

HEALTH TECHNOLOGY ASSESSMENT INTERNATIONAL (HTAi)

ANNUAL GENERAL MEETING

Time: 10:00 am -11:00 am, Wednesday 25 June 2003

Location: Radisson Hotel and Conference Centre, Canmore, Alberta, Canada

The meeting commenced at 10:15 am following circulation of the attached agenda.

1. Results of elections to the Board of Directors

Results of the election for the 12-person Founding Board of Directors were presented by Jane Sisk, Chair of the Election Group of the Committee for the Creation of a New Society for Health Technology Assessment (CNSHTA). This group comprised Jane Sisk (United States), Michael Drummond (United Kingdom) and Pedro Gallo (Catalonia, Spain). Each registered member of Health Technology Assessment International (HTAi) was eligible to complete and submit an electronic ballot through the website's on-line voting system between 2-15 June 2003. Of the 415 members, 209 (50.4%) participated.

In accordance with the HTAi constitution, the length of term of each candidate elected as Director was based upon the relative number of votes he or she received.

Officers

President (2 years):	Chris Henshall (United Kingdom)
Vice President (2 years):	Berit Morland (Norway)
Secretary (3 years):	Laura Sampietro-Colom (Catalonia, Spain)
Treasurer (3 years):	Diane Benner (Canada)

Other Directors

3 years:	John Gabbay (United Kingdom)
3 years:	Cliff Goodman (United States)
2 years:	Susan Bidwell (New Zealand)
2 years:	Andrew Dillon (United Kingdom)
2 years:	Jill Sanders (Canada)
1 year:	Marjukka Makela (Finland)
1 year:	Deborah Marshall (Canada)
1 year:	Wija Oortwijn (Netherlands)

2. Amendments to Founding Constitution

The President reported that CNSHTA had recommended that HTAi should incorporate in Denmark. Some minor amendments had, therefore, been proposed to the Founding Constitution to provide for this.

The meeting was reminded that motions to amend the Founding Constitution must first be supported by at least 1/3 of those attending the annual meeting. Then, a ballot of the total membership would be conducted, with an affirmative vote of at least 2/3 of members voting being required in order to ratify the amendment.

It was moved that “This meeting agrees to the changes proposed to the HTAi Founding Constitution and By-Laws as set out in the paper circulated by Chris Henshall and others to members by e-mail on 16 June 2003 and made available in printed form at the Annual Meeting”.

A majority of members attending the meeting approved the motion. The motion was then carried.

3. Foundation of the Corporation

It was moved that “This meeting agrees to adopt the Foundation of the Corporation, as required in paragraph 2 of the revised HTAi Constitution and By-Laws”.

A majority of members attending the meeting approved the motion. The motion was then carried.

4. Financial Projections 2003-2004

Financial scenarios at Annex 1 were presented and discussed.

The President explained that the board would be developing a strategy for sponsorship. Until sponsorship was secured, however, the projections showed that the Society would require in the order of 600 individual members and 20 organizational members to break even. Given the performance of comparable organizations, these figures were considered to be achievable in the next year provided that current members renewed their subscriptions and others in the HTA community who had not yet joined were encouraged to do so.

The financial projections were noted.

5. Membership Dues

It was moved that “This meeting agrees that, until revision under paragraph 3 of the revised HTAi Constitution and By-Laws, the membership dues for HTAi shall be:

Individual Members

\$120 US per annum for those agreeing to authorise automatic annual renewal via credit card

\$150 US for those paying any other way

Student Members

\$75 US per annum for those in full time education

Organisational Members

\$1,500 US per annum for organisations registered as charities or as “not-for-profit”

\$3,000 US per annum for all other organisations”

A discussion followed and several points were made.

- a) Next year’s dues will become payable in the autumn. It is very important that existing members renew their membership promptly.
- b) The HTAi Board of Directors should discuss the possibility of inviting individual and organizational members to make a donation when paying their

membership dues towards the support of delegates from developing countries who wish to join the Society or attend its annual meeting.

- c) HTAi members currently enjoy a significant reduction in the cost of subscription to the International journal of Technology Assessment in Health Care published by Cambridge University Press.

A majority of members attending the meeting approved the motion. The motion was then carried.

6. Appointments of Auditors

It was moved that “This meeting agrees to appoint PricewaterhouseCoopers of Copenhagen in Denmark to audit HTAi’s accounts for 2003-04”.

A majority of members attending the meeting approved the motion. The motion was then carried.

7. Any other business

There was no other business.

The meeting was adjourned at 10:50 am.

Annex 1

Financial Projections 2003-04 (in US \$):

	Amount (US \$) According to Membership Breakdown		
<u>Likely Outgoings</u>	400 Individual and 5 Organizational	600 Individual and 20 Organizational	750 Individual and 40 Organizational
CUP (4 issues)	22,100	36,400	49,400
Secretariat and administration	115,000	115,000	115,000
TOTAL Outgoings	137,100	151,400	164,400
<u>Likely Revenue</u>			
Donations from Canmore	65,000	65,000	65,000
Individual members (@ \$120.00 pa=90)	36,000	54,000	67,500
Organisational members (@ \$1,500/\$3,000)	9,000	33,000	67,500
Sponsors (\$10,000)	0	0	0
TOTAL Income	110,000	152,000	200,000
NET	-27,100	600	35,600

**HEALTH TECHNOLOGY ASSESSMENT INTERNATIONAL (HTAi)
FIRST ANNUAL BUSINESS MEETING**

Time: 10:00 am -11:00 am, Wednesday 25 June 2003

Location: Radisson Hotel and Conference Centre, Canmore, Alberta, Canada

AGENDA

1. Results of elections to the Board of Directors
2. Amendments to Founding Constitution
3. Foundation of the Corporation
4. Financial projections
5. Membership dues
6. Appointments of auditors
7. Any other business