Association of Clinical Electron Microscopists

Minutes of the Annual General Meeting held at St Andrews University 1st July 2010

Committee Members Present: Jill Moss (JM), Bart Wagner (BW), Pat Tarpey (PT), Glen Anderson (GA), Fiona Winning (FW)

1. Apologies: Roland Fleck (RF); Tracy de Haro (TH), Elizabeth Curtis (EC)

2. Minutes of the 2009AGM and extra-ordinary meeting, March 2010: Accepted
Minutes of the 2009AGM: JM proposed that the minutes be agreed, seconded by FW:
Minutes agreed

Matters Arising: Action table from November committee meeting reviewed. Some items from the Action Plan discussed under relevant Agenda items (see Action Table at end of minutes)

3. Treasurer's report:

- Acknowledgement of change of treasurer
- GA reported some problems with changing ACEM bank account from Manchester to London.
- Accounts supplied by GA and accepted

4. Website Update: LC sent apologies

PT informed meeting that LC is investigating modernisation of the ACEM website

5. Review of Constitution

PT informed the meeting that the ACEM committee had reviewed the ACEM constitution in March and felt that no changes were necessary. The proposal to accept the Constitution without amendment was agreed.

6. National Strategy for EM:

- The meeting was informed that Ann Marie Lawrence had submitted a document to DoH on behalf of ACEM, outlining the issues facing electron microscopy service provision in the future. The DoH had requested more detail which will be achieved by compiling results from a "freedom of information" request circulated to Trusts
- The meeting was informed that TH was developing a proposal for future provision of EM services which would be taken to the Royal College by Prof. Peter Furness. It was agreed that the issues should be brought to attention of pathologists in this way
- A number of meeting attendees expressed concern that proposals put forward as an ACEM initiative were not being seen by membership. Agreement that proposals should be put on the ACEM website for membership to review
- There was a general feeling expressed that proposals for "regional centres" should not be too specific when stipulating requirements, e.g. number of centres, numbers of staff etc.

7. Next years AGM

BW said that after discussions at the ACEM committee level, it was agreed that next years AGM would, again, be held in conjunction with the Pathological Society of Great Britain. The 2011 meeting is to be held in Ghent

8. Appointment of ACEM secretary

PT to stand down as ACEM secretary following this AGM. Beverley Hatfield was proposed for the role of Secretary by BW; seconded by FW. Beverley Hatfield, therefore, to be ACEM secretary with effect from the next ACEM committee meeting

9. AOB:

None

Date of next meeting: *To be arranged*

ACTION TABLE 2009 - 2010

In the absence of some committee member, the progress of some actions could not be verified; accordingly these have been recorded as "ongoing" – to await progress report at next committee meeting

ACTION	Person responsible	Time for completion	Progress
Send letter to companies that supply EM equipment and consumables to ask for sponsorship. Request to be for sponsored travel bursary for ACEM Annual Conference Bursary to be named as the awarding company	BW	End April	Ongoing
Pathological Society to be informed that ACEM wish to continue to have their annual conference as a satellite meeting	BW	End April	Discharged
Survey results from ACEM questionnaire to be critically assessed and summarised for prospective submission to DoH. To be circulated to committee members prior to submission	RF	End April	Ongoing
Questions (required for business case into future of EM) suggested by committee members to be circulated to committee for agreement. Once agreed these to be sent to Ann Marie	PT PT	Mid April End April	Discharged Item 6 1st bullet point Ongoing
Bank forms for ACEM to be signed by all members as required to accomplish treasurer's hand over Forms to be submitted to bank Address and ID verification to be given to bank by new treasurer and signatory	AC PT RF GA FW BE AC GA FW	Discharged Mid April End April	Discharged Discharged Discharged
Members who have not paid subscription to be sent an e-mail reminding them Following final reminder, non registrants will be removed from communication list	LC LC	End April End August	Ongoing Ongoing

SHA and clinical websites to be examined for example templates for ACEM upgrade	LC	End August	Ongoing
Investigate acquisition of Microsoft version of the software 'Screenflow' OR conversion of conference presentations to pdf files Path Soc to be asked if the use of Screenflow does not contravene their rules and regulations	RF BW	End April End April	Ongoing Ongoing
Minutes of AGM and March extra ordinary meetings to be circulated 8 weeks prior to AGM; these to include – — "review of Constitution – no changes required" — new appointment of ACEM secretary	PT	End April	Discharged 22/03/10
Investigate awards for retiring members e.g. pin badges	RF	July 2010	Ongoing

Additional Actions from AGM 2010

ACTION	Person responsible	Time for completion	Progress
Freedom of Information questionnaire results to be compiled and distributed to membership	RF	End Jan 2011	
Review and Acceptance of Constitution to be documented	BW	End Nov 2010	