



## MINUTES OF THE ANNUAL MEETING OF THE BOARD OF DIRECTORS

**Date:** 18 June 2005

**Time:** 9:00 am to 4:00 pm local time in Rome (GMT + 2 hours)

**Location:** Sala Germania, Europe Congress Centre, Università Cattolica del Sacro Cuore, Rome, Italy

### **Present:**

#### Board of Directors

Chris Henshall, President (United Kingdom)

Berit Morland, Vice-President (Norway)

Diane Benner, Treasurer (Canada)

Laura Sampietro-Colom, Secretary (Spain)

Susan Bidwell, Director (United Kingdom)

Helena Dahlgren, Director (Sweden)

Andrew Dillon, Director (United Kingdom)

John Gabbay, Director (United Kingdom)

Cliff Goodman, Director (United States)

Krzysztof Landa, Director (Poland)

Marjukka Makela, Director (Finland)

#### Observers

Alicia Granados, Past-President of CNSHTA (Spain)

Finn Borlum Kristensen, Chair of INAHTA (Denmark)

Sadasivan Sivalal, Developing Countries (Malaysia)

#### Guests

Jean-Francois Baladi, Incoming Director (United States)

Americo Cicchetti, Incoming Director (Italy)

Devidas Menon, Incoming Vice-President (Canada)

#### Regrets

Jill Sanders, Director (Canada)

#### Secretariat

Eva Munro (Canada)

Tania Stafinski (Canada)

### **1.0 Welcome and Apologies**

Chris Henshall welcomed everyone and offered apologies on behalf of Jill Sanders, who was unable to attend. He then introduced and congratulated the incoming Board members, Devidas Menon (Vice-President), Jean-Francois Baladi (Director), Americo Cicchetti (Director), and re-elected Board member, Jill Sanders. Chris Henshall thanked them for accepting the Board's invitation to attend the meeting and become familiar with its current activities before they begin serving their terms. He then thanked the outgoing Directors, Susan Bidwell and Andrew Dillon, indicating that the Board remains particularly grateful for their dedicated efforts and hard work on the Vortal and Policy Forum, respectively. Lastly, Chris Henshall introduced Sadasivan Sivalal, who had accepted the Board's invitation to join it as an Observer representing low and middle income countries.

### **2.0 2005 Election results**

Alicia Granados, Chair of the Elections Committee, reviewed the procedures and results of the 2005 HTAi Election, which had been outlined in the a report circulated to Board members prior to the meeting. Elections were 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. In accordance with the Society's Founding Constitution, he will serve 2 years as Vice-President and then 2 years as President. Alicia Granados concluded by extending congratulations to all successful candidates and thanking the Committee and the Secretariat for their efforts to ensure that the elections were carried out as smoothly and efficiently as possible.

### **3.0 Approval of the agenda**

Chris Henshall briefly reviewed the agenda, which was approved as circulated prior to the meeting. He added that Elaine Alligood, Chair of the Society's Information Resources Group, had prepared a brief presentation on the HTAi Vortal which she would be delivering to the Board towards the end of the meeting (i.e., 3:00 pm).

Before proceeding to the next agenda item, Marjukka Makela suggested that, for the benefit of those new to the Board, everyone introduce themselves. Chris Henshall agreed, asking each person to state his/her name and the organization he/she represents. He then clarified the role of Observers and guests (i.e., incoming Board members) as important and welcomed contributors to any discussions that may emerge throughout the meeting.

### **4.0 Approval of minutes of the 2005 Mid-winter Board Meeting**

Chris Henshall invited questions and/or comments from the Board regarding the minutes of the Mid-winter Board Meeting, which was held on 5 February 2005 in London, United Kingdom. Since none were raised, he moved that the minutes be approved as circulated prior to the meeting. The motion was seconded by Diane Benner and carried, with none against.

### **5.0 Matters arising not otherwise covered in the agenda**

Chris Henshall reminded the Board that, in compliance with its request to receive the minutes of Executive Committee Meetings in "real time" at the last Mid-winter Board Meeting, the Secretariat has begun circulating them accordingly. He then encouraged members to review and appropriately challenge them, if necessary, by contacting a member of the Executive Committee.

