



## HTAi Annual General Meeting Minutes

Monday, June 19, 2017

Rome, Italy

### 1.0 Welcome

HTAi President Guy Maddern called the Annual General Meeting to order at 1800 hours and welcomed members. Approximately 40 members were in attendance.

**Motion:** *That the Annual General Meeting Agenda be approved as presented.*

Moved: Karen Facey

Seconded: Tammy Clifford

All voted in favor. Motion carried.

**Motion:** *That the Minutes of the 2016 Annual General Meeting be approved as presented.*

Moved: Iñaki Gutierrez Ibarluzea

Seconded: François Meyer

All voted in favor. Motion carried.

### 2.0 Treasurer's Report

Guy Maddern introduced Don Juzwishin to present the Treasurer's Report. Don Juzwishin commented that the Society has a Finance and Audit Committee that meets four times per year. The objectives of this Committee is to ensure that the Society complies with the Bylaws in terms of monitoring financial performance. Don Juzwishin introduced Allison Hagen, Director of Finance, Operations, and Administration from the Institute of Health Economics who has been a strong resource for HTAi.

Don Juzwishin presented the Financial Statement for the year ending May 31, 2016 and the audit was conducted by MNP. The Auditors concluded that the Financial Statements have been appropriately presented in accordance with regulations and these reports have been reviewed and approved by the Finance and Audit Committee and the HTAi Board of Directors.

Observations for the period ending May 31, 2016 were summarised as follows:

- The Statement of Financial Position shows Assets for 2015 at \$1,025,269 and for 2016 at \$1,810,192. The Liabilities for 2015 at \$671,278 and 2016 at \$885,515.
- The Statement of Operations shows quite a contrast from 2015 to 2016 in Revenue, the amount doubled from \$2,036,548 to \$4,111,407. Expenses are then subtracted from the total leaving an Excess of Revenue over Expenses of \$570,683 for the period ending May 31, 2016. The reason for the increase in Revenue was that there were two Annual Meetings in one Fiscal Year; Oslo in June 2015 and Tokyo in May 2016.
- Moving the Society's year-end to December 31, created a situation where the Society has a 7-month Fiscal Year, which did not include an Annual Meeting. This 7-month period will have a year ending date of December 31, 2016, running from June 1 – December 2016.

Observations for the period ending December 31, 2016 (Stub Year) were summarised as follows:

- The Statement of Financial Position shows Assets for May 31, 2016 at \$1,810,192 and for December 31, 2016 at \$2,015,864. The Liabilities for May 31, 2016 at \$885,515 and December 31, 2016 at \$808,871.
- The Statement of Operations shows revenue of \$947,326 for the period ending December 31, 2016. Expenses are then subtracted from the total leaving an Excess of Revenue over Expenses of \$282,316 for the period ending December 31, 2016.
- In these figures, there is the setting aside \$500,000 for a Restricted Reserve which is to be kept as insurance in an event of a catastrophe. At the January 2017 Board Meeting, the Board decided this was a prudent action to take when the Society is signing large contracts for hotels, etc. and the risk exposure is significant if things go wrong.

A member asked if the same Auditors would be completing the Audit for the December 2017 Year End. Don Juzwishin commented as the Society had only a 7-month year, it was realised that the Society should not pay the full amount for the Audit. The Auditors were approached to ask if they would reduce the Audit Fees for the Stub Year, which they agreed too. In turn, the Society had to provide a commitment to use Auditors for a two-year period. The Society used this as a prudent approach to ensure that the Society took advantage of that and it was still in line with what would be expected from the extrapolated costs for the next two years.

**Motion:** *That the May 31, 2016 and December 31, 2016 Statement of Financial Position and Statement of Operations be approved as presented.*

Moved: Karen Facey

Seconded: Tammy Clifford

All voted in favor. Motion carried.

Don Juzwishin presented a slide that showed the Society's Revenue Over Time, which showed incredible growth and the success of the Society in respect to the Annual Meeting. From 2004 to 2014 the growth has been steady. The Society had a successful meeting in Tokyo in May 2016, but the Stub Year had very little revenue with only the Asia Policy Forum taking place. A slide presenting the Assets Over Time shows the Net Assets at just over \$1.2 Million for 2016.

Don Juzwishin concluded his presentation by discussing the following:

- The Budgets for 2017 and 2018 have been critically reviewed to ensure efficient allocation of resources.
- The Society contracts have been renegotiated where possible.
- Investments have been made into areas of activity based on feedback from the membership.
- The Secretariat has significantly increased capacity.
- A future direct reinvestment structure is being explored.

