

DATE: 22ND JUNE 2021 5.00 – 6.30pm: Zoom meeting

1.	<p>PRESENT: TRUSTEES: Mark Hamilton (Chair), Virginia Bolton, Adam Balen, Allan Pacey, Sarah Norcross, Alison McTavish SECRETARIAT: Claire Ball BFS EXECUTIVE OFFICERS: Raj Mathur (Chair), Kevin McEleny (Secretary), Marta Jansa-Perez (Treasurer) Not present: Karen Woodcock, Jane Stewart (Trustees)</p>
2.	<p>DECLARATIONS OF CONFLICTS OF INTEREST Nil declared</p>
3.	<p>MINUTES OF RECENT MEETINGS</p> <ul style="list-style-type: none"> i. Board of Trustees: 24th February 2021 (Draft minute circulated) This was approved. ii. BFS Executive: 22nd March 2021 (For information only) This was noted iii. BFS Executive 15th June 2021 (For information only) This was noted.
4.	<p>MATTERS ARISING</p> <ul style="list-style-type: none"> i. Zoom meetings – constitutional status The Trustees formally agreed that conduct of this and future Trustees Meetings by Zoom or other Digital technology was acceptable. This decision is in accordance with a requirement by the Charity Commission as of 30th March 2021. ii. Membership of the Executive Committee (circulated for information) The list of members of the Executive Committee was noted. iii. Articles of Association (Update) A preliminary draft by Mazars (Paul McAllister) had been received by the Chair on 6th June. Some points of clarification on the part of the lawyer were addressed. We still await a first draft for circulation to the Board. The timetable to present the new Articles to the AGMs in January 2022 remains in place. <i>Action: MH to chase</i> iv. Royal Charter (Update) The joint Societies application lies with the Privy Council Office. Support from the DH, the HFEA and other interested bodies has been secured. The view of the RCOG to the proposal remains unclear. A meeting took place in March with its President and Chief Executive, but no formal response has since been received. It is not clear whether the RCOG Council will consider the matter. The lack of a response it was agreed was disappointing but should not impede the progress of the application on our part. For the moment no further approach will be made to the College Officers. All correspondence with the College is retained within the records of the Board. The Board were of the view that the new Articles of the Society need not specifically refer to a new Chartered Body if/when that is formed. This issue will be discussed with our legal advisor. <i>Action: MH to check</i>
5.	<p>LEGAL MATTERS</p> <ul style="list-style-type: none"> i. Membership of the Society Working party (report circulated) This was noted. The potential for amalgamating the Paramedic/Associate Membership categories was discussed. Given that the term Paramedic may encompass a wide range of professionals it was agreed that more information on this group was needed before making a commitment to this. The differential in membership fee (£65/£135) and the suggestion of moving to the higher fee for both might pose a problem for some less well- off members. The Executive Committee will continue to review. <i>Action: Exec Officers</i> ii. Obligations of membership/Code of Practice A draft form of words running to four short paragraphs was discussed. Some edits were suggested. The Chair and the BFS Chair will liaise on this and a further version will be shared. A detailed Code of Practice has been drafted but the text runs to several pages. It was agreed this should be kept in reserve for future consideration should the simple version prove unsuitable. <i>Action: MH/RM</i>

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6.	<p>SUB-COMMITTEE TRUSTEE UPDATES</p> <p>i. Meetings The success of Fertility 2021 (January 2021), the BFS/RCOG Course (April 2021) was noted. Financially these have generated a surplus.</p> <p>ii. Training Registration for the On-line Study Days (June 14 onwards) is increased from last year.</p> <p>iii. Finance The report of the Treasurer given to the BFS Exec meeting last week was noted. The Society remains in a healthy position financially. Surplus from Fertility 2021, the RCOG Course, and 2021 On-line Study Days, together with an increase in sponsorship income means that further investment in promoting our educational aims is possible. We are in a position now to increase the number of Travel Grants to Meetings available to the membership.</p> <p>iv. Law & Policy (New SIG) The work of this new SIG chaired by SN was noted. BFS submitted a detailed response to the DHSC on the draft Women’s Health Strategy. This will be shared with the Board.</p> <p>v. Governance of SIGs (Circulated for information) The document was noted. BFS members may apply to the Chair of the SIG to join. RM confirmed that non-BFS members may join a SIG at the discretion of the BFS Executive. In practice the approval process will be managed by the Executive Officers.</p>
7.	<p>STATUTORY REQUIREMENTS</p> <p>i. Accounts</p> <p>ii. Annual return (Charity Commission)</p> <p>iii. Confirmation Statements (Companies House)</p> <p>All Statutory obligations are in hand.</p> <p style="text-align: right;"><i>Action: MH/Secretariat</i></p>
8.	<p>GDPR</p> <p>No issues.</p>
9.	<p>REVIEW OF GOVERNANCE DOCUMENTS</p> <p>i. Review of the Risk Register A complaint relevant to the organisation of the GP Study Day was received. This has been dealt with by the Chair of the BFS in line with our Complaints Policy. The Trustees reviewed the Register which will continue to be a standing agenda item at all future meetings. It was agreed there were no present issues of concern.</p> <p>ii. Review of Governance Documents https://www.britishfertilitysociety.org.uk/members/organisational-governance/ The Complaints policy was reviewed and approved. Other documents, for the most part, are not controversial and will be reviewed by the Chair. Some e.g. Social Media policy, Media management, will be considered after the Executive Committee Strategy Day due to be held in September.</p> <p style="text-align: right;"><i>Action: MH</i></p>
10.	<p>OTHER INTER-COMPANY MATTERS</p> <p>Nil</p>
11.	<p>BOARD MEMBERSHIP</p> <p>No issues discussed.</p>
12.	<p>AOCB</p> <p>i. BFS Executive Strategy Day: 22nd September 2021, Manchester The Trustees suggested the EC might approach this based on a 5-year strategic plan for the Society:</p> <ul style="list-style-type: none"> • Communications (internal & external to the Society including the use of Social Media) • Education (e.g. national/international/constituencies/standard) • Relationships with other organisations/professional bodies/societies <p>It is important to define measurable and achievable goals. The Executive Officers will share these ideas with the EC.</p> <p style="text-align: right;"><i>Action: Executive Officers</i></p>

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	<p>ii. BFS 50th Anniversary 2022 This is an important opportunity for the BFS to showcase on a public stage its many achievements over the past 50 years. AP reminded the Board that next year also sees the 25th anniversary of the Journal of the Society. An in-person event (academic/social) in London was agreed to be an attractive proposition. MH & RM will convene a small working group.</p> <p style="text-align: right;"><i>Action: MH/RM</i></p> <p>iii. The Journal The potential for the Journal to move to Open Access format was discussed. This is a decision that in the view of the editor seems almost inevitable. There are a few implications which need to be considered. Financial pressures generated by the Journal for the Society have always been substantial but manageable. A new author-based model of resourcing the publication of papers has some appeal. Assistance for members to submit could be considered as well as sponsored articles. The issues are complicated, and a decision is not imminent. The Trustees noted the matter and are grateful to be kept informed.</p>
13.	DATE OF NEXT MEETING TBC – most likely in November.