### **6.0 Annual Meetings**

#### *6.1 Annual Meeting Guidelines and other policy matters*

In order to accommodate scheduled presentations from the 2005 and 2006 Local Organizing Committees (LOCs), as well as the proposed 2007 LOC, the Board agreed to return to this item at the end of the presentations.

#### *6.2 2005 Annual Meeting*

Chris Henshall welcomed Americo Cicchetti and Marco Marchetti from the 2005 LOC and thanked them for taking the time to come to the Board meeting and present on the final program and organizational arrangements that have been made for the 2005 Annual Meeting, scheduled to start the next day. Marco Marchetti began by expressing apologies on behalf of Cesare Catananti and Walter Ricciardi, who were unable to attend. He then provided a brief overview of the structure and composition of the committees involved in planning the meeting, stating that the LOC consisted of 15 members and the International Scientific Programme Committee (ISPC) comprised 78 members representing 21 different countries. He also summarized key aspects of the main elements of the meeting, including the Scientific, Social, and Accompanying Persons Programmes. With respect to the Scientific Programme, Marco Marchetti outlined the criteria and process used to evaluate submitted abstracts. He explained that approximately 75% of abstracts received were accepted, of which roughly half had been grouped into 32 oral paper sessions. Further, he summarized the main topics for the 3 plenary sessions, 30 parallel panel sessions, 8 workshops, and 1 post-conference course included in the Programme. Lastly, he reported on the number of delegates anticipated at the meeting. As of last week, the LOC had received 647 registrations from 39 countries. Marco Marchetti concluded by suggesting that HTAi begin a tradition of passing a candle from LOC to LOC during the closing ceremonies of Annual Meetings to symbolize the sharing of knowledge and spirit of unity that HTAi hopes to achieve through them. The Board supported the idea and asked the Secretariat to revise the Annual Meeting Guidelines accordingly. Chris Henshall added that the Board was delighted by not only the large number of registrants, but also the way in which a number of ancillary meetings had been coordinated around the Annual Meeting. He then thanked Marco Marchetti and Americo Cicchetti for all of their hard work over the past year, and stated that the Board looked forward to excellent Annual Meeting.

*Action:* The Secretariat will ensure that the closing ceremonies section of the Annual Meeting Guidelines describes the candle passing ceremony.

#### *6.3 2006 Annual Meeting*

Chris Henshall welcomed Brendon Kearney, Chair of the 2006 LOC, and thanked him for coming to the meeting to present a summary of the progress made to date on the organization of the 2006 Annual Meeting, which will be held from 2<sup>nd</sup> – 5<sup>th</sup> July

2006, in Adelaide, Australia. Brendon Kearney thanked the Secretariat, Krzysztof Landa (Chair of the 2004 LOC), and Marco Marchetti (from the 2005 LOC) for their helpful suggestions and continued support. He then listed the names of core members of the 2006 LOC and ISPC, which will be chaired by Stephen Blamey, and indicated that he hopes to finalize the membership of both committees within the next couple of months. In addition, Brendon Kearney reviewed the status of several key elements of the meeting. The Adelaide Convention Centre, located on the banks of the river and within walking distance of a variety of accommodations, ranging from student residences through to 5 star luxury hotels, has been reserved as the venue for all sessions. A professional conference organizer, SAPMEA, has been retained to coordinate the meeting. The Scientific Programme will showcase Australia's 2 main health technology decision-making bodies, the Pharmaceutical Benefits Advisory Committee (PBAC) and the Medical Services Advisory Committee (MSAC), as well as HTA-related activities in Asia. Proposed topics for sessions include: the role of HTA in chronic disease management and public health; HTA of vaccines; and a comparison of 4<sup>th</sup> hurdle models. Brendon Kearney emphasized the importance of ensuring that the Programme maintain a prominent Asian influence, reiterating the LOC's plans to offer around 50 travel grants/scholarships to delegates from Asia who would otherwise not be able to attend the meeting. Currently, the LOC has raised approximately \$150,000 (AUD), with the Australian and New Zealand Governments comprising the main sponsors. Brendon Kearney concluded his report by showing a short promotional video on South Australia, produced by the local tourist bureau, and circulating copies of the pre-conference announcement that would be distributed to delegates at the 2005 Annual Meeting. Chris Henshall thanked