A member asked Don Juzwishin if he could reassure the Membership that the very large Net Assets are not going to cause any problems with Agency that oversees Not-For-Profits/Charities in Alberta for the Society. Allison Hagen responded by saying that in Canada, HTAi is a Not-For-Profit and a Charitable Organisation. HTAi is using its funds in the operations of its activities. If HTAi was in the situation, where Interest Income would bring in money that would sit in the Bank Account and would increase

over time that would be an issue. In order for the funds to be flagged the amount would have to be in the millions of dollars.

A member asked what portion of the revenue comes from Industry. Guy Maddern responded that the revenue comes from Organisation Membership, Policy Forum Membership, Sponsorship and attendance at the Annual Meeting. In order to report on the percentages, the Secretariat would have to pull this information together from the Membership Database. Guy Maddern reminded the Membership that the Policy Forums are largely funded by non-Government and Industry Members, which Industry is the largest contributor. Guy Maddern thought the amount was about 50% of the overall Society's Revenue each year.

Guy Maddern informed the Membership that an issue had arisen and it would need the support of the HTAi Membership. The issue is the concept of changing the Society's Membership Year. Currently, because the Society has changed its Financial Year End to the Calendar Year, the Society has to defer some of the income because it rolls across into the second year, and it is creating an accounting problem that is not needed. The suggestion is that an individual would become a Member as of June 1, 2018 until December 31, 2018 and then the individual would purchase membership from January 1, 2019 to December 31, 2019. So moving the Membership Year, it would allow the funds to be in the correct accounting cycle. So the Society would be asking for support to alter the membership cycle to fall into the appropriate accounting cycle.

Allison Hagen commented that at June 1, 2018, the Members would be invoiced for 7/12<sup>th</sup> of the Membership Fee and the members would not be penalised, and this would allow the Members to attend the 2018 Annual Meeting in Vancouver. In January 2019, the Members would then pay the full Membership Fee that would take them to December 31, 2019. A member commented that with the Society's benefit of running its accounts, the Society is putting its Members at a dis-benefit, by having two interactions in one year. Another Member made the suggestion that maybe there should be a Membership Fee for 19 months that would run from June 1, 2018 until December 31, 2019.

Allison Hagen commented that for the Audit, it is a grievous issue for the Society as there are so many individual transactions and the Auditors are looking at 900 plus Members that are paying and deferring the funds as per the Schedule that the Society has to work with. Anna Williams has to generate many Journal Entries on a monthly basis as the Society has to report to the Executive monthly.

A Member stated that for those Organisational Members who are working for Governmental Institutions, they need to receive information from the Society in terms of convincing their Financial Departments, why this position has been taken, and this Member is in favour of the change, but needs justification. The second point is there needs to be justification on why the Members need to purchase Membership when registering for the Annual Meeting in January as opposed to June.

Another Member shared the same concern, where the lapse in the first six months of Membership, would there be a grace period that would extend upon the time where the member would register for the Annual Meeting. Guy Maddern agreed that it would make no sense to cut off Membership if the Member who had not renewed their Membership, and give a grace period until a month prior to the Annual Meeting.

**Motion:** *That the Membership Year change to be the same as the Financial Year.*

Moved: Sean Tunis

Seconded: David Grainger

All voted in favor. Motion carried.

### **3.0 President's Report**

#### **2016/2017 Strategic Direction Update**

Guy Maddern discussed the 2015-2020 Strategic Plan and the following points were discussed:

- The Board has been working to revise the Society's Committees and Operating Structure to support the implementation of the 2015-2020 Strategic Plan.
- There are seven new Board Advisory Committees, and each Committee is chaired by one of the Board Directors and supported by a member of the Secretariat staff. The Committees are as follows:
  - Annual Meeting Committee
  - Policy Forum Coordinating Committee
  - Interest Group Steering Committee
  - Business Development Committee
  - Building Capacity Committee
  - Dormant: Membership, Communications Committee
  - Dormant: Partnerships Committee
- The majority of 2016/2017 deliverables were achieved and performance is being continually evaluated.
- Some areas of weakness remain particularly around Communications and broader Member engagement.
- Organisational membership for 2016/2017 was 68; 45 Not-For-Profit and 23 For-Profit.
- Individual membership for 2016/2017 was 1,156 from 56 countries.
- The Membership Strategy is the top priority for 2017/2018 and it will be led by the Membership and Communications Board Advisory Committee.

