



Draft Minutes of the Meeting of the SOM Board 11th December 2019

1. Introductions and apologies for absence

Present: Dr Will Ponsonby (WP) Dr David McLoughlin (DM left at 3pm), Dr Richard Taylor, Charles Alberts (CA) Professor Anne Harriss (AH) Dr Sheetal Chavda (SC)

Staff Nick Pahl (NP) Sujal Naik (SN)

In attendance: Christine Poulter, Dr Lali Japaridze – Honorary Strategic Clinical Advisors

2. Apologies: Richard Sheret, Dr Shaun Davis, Dr Tony Mawson

3. Declarations of conflict of interest and note of Nolan Principles

WP read the definition of the 'Nolan Principles' and no conflicts of interest were recorded.

4. Minutes of the Board September 2019 - Doc 1

Minutes accepted. All actions picked up except:

Action: NP to liaise with Hempson's to arrange training for Professor Anne Harriss

Matters arising not covered in items below:

- Board self- evaluation – Doc 2, ***NP to email relevant Trustees***

Action: Board members to complete and send back to NP

5. Matters arising not covered in items below

President - verbal update re: IAPOS, SOM President 2021/2, Honorary Member suggestion (Dr Ivan Ivanov and CMO/Steve Yentis), SOM/FOM conference

WP updated that talks were ongoing with various organisation on potential mergers. The Board agree to remain open to opportunities, but not to force the issue.

Dame Donna Kinnir, CEO of the RCN, to be approached for SOM Honorary membership in addition to Dr Ivan Ivanov.

SOM/FOM conference: to review how the partnership with FOM was occurring at a future date. Noted the need for a multidisciplinary focus in all conferences.

WP also emphasised that at the earlier Council meeting, SOM were looking to issue 'guidance documents' in key areas as opposed to endorsing a 'code of practice'.

ACTION: Clinical advisors to actively promote benefits of SOM membership

- **Board evaluation; Wellbeing practitioner code update – NP**

6 Matters for agreement and discussion

- **Finances - Honorary Treasurer report SC**

SC updated that the overall figures were better than last year, with a £23k YTD positive variance before investments to the end of October 2019.

- **Management accounts to end October – Doc B**

SC proceeded to run through income and expenditure lines in the management accounts (details of which can be found in Doc B). SC confirmed that NP and SN had been focusing on cost control through the financial year and that this has been beneficial in terms of savings in meeting room costs, rent (with successful move to RCP), and salary cost savings. SC concluded that the strong management accounts has resulted in setting a surplus budget in 2020.

WP recognised the efforts the SOM team had made through the year, with no reduction in the level of service provided.

WP said he was very encouraged by the figures to date, and that a better than break-even position was possible for year end, unless there were any unforeseen shocks in the final quarter.

- **Budget 2020 – Doc Bi**

SC updated that a lot of analysis work had gone into preparing the 2020 SOM budget, which shows a small surplus overall of £30k (detailed in Doc Bi). Key features of the 2020 budget:

- Member subscriptions retention rate of 89%
- Net new members revised to 116 from 180 (in original budget analysis)
- Realistic income targets
- Regional group grants to be reviewed

ACTION: Council to review grants per region in 2020
Regions to assist further to encourage SOM membership

- **2021 subscription rates for 2020 AGM - Doc C**

Agreed by board.

- **Cash flow - Doc D**

SN updated that there was a positive cashflow projected into 2020, a much better position than last year when £60k had to be released from investments to support the cashflow. SN confirmed that the reason for this is reduction in costs and taking the conference in-house. NP commented that SOM finances are in a healthier position than in 2018.

- **Group membership 2020- Doc E – NL**

Endorsed by board

- **Auditors letter – to follow**

ACTION: NP to collate any responses

- **SOM using BOHS accreditation – discussion Doc F**

ACTION: To review use of points 2 and 3 in the paper and revert.

- **SOM 2020-23 Strategy– WP Doc G**

Endorsed by board

- **SOM 2020 Business plan – NP Doc H**

For board information only, any comments welcome afterwards

7 Matters for review

- **CEO report including charity change and “information centre” update NP-Doc I**

NP updated on the salient points of the report, including:

- new membership particularly from GP's
- transfer of assets to the new company
- potential bid for 'information centre' for Dept of Work & Health

WP thanked NP and the team for efforts this year.

- **Risk Register – NP- Doc J**

Board member has no new risks to be added.

ACTION: Review all 'high' and 'medium' risks. Journal income risk to be increased.

- **Regional Group grants 2019 including regional group of the year – Doc L**

Council to review in 2020 (see previous action point)

8 Any other business and Dates of next meetings:

SOM will take a stand at the RCP careers fair in Sheffield in 2020, to promote OM

Meeting ended at 4pm

Board March 4th, 2020, 11-2pm with suggested meet afterwards with BOHS and CIEHF

Council/Board 8th June 2020 Edinburgh; AGM 9th June Edinburgh