



MINUTES OF THE ANNUAL GENERAL MEETING

Date: 20 June 2005

Time: 6:00 pm to 7:00 pm

Location: Auditorium, Europe Congress Centre, Universita Cattolica del Sacro Cuore, Rome, Italy

1. Welcome

Chris Henshall, President, opened the meeting by welcoming members who were present and thanking them for attending.

2. Approval of agenda

Chris Henshall reviewed the agenda for the meeting, which had already been circulated to members, and invited questions and/or comments from those present (Appendix 1). With none voiced, he moved that it be approved, as distributed. The motion was seconded by Diane Benner, and then carried with none against.

3. Approval of minutes of 2004 AGM

Chris Henshall sought feedback from members on the minutes of the 2004 Annual Meeting, held on 1 June 2004, at the Krakow University of Economics in Krakow, Poland, which had been circulated to the membership via e-mail and posted on the HTAi web site last July. No concerns were raised. Therefore, David Hailey moved that the minutes be approved, as distributed. The motion was seconded by Marjukka Makela and carried with none against.

4. President's report

Membership status

Chris Henshall reported on memberships received during the 2004-2005 membership period, indicating that, as of 31 May 2005, there were approximately 630 individual members (from organizational, student/trainee, new and current individual memberships). He explained that this number does not include individuals who joined through the 2005 Annual Meeting (approximately 300). The estimated total number of individual members for 2005-2006, assuming a 100% renewal rate, is around 950.

HTAi Policy Forum

Chris Henshall reminded members that, during the 2004 Annual General Meeting, the Board had sought and received their approval to establish the HTAi Policy Forum. He then reviewed its purpose and importance to the broader HTA community. The Forum offers a mechanism for bringing groups who use HTA to make health care policy decisions and industry together to discuss, at a high level, mutually-important issues in a "neutral" place (i.e., HTAi). He indicated that membership in the Forum comprises private sector organizations (i.e., industry), each of whom makes a significant contribution to HTAi through a private sector forum membership fee, and public sector organizations, each of whom contributes a nominal amount to HTAi through a public sector forum membership fee. Consequently, the Forum also serves a means of generating funds to support HTAi's charitable activities. To date, 7 private sector organizations and 8 public sector organizations have joined the Forum. Chris Henshall thanked such organizations for supporting HTAi.

Secretariat

Chris Henshall provided an update on the status of the HTAi Secretariat at the Institute of Health Economics in Edmonton, Canada. He reminded members that at this time last year, there was uncertainty around whether or not the Secretariat would remain at the IHE, since Dev Menon, its Executive Director and CEO, had recently announced his acceptance of a new position at the University of Alberta. Consequently, a sub-committee of the HTAi Board had been formed to explore possible alternative

locations, and proposals were sought from Canadian organizations who had expressed an interest in hosting the Secretariat at last year's Annual Meeting. However, during follow-up discussions with each of them, it became clear that none were in a position to be able offer such services anytime soon. Shortly thereafter, the Board learned that Egon Jonsson had been appointed as the new Executive Director and CEO of the IHE and supported it continuing to house the HTAi Secretariat. Thus, the Board is currently in the process of formalizing a 3-year agreement with the IHE to provide Secretariat services to HTAi. This agreement will include expansion of the Secretariat, thereby enabling it to increase the types of services it provides to members (e.g., production of a newsletter, provision of administrative support to the newly-created interest subgroups, centralized management of Annual Meetings, etc.).

Programmes

Chris Henshall formally thanked the Information Resources Group for all of its efforts to implement the HTAi vortal. This "virtual portal", accessible through the HTAi web site, comprises a collection of HTA-related web site links organized according to HTA-related subject categories. He also thanked the National Library of Medicine for providing the financial resources required to support the vortal's development.

Bursaries

Chris Henshall indicated that the Board has agreed to allocate \$10,000 Cdn towards match-funded traineeships (where HTAi matches whatever funds an individual is able to obtain from other sources, to a maximum of \$10,000) and \$10,000 Cdn towards the establishment of travel grants for individuals from developing countries who wish to attend the 2006 Annual Meeting.

5.0 Treasurer's report

Diane Benner summarized the auditors' report for the 2003-2004 fiscal year, which had been circulated to members prior to the meeting. She invited questions and/or comments. With none raised, Bernard Bloom moved that it be approved, as distributed. The motion was seconded by Ed Barnas and carried, with none against. Diane Benner then presented the 2004/2005 estimated year-end financial statement (Appendix 2). The total revenue and expenditures for the period of 1 June 2004 to 31 May 2005 in Canadian dollars (using a US exchange rate of 1.24) were approximately \$470,000 and \$226,000, respectively, resulting in a balance of approximately \$244,000 Cdn. Diane Benner compared the figures with those budgeted and approved by the Board at the Annual Board Meeting in Krakow, Poland, last year. She indicated that, due to the success of the Policy Forum, the total revenue was over \$150,000 Cdn higher than expected. On the expenditures side, the Board had planned to hire a full time director during the year, but since the position had not yet been filled, staffing costs were significantly lower than budgeted (i.e., approximately \$90,000). Once again, she sought feedback from members. No concerns were voiced. Therefore, she moved on to discuss the appointment of an accounting firm to conduct the 2004-2005 audit. She indicated that proposals from three accounting firms were sought and reviewed against criteria similar to those used last year, which included experience handling audits of non-profit, membership-based societies. Since all three were comparable in terms of expertise, the Board agreed to recommend to the membership that the firm with the lowest bid, Allan Welsh & Company, be retained to conduct the audit. David Hailey moved to accept the Board's recommendation. The motion was seconded by John Gabbay and carried, with none against.

