemer – Manchester ACPIN

Cameron Lindsay – Northern Ireland ACPIN

Christy Holland – Yorkshire ACPIN

Gary Morris – Wales ACPIN

Josh Kwant – Northern Ireland ACPIN

Katherine Roch – Wales ACPIN

Lait Vives – Oxford ACPIN

Lesley Charman – Northern ACPIN

Louise Johnson – West Midlands ACPIN

Marianne Hensman – West Midlands ACPIN

Patricia Richardson – Yorkshire ACPIN

Rachel Hanson – Northern ACPIN

Rowena Wright – Yorkshire ACPIN

Ruth Turk – Surrey ACPIN

Samantha Miggins- Wales ACPIN

Sarah Harling – Wales ACPIN

Sarah Sparkes – London ACPIN

Stephen Williams – Wessex ACPIN

Steven Ashford – London ACPIN

Victor Utti – East Anglia ACPIN

ACPIN Regional Representatives – attending on-line

Adele Griffiths – Wales ACPIN

Carly Elphick – Oxford ACPIN

Debbie Soave – Sussex ACPIN
James Sampson – Kent ACPIN
Paul Cunningham – South West ACPIN
Suk Wong – Scotland ACPIN
Thomas Habgood – Wales ACPIN

Apologies

ACPIN Board

Joanna Kileff, Honorary Treasurer
Lorraine Azam, Cabinet Member for Membership Affairs

ACPIN Regional Representatives

Merseyside ACPIN (represented by Merseyside rep)
North Trent ACPIN
South Trent ACPIN

APOLOGIES

Jakko Brouwers (the Chair) welcomed the AGM and ran through introductions, apologies and the agenda.

DECLARATIONS OF INTEREST

The AGM declared that there were no declarations of interest.

AGM PRESENTATION PACK

The Chair confirmed that all those present had access to the full AGM Pack via the ACPIN website, and printed copies were available for those who attended in person.

The AGM was streamed live via video conference for those who were unable to be present in Maastricht in person. A recorded version would be made available on the ACPIN website when the meeting concluded for any other members of ACPIN to view at their leisure.

CHAIRMAN'S REPORT

The Chair confirmed that after 5 years in the position as Chair, that he would be standing down, effective at the end of the AGM. The new Chair was confirmed henceforth as Adine Adonis who had previously held the position of Vice Chair. A new Vice Chair is yet to be confirmed. The Chair confirmed that he would continue his involvement with ACPIN and will remain as a cabinet member on the Board.

The Chair thanked all ACPIN members for their energy, drive and enthusiasm in helping ACPIN to achieve the goals it set out in the previous AGM. The transformation of ACPIN to the independent professional organisation with international credibility which it is today, has been largely due to the passion and commitment shown by its members.

The Chair outlined ACPIN's numerous key achievements since the last AGM activities since the last AGM which included:

- Achieving Charitable Status
- A series of successful online meetings and lectures
- International Conference 2016-2020
- Governance structure Regions / Board / Council / Trustees
- ACPIN Vision for profession (Vision 2020)
- International Collaboration
- Synapse and Headlines online
- Regions and members survey
- Increased membership
- An improved Financial position

ACPIN Office

The Chair confirmed that ACPIN's office has also seen a period of growth and development, with 3 staff now onboard to help support the Administrative functions of ACPIN. These include; a Secretary, Membership Support Administrator and a Charity Administrator.

The addition of these new staff will help ACPIN to deliver on agreed objectives into 2019 and beyond, with additional revenue being raised through fundraising, grants and other activities, thereby improving ACPIN's financial security and setting a good foundation for its future activities.

ACPIN Website

The Chair highlighted the development of the new ACPIN Website which was launched on 10th May. The new website offers a vastly improved platform through which ACPIN can communicate with its members as well as allowing course bookings to be made and paid for online via debit and credit card and bank transfer as well as the more traditional methods. The Chair acknowledged the many hours of hard work by Corinna Robinson which greatly assisted in the delivery this key achievement within the agreed timeframe.

Charity Status

A key milestone in ACPIN's development was the achievement of Charity Status on 26th September 2018. In order to achieve this, ACPIN needed to change its structure both operationally and in governance terms. The Executive Committee was reformed from a National Meeting to a Board of Directors who take overall operational responsibility of the whole organisation, as well as a Council with representatives from each region, to whom the Board is responsible.

The achievement of Charity Status opens many more doors for ACPIN and allows it to maximise the potential to receive grants and other funding both from the government and private sectors.

ACPIN's charity status also reflects the desires and objectives of each of its members, namely to give the best care, help and assistance to patients and their carers. It therefore made complete sense for ACPIN to follow this goal through to fruition in September 2018.

