

BCIG AGM
Date: 17 May 2018
Belfast

MINUTES (updated 12/02/2019*)

Present - Chair: Tracey Twomey (TT); **Vice Chair:** Agnes Allen (AA) **Treasurer:** Dan Jiang (DJ);
Secretary: Kate Hanvey (KH); **Membership Secretary:** Katherine Wilson (KW) **Website Coordinator:** Helen Cullington (HC) **Council Members:** Helen Peebles (HP), Martin O’Driscoll (MO’D)

The meeting was attended by sufficient BCIG members to be quorate.

*Please note that these minutes were updated on 12/02/2019 to include an email sent to the membership on 06/04/2018 in preparation for the AGM. The body of the email has been copied into section 3 – Chairs Report

1) Remembering Louise Jones

A minute’s silence was held in Louise’s memory

2) Agreement of AGM Minutes (April 2017).

Minutes were signed off for 2017 AGM and approved for addition to website. No matters arising.

3) Chair’s report (TT)

o Council Membership

TT outlined changes to Council in-year and from this AGM, as summarised in the following table:

Position	Name
Chair:	Tracey Twomey
Vice Chair:	Agnes Allen
Secretary:	Kate Hanvey
Treasurer:	Dan Jiang
Membership:	Katherine Wilson
Council Member:	Martin O’Driscoll (<i>outgoing Sherif Khalil</i>)
Council Member:	Helen Cullington (<i>retained position</i>)
Council Member:	Helen Peebles

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Sincere thanks to Sherif Khalil for his valued contribution to BCIG and welcome to Martin O'Driscoll as an Ordinary Member to Council.

o Proposed Constitution

- Based on standard CIO
- Statement of accounts (audited or examined)
- Trustees Annual Report
- Elect Trustees

	First term	Second term	Third term
Chair	2 y	2 y	1 y (Immediate Past Chair)
Vice Chair	2y	2y	
All other	3y	2y	

- Retiring trustees must have a gap of 2 years before eligible to apply

In addition to the above information, the email below was sent to the membership on 06/04/2018, in preparation for the AGM and to allow for proxy votes:

From: British Cochlear Implant Group [<mailto:info=bcig.org.uk@mail25.atl111.rsgsv.net>] **On Behalf Of** British Cochlear Implant Group
Sent: 06 April 2018 17:10
To: Twomey Tracey (ENT & Audiology)
Subject: BCIG charitable incorporated organisation constitution

Dear all,

Please see email below from Tracey Twomey. I apologise I am unable to attach the documents that Tracey is referring to in the email below. These will follow in a separate email.

BW, Kate Hanvey (BCIG Secretary)

Dear Member

Notice is hereby given that the Annual General Meeting of the BCIG ("the Association") will take place in at the BCIG conference in Belfast on 17th May 2018. The minutes of the previous AGM held in Birmingham on 21 March 2017 are attached.

- The proposal for BCIG to apply to become a charitable incorporated organisation ("CIO") was passed at that meeting. In order to achieve this, a new constitution (based on the standard CIO constitution) must be agreed by members. **A draft is attached here for your consideration.**
- **We welcome feedback from members on this draft by 30 April 2018.** A final version will be circulated if any further amendments are supported by BCIG Council.
- At the AGM we will seek member's approval of the new constitution which will then be introduced, subject to approval by the Charity Commission.
- If you are not able to attend the AGM we encourage you to vote by proxy.
- If you are not able to attend, please appoint a proxy so that we can ensure the meeting is properly represented. This can be any person you know who is able to attend, or any member of BCIG Council. This will enable your vote to be counted. To appoint a proxy please contact Kate Hanvey, BCIG Secretary, at katehanvey@nhs.net from your BCIG registered email, which we will accept in lieu of a scanned signature. In order to ensure

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we capture all emails, please use the subject '**BCIG proxy vote**'. If you appoint a member of BCIG Council as proxy, please indicate your vote as either accept or reject the resolutions below.

At the AGM you will be asked to consider and vote on the resolutions below which will require a two-thirds majority of members attending [or voting by proxy].