#### **2016/2017 Activities Update**

Guy Maddern gave an update on the 2016/2017 and since the last HTAi AGM in Tokyo, the Society in terms of membership activities has accomplished a great deal:

- The Society had a successful meeting in Tokyo, with a final tally of 824 attendees.
- The Society has strengthened its relationship with the WHO and HTAi sent a representative to the WHA meeting in 2016.
- IJTAHC welcomed Wendy Babidge as the new Editor-in-Chief as of September 2016. The editorial team has grown and the Journal is seeking Members that are interested in publishing in the Journal. For the 2017 Annual Meeting there will be a supplement to the Journal that will be available on-line.
- The Society supported the RedETSA Meeting in October 2016 by giving Review Training during the launch of HTA in El Salvador.
- The Patient and Citizen Involvement Interest Group held a successful meeting in Manchester, England in October 2016.

- Throughout the end of 2016, the Society conducted Chair Surveys with all ten Interest Groups, and the feedback from these surveys is going to inform the direction of the Interest Group Steering Committee.
- The following Interest Groups received small funding packages based on proposals that were submitted; The Early Career Network, Developing Countries, Hospital-based HTA and Information Retrieval.
- In collaboration with INAHTA, the Society has agreed to support the upgrading and hosting of the HTA Glossary with the full support the HTAi Board.
- Guy Maddern thanked all the Outgoing Chairs of the Interest Groups.
- The Society held the 4<sup>th</sup> Asia Policy Forum in Kuala Lumpur and it was a very successful meeting. Chris Henshall has stepped down as Chair and has been replaced by Brendon Kearney.
- The Secretariat Housing Agreement was renewed as of January 1, 2017 with the Institute of Health Economics for three years.
- The Society is now employing more staff to support the membership activities.
- The Society held the 13<sup>th</sup> Global Policy Forum in Barcelona, under the Chairmanship of Laura Sampietro-Colom. The Forum Background Paper is now available online, along with an editorial published in the DIA Journal.
- The Society held the 2<sup>nd</sup> Latin America Policy Forum in Lima, Peru and was a great success. The Background Paper will be published in both English and Spanish.
- The 14<sup>th</sup> Annual Meeting in Rome has been a great meeting. The Society has supported 22 recipients of the Travel Grants.

## **2017/2018 Outlook**

Guy Maddern discussed the 2017/2018 year and the following points were discussed:

- The Asia Policy Forum is underway and will be held November 2017 and chaired by Brendon Kearney.
- The 14<sup>th</sup> Global Policy Forum will be held in Barcelona in late January 2018 and chaired by Laura Sampietro-Colom.
- The 3<sup>rd</sup> Latin America Policy Forum will be held in April 2018 and the location is yet to be determined.
- The 15<sup>th</sup> Annual Meeting is being held in Vancouver, Canada. The Society is working the CADTH on the organisation of this meeting and are very grateful for the support. The date of the meeting is June 1-5, 2018.

## **4.0 2017 Board Elections**

Guy Maddern then expressed thanks and appreciation to outgoing Board Directors and presented a departing gift:

- Jeonghoon Ahn
- François Meyer
- Carole Longson

Guy Maddern congratulated the newly elected Board Directors for term 2017-2020:

- Iñaki Gutierrez-Ibarluzea
- Karen Facey
- Rabia Kahveci
- Isao Kamae

## **5.0 2019 Annual Meeting Location**

The 2019 Annual Meeting will be held in Cologne, Germany from June 15-19. Alric Rüther will be providing leadership for this Annual Meeting.

## **6.0 General Questions, Comments and Discussion**

Guy Maddern commented that the Society had a Call for an Expression of Interest for the HTAi 2020 Annual Meeting. The Board has received three proposals and they are being reviewed. Each of the three locations would be a great venue.

Guy Maddern concluded by saying that the Board he has worked with over the past two years has been fantastic and he also grateful and thanked the Executive Team; Sean Tunis, Americo Cicchetti and Don Juzwishin. Guy Maddern also thanked Lucy Turner for her contribution to the Society and he welcomed Daniel Lalonde into the role of Executive Director.

Guy Maddern will formally welcome Sean Tunis as the New President of the HTAi Board at the third Plenary Session.

On behalf of the Board of Directors, Guy Maddern expressed sincere thanks and gratefulness to all the members for their continued support.

The meeting was adjourned at 1855 hours.