6.0 Membership dues

Chris Henshall announced the Board's proposal to add 4 new membership categories to those already established: 1) Individual middle income country - \$92.50 US/year (new) and \$77.50 US/year (renewal); 2) Individual low income country - \$10.00 US/year (new) and \$10.00 US/year (renewal); 3) Organizational not-for-profit middle income country - \$77.50 US/year (X) + \$375.00 US/year, where X = up to 5 individuals; and 4) Organizational not-for-profit low income country - \$10.00 US/year (X) + \$100.00 US/year, where X = up to 5 individuals. He indicated that the Board put considerable thought into the proposed structure and hopes that it will make it possible for individuals from middle-income and low-income countries to join HTAi. The Board plans to monitor the financial impact of its introduction on HTAi over the next year. Laura Sampietro-Colom then moved to approve the structure. The motion was seconded by Steven Bernstein and carried, with none against.

7.0 Results of 2005 election

Alicia Granados, Chair of the Elections Committee, reminded members that elections had been held in May/June to fill the positions of 4 incumbent members of the Board, the Vice-President and 3 Directors, whose terms expire at the end of June. An Elections Committee, comprising Brendon Kearney (Australia), Jane Sisk (United States), and Alicia Granados (Spain), was appointed to oversee the call for nominations and on-line voting processes, with administrative support provided by the Secretariat. All members of HTAi, as well as individuals registered for the 2005 Annual Meeting, were invited to nominate eligible candidates and vote in the election. Six candidates stood for the position of Director and 1 for the position of Vice-President. Approximately 900 individuals were eligible to vote, of whom 299 participated. As in previous years, ballots were cast on-line through the Society's web-site. Of the candidates running for a Director position, the 3 who received the greatest number of votes, Jean Francois Baladi (United States), Americo Cicchetti (Italy), and Jill Sanders (Canada) and were elected to the Board. With only 1 candidate running for Vice-President, Devidas Menon (Canada), the position was filled by acclamation.

8.0 Vote of thanks

Berit Morland, incoming President, thanked outgoing Board members, Andrew Dillon and Susan Bidwell, for their active involvement in the Board's activities, and Alicia Granados for her role as Chair of the Elections Committee and Board Observer. She also thanked the Secretariat for their hard work. Lastly, she extended special thanks to Chris Henshall, President for the past 2 years, indicating that the Society is extremely grateful to him for all of his work to ensure its stability.

9.0 Other business

With no other business to be discussed, Chris Henshall adjourned the meeting at 6:45 pm.



Health Technology Assessment International

A New International Society for the Promotion of Health Technology Assessment

ANNUAL GENERAL MEETING

Date: 21 June 2005

Time: 6:00 pm to 7:00 pm

Location: Auditorium, Europe Congress Centre, Universita Cattolica del Sacro Cuore,
Rome, Italy

Agenda

1.0	Welcome	Chris Henshall
2.0	Approval of agenda	Chris Henshall
3.0	Approval of minutes of 2004 Annual General Meeting	Chris Henshall
4.0	President's report	Chris Henshall
5.0	Treasurer's report	Diane Benner
6.0	Membership dues	Chris Henshall
7.0	Results of 2005 election	Alicia Granados
8.0	Vote of thanks	Berit Morland
9.0	Other business	

Financial Statements for 2004-2005**Revenue**

	<u>Budgeted (Cdn \$)</u>	<u>Actual (Cdn\$)</u>
HTAi Memberships	\$142,000.00	\$157,247.00
Policy Forum	\$150,000.00	\$209,354.92
Contributions	\$0.00	\$102,992.41
Total Revenue	\$292,000.00	\$469,594.63

Expenditures

Secretariat and services	\$206,000.00	\$105,264.87
Policy Forum & Winter Board Meeting	\$70,000.00	\$81,186.53
Annual Meeting	\$5,000.00	\$11,990.83
Journal Prize	\$0.00	\$600.00
IJTAHC (CUP)	\$37,537.00	\$26,343.66
Total Expenditures	\$318,537.00	\$225,385.89

Balance **\$244,208.70**

Budget for 2005-2006**Revenue**

	<u>Budgeted (Cdn \$)</u>
HTAi Memberships	\$182,812.50
Policy Forum	\$212,500.00
Contributions	\$60,000.00
<i>Surplus from 2004-2005</i>	<i>\$244,208.70</i>
Total Revenue	\$699,521.20

Expenditures

Secretariat and services	\$265,500.00
Policy Forum & Winter Board Meeting	\$90,000.00
Annual Meeting	\$10,000.00
Awards	\$22,000.00
IJTAHC (CUP)	\$50,700.00
Total Expenditures	\$438,200.00

Balance **\$261,321.20**