RESOLUTIONS

1. That a transfer be approved of all of the assets, liabilities and undertaking of the Association in the absolute discretion of the trustees to a charitable incorporated organisation ("CIO") to be applied for at the Charity Commission and created for the purpose of acquiring such assets, liabilities and undertaking and to be known as the "British Cochlear Implant Group CIO."
2. That the Council be authorised to convey, transfer, assign and/or deliver by 31 December 2018 all of the assets, liabilities and undertaking of the Association to the CIO (as appropriate).
3. That the new CIO be created on the basis of the Charity Commission model constitution (association model)
<http://www.charitycommission.gov.uk/Library/guidance/CIO-AssociationModelConstitution.pdf> in the terms attached with such amendment prior to its creation as the Council may in their absolute discretion think fit and which is acceptable to the Charity Commission.
4. That the Council be authorised to execute on behalf of the Association all documents necessary, either under hand or as a deed (as required) and take all steps to execute, obtain and do all such acts, deeds, documents, consents, certificates and notices as they may consider expedient or appropriate for vesting in the CIO all of the rights, obligations and interests of the Association in its assets, liabilities and undertaking.
5. That the Association be dissolved on completion of the transfer of all of the assets, liabilities and undertaking of the Association to the CIO.

I look forward to seeing many of you in Belfast in May.

Best wishes

Tracey Twomey
Head of Service NAIP
Chair BCIG

All present voted in favour of the constitution and resolutions and there were also 2 proxy votes in favour.

- BCIG activity 2017/18
 - Priorities from 'BCIG and you' survey
 - Candidature
 - Quality standards
 - Improving public awareness and engagement
 - Other Council activities (as below)
- NICE TA166
 - Consultation January 2018 re section 1.5

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- BCIG response:
 - $\geq 80\text{dBHL}$ at 2 or more frequencies (0.5, 1,2,3, 4kHz)
 - Adults, phoneme score of $\leq 50\%$ on AB word test
 - MDT should consider CI likely to provide additional benefit
- Expect a response end May/early June
- This should follow the process laid out in their consultation document (Appendix B doc):

Based on these submissions, we would

- *Develop new draft wording for recommendation 1.5*
- *Expose the draft recommendation 1.5 to stakeholders, and clinical, patient, and NHS experts (in line with the proposed technical engagement step for adjusted technology appraisal)*
- *Hold a committee discussion on the new wording/ definition of the eligibility criteria.*
- *Issue an Appraisal Consultation Document (ACD) or Final Appraisal Determination (FAD) (should the committee diverge substantively from the draft wording that went out for technical engagement or the suggestions made by stakeholders during the technical engagement, we would consult on the preliminary new section 1.5; otherwise issue the new recommendations for 1.5 as an update to TA166, in a FAD for appeal).*
- Brian Lamb plans to organise an ACIAG meeting upon receipt of the stakeholder communication

○ Other NICE Guidance

- “Hearing loss in adults: assessment and management”
- Consultation on draft guidance January 2018
 - No mention of onward referral for auditory implant assessment...
- Submitted response on behalf of BCIG

○ Quality Standards Update

<http://www.bciq.org.uk/bciq-constitution-quality-standard/>

The quality standards for Cochlear Implant Services for Children and Adults has been updated and can be found via the above link. The next review date is March 2020.

○ Improving awareness

- Presentations:
 - BACO 2018 (July)
 - Simon Lloyd: *“Auditory implants: what to use when hearing aids don’t help”*
 - Padraig Kitterick: *“Who could tomorrow’s auditory implant candidates be?”*
 - Helen Cullington: *“Living life with a CI– personalised care pathways to suit all”*
 - Tracey Twomey: *Chair*
 - BSHAA annual conference (September 2017)
 - Tracey Twomey: *“When hearing aids don’t help: Cochlear and middle ear candidacy and criteria”*
 - BSA annual conference (June 2017)
 - Tracey Twomey: *Cochlear Implant session Chair*
- Collaborations:
 - ACIAG (for NICE submission)
 - Submission for TA166 (endorsed by BSA) – Jan 2018

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- Submission to NICE guidance development for the management of adults HL (endorsed by BSA) – Jan 2018
- “The Silent Child” Oscar winning film received a great deal of media attention through BBC TV, Women’s Hour, the Times and the Telegraph. Unfortunately Cochlear Implants were not mentioned as an option and Council, in collaboration with Richard Ramsden, wrote to the editor of The Times and The Telegraph.
- BCIG Candidacy Working Group Update
 - Played a role in developing the recommendations for NICE based on
 - Published findings
 - Service Evaluation
 - Consensus meeting
 - Debi Vickers and Padraig Kitterick have presentations on the programme to explain the background behind the recommendations to NICE
 - Data in from service evaluation
 - preliminary analyses have been conducted and used to inform speech test recommendations to NICE
 - This data was absolutely critical
 - Going through a data verification process with help of research assistant at NBRU
 - Will analyse questionnaire findings
 - Findings presented
 - Two ENT news articles
 - Conferences in Dubai, Belgium and upcoming at CI2018
 - Annually presented at NCIUA meeting to keep patients informed
- BCIG Members’ Newsletter
 - BCIG’s first newsletter for many years was produced and circulated in Spring 2018. Council plan for an annual newsletter to be published each Autumn, outlining activities and news from Council and the membership. The AGM will serve as the second update, ensuring membership receive updates twice a year.
- The commissioning landscape
 - Applied for BCIG to join CRG
 - Advice from NHS Improvement re 2019/20
 - CI tariff status will not change
 - Price will change following recalculation exercise
 - **Check your local reference costs!**
 - Attending NHS Improvement event 19 June: National tariff feedback workshops: help us shape the 2019 tariff
- Lost processor audit
 - Loss and damage beyond repair rates
 - Range of penalties
 - Potential recommendations
 - TBC at Co-ordinators/HoS meeting
 - Estimated annual cost to NHS is the order of £2m

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- Graham Fraser Memorial Lecture
 - TT welcomed Professor Chris Raine MBE ChM. FRCS from the Yorkshire Cochlear Implant Service as this year's invited speaker
 - Nominations for the 2019 lecture can be made via the BCIG website, closing on 6th July 2018
- Graham Fraser Sponsorship Grant
 - Annual sponsorship of £3000 travel grant
 - This year:
 - 5 applications supported (£400 to £1000)
 - Conferences at Antwerp, Australia and Belfast
 - Observership in New Zealand

4) Treasurer's report (DJ)

- BCIG Accounts

LLOYDS BANK 30-93-71	Account Number	End Balance (16/5/2018)
Treasurer's Account	48713468	£ 93,460.87
Business Instant	48712660	£ 13,452.63
PayPal	info@bcig.org.uk	£6,310.72
Total Fund		£113,224.96

- Income (2017/18 Financial Year)

Income	Amount
Ordinary Membership	£20,671.50
Cooperative Membership*	£7,500
GFF Annual Sponsorship**	£3,000
Total Income	£31,171.50

*GFF Annual is a dedicated fund to cover expenses of Graham Fraser Lecturer

** Another Cooperative Member has paid £2,500 in April 2018

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○ Spending (2017/18 Financial Year)

Spending	Amount
Council Member expenses	£893.95
LOGMEIN*GOTOMEETIN	£162
DEON DESIGN LTD	£850
INFORMA UK LTD	£19,444.22
PayPal fee	£117.11
Total Spending	£21,467.28

○ Balance (2017/2018 Financial Year)

- £9704.22
- 44 members *were still* paying a wrong amount of membership subscription
- Predicted CIO process cost for 2018/19: £5000 plus VAT

5) BCIG website and social media update (HC)

- www.bciq.org.uk
- **Twitter @BCIG_UK** 398 Twitter followers
- Activity for FY 16/17 can be found on the website
- HC showed everyone how to access the online journal via the members area
- HC reminded everyone that jobs and events can be advertised on the website

○ Online membership management

- Online membership management using Memberpress
- Integration with MailChimp
- HC explained these new systems make membership management more streamlined and easier to manage for a group of volunteer Council members
- Changes for membership:
 - Members are responsible for updating their details on line. Council will use these details to send Cochlear Implants International journal and any other correspondence
 - We are changing to online payment only, using PayPal - we no longer accept standing orders. You **do not need** a PayPal account, you can pay with a debit or credit card via PayPal
 - Members need to cancel all existing standing order(s) to BCIG
 - We will send you a link to pay by debit or credit card or PayPal, due date 1 Sept 2018
- Current membership of BCIG is 237 (last year 244)
 - We have removed anyone who was not paying, after several warnings

There was one question from the floor about why we have moved from standing orders to PayPal, which is inconvenient. HC explained that the online membership system does not link with individual bank accounts and there needs to be an automated process for monitoring membership payments, which will be through PayPal.

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6) Cochlear Implants International (Steve Broomfield)

- Steve thanked John Graham for his hard work keeping the journal going and growing
- Journal doing well as ever
- 6 issues this year as usual
- Year ended April 30: 119 papers submitted
 - 24 accepted
 - 29 rejected
 - 37 under review/revision
- The editorial board was updated last year and has international representation

7) AOB

- There were no other agenda items raised

8) Forthcoming BCIG conferences and next AGM

- BCIG 2019: Southampton – 4/4/19 to 5/4/19
- BCIG 2020: Nottingham (jointly with BSA)

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