Along with charity status, comes the responsibility of ACPIN and its members to act in a certain way and in tandem with this, the Board members have each signed up to the Nolan Principles of Public Life which centre around selflessness and acting for the benefit of others and society at large. The Nolan Principles now form an integral part of everything ACPIN and its members do.

Being a registered charity, ACPIN becomes financially accountable for all funds it raises through its various activities. This means that ACPIN's accounts are now independently audited and annually submitted to the charity commission. ACPIN is committed to ensure that every penny is accounted for and started a review of its regional finances in July 2016. A national treasurer forum has also been set up to help with transparency and developing rigorous financial controls throughout ACPIN's regional offices and for all its activities.

Fundraising

In line with registered Charity Status, ACPIN will aim to step up its fundraising activities throughout 2019 and beyond. The newly appointed Charity Support Administrator will play a key role in ACPIN's fundraising strategy and in ensuring that activities remain true to ACPIN's core values whilst promoting the organisation and raising its profile.

Fundraising needs to be done not just with the aim of raising ever bigger sums but with specific projects in mind which are costed so fundraising can be towards a tangible goal and can show quantifiable output from ACPIN.

There are other funding opportunities where funding can be applied for from grant giving organisations. These often have conditions attached to their grants such that the grant is to be used in a specific way. ACPIN will need to develop ideas of what projects it wants to undertake in future and then seek grants which align to those outputs before writing funding applications. ACPIN will need to manage these projects so that it can show what the impact it has made in relation to the Objects. Impact reports are expected to be submitted to the Charity Commission annually. The ACPIN Office will play a role in managing the projects and collating evidence for Impact but we need ACPIN Members to volunteer with ideas and a willingness to undertake project work.

Further updates on fundraising strategy and activities will be published through the ACPIN Website and social media groups.

Financial Summary

The Treasurer's Report and draft Financial Statements for 2018 were submitted within the AGM pack and were available for all to review and comment if desired. The accounts were prepared by Martin and Co. professional accountants, in line with Charity Commission guidelines.

The Chair thanked ACPIN's regional treasurers for their collaboration in helping to reconcile regional accounts which gives a true picture of the funds received nationally and what these funds have been spent on.

The Chair identified that, although some regions operated at a loss, overall the regional accounts remained stable with some £120k+ currently being held in regional bank accounts.

Although reserves remain stable, it is clear that some regions are struggling and this is why the Board has compiled the consultation document to reorganise the regions so that we can all reap the benefits of cost savings and greater efficiencies for the benefit of our members. The full consultation document is available to view in the AGM pack. This matter is still very much open for discussion and a working party will be set up to work through the possibilities and connotations for regions moving forward.

PORTFOLIO SUMMARY

The Chair moved to present summaries from each of the Board portfolio holders.

Portfolio performance – Conference and Sectoral Networks

The conference vision remains to continue to raise the profile of ACPIN on the international stage and to extend ACPIN's reach and influence through collaboration and growth.

The high standards of the events ACPIN has previously hosted needs to be maintained and engagement with the membership remains crucial to support the events and to provide enthusiasm and inspiration. Sectoral networks will play a vital role going forward and will form part of the embedded structure of ACPIN

Portfolio Performance – Public Affairs

The primary objectives have been to raise awareness of ACPIN through media appearances, the CSP Press office and by having articles published in Frontline magazine. The aim of Public Affairs is to continue this positive momentum of media exposure for ACPIN and endeavour to make us a 'household name' in the field of neuro-physiotherapists. ACPIN's is at an exciting point in its development and Public Affairs stands ready to support where needed and work in collaboration with our ACPIN Board in the delivery of our business strategy.

Portfolio Performance – Membership Affairs

ACPIN membership has continued to grow with now over 3,000 in the ACPIN community. A new breadth of membership will support ACPIN in providing expertise and a voice for those with an interest in neurorehabilitation. A new membership database to be launched within the coming months - members can already book any ACPIN course online and access new content. Continues representation of ACPIN on the Stroke Workforce Working Group that reports to the Stroke Programme Board of NHS England, as required.

Portfolio Performance – Regional Affairs

There will on-going requirements to ensure that strategic change is challenged and driven by not only the Board but also by the Regional committees. Proposed reorganisation of the Regions is under consultation until 1st January 2020. Some regions have been struggling both operationally and in terms of raising funds, and this has unfortunately resulted in 2 regions have folding this year. The proposed reorganisation aims to maximise efficiencies for the benefit of its members and to pool resources and take some of the pressures off ACPIN's volunteers.

Portfolio Performance – Publications and Knowledge Dissemination

Much has been achieved in the last two years, including the separation of Synapse and Headlines and enabling these to be published online, increasing readership and improving accessibility for the wider online community.

We will aim to grow upon experiences and key learnings over the last 2 years and to raise the profile of our publications through renown publishers.

Synapse and Headlines are always looking for new contributors and welcomes input from undergraduates as well as graduates

Portfolio Performance – Professional Development and Practice

Professional Development and Practice remains committed to focussing to develop a robust and cohesive framework of continued professional development which is eligible for accreditation. We will seek to recruit a working group of educators and clinical practitioners to identify the knowledge, skills and behaviours required for an ACPIN Accredited Qualification, as well as engaging with other professional networks and Higher Education Institutes (HEIs) to generate a model of how accreditation will be achieved.

Portfolio Performance – Research and Commercial Mailings

With the enhanced social media coverage and interactive sessions, members will become more engaged with ACPIN's activities and this will help to increase membership numbers and overall exposure for ACPIN.

The Research portfolio continues to be developed in keeping with the output of the research group on 2018.

After summarising each portfolio, the Chair invited members to register their support for any of the portfolios. Members may contact the secretary (secretary@acpin.net) if they wish to offer their support.

PRESIDENT'S ADDRESS

ACPIN President, Jane Burridge, presented her summary for the last financial year 2018.

The President acknowledged and thanked the Chair for his dedicated service to ACPIN over the past 5 years, during which ACPIN has transformed to become one of the leading and largest CSP professional networks.

The President formally welcomed Adine Adonis as the new Chair and summarised her key achievements which align to ACPIN's vision and core objectives.

The President acknowledged and thanked ACPIN's other Board members and also those who stood down in 2018; Ruth Turk, Karen Hull, Amanda Denton and Ben Ellis, all of whom provided valuable service and resource to ACPIN during their tenure.

The President commented on ACPIN's key achievements for the past year, including charitable status and the adoption of the Nolan Principles, as well as focussing on upcoming goals and objectives for the coming year.

A Key Focus for 2019

ACPIN will be focussing on developing a series of clinical practice guidelines, the first of which will be the use of Functional Electrical Stimulation (FES) to support walking in people with lower limb weakness.

These guidelines will be formulated and published in collaboration with the CSP and ACPIN is about to launch a three-year project, with initial funding applications already being submitted to the CSP (PNF) and PRF.

Once completed, these guidelines will be available to view on ACPIN's website and will form the first of hopefully many collaborations for guideline publication. The President explained that it is increasingly important to promote best practice and to empower therapists, researchers and patients to provide the best practice including new interventions and technologies.

The President concluded by thanking everyone who has helped to make ACPIN the organisation that it is today. The future of ACPIN is bright and we look forward to leading transformative changes within the field of neuro-physiotherapy for many years to come.

Questions

Following the President's address, the Chair resumed the AGM with some final questions from ACPIN regional representatives. A summary of the questions and answers provided by the Chair are provided as follows:

Question

From Sussex committee

There is an understanding of the need for National ACPIN to ensure accountability for regional activity and finances. However there is concern from Sussex that this is at the detriment to ACPIN's regional role in planning and providing local neuro physiotherapy education and networking opportunities with the potential creation of larger hubs and greater centralisation of CDP co-ordination. Do you still see the

provision of local and accessible CPD, networking and support opportunities as one of ACPIN's key roles?

Answer

The Chair confirmed that the provision of local and accessible CPD, networking and support opportunities are still very much ACPIN's key roles.

From Yorkshire Region

Can the board explain how the reorganisation of the region's will work please.

Answer

The Chair made reference to the consultation document which is provided in the AGM Pack. The proposed reorganisation of the regional hubs is still very much in discussion and the Chair encouraged regions to actively participate in these discussions so that a mutually beneficial and acceptable way of working can be adopted for the future

From Yorkshire Region

How will the merging of region's affect the number of courses/lectures being delivered? The new North Eastern region will be huge, from Newcastle to Lincoln which is 154 linear miles, how can 1 committee cover such a vast area?

Answer

The Chair understood the concern raised and confirmed that each proposed new regional hub would be responsible for hosting a minimum of 4 CPD courses per year. Larger regions such as Scotland, also have a large geographical area and successfully organise courses throughout the year. The Chair proposed that best practice should be shared among the larger regions to help facilitate future organisation of courses over a large geographical area.

Any other Business

The Chair confirmed that there were no other items submitted for discussion.

There being no further business to discuss, the AGM was then brought to a close.

The next AGM will be held during the ACPIN 2020 conference between 30th April and 1st May 2020 at the ICC in Newport Wales (time and date to be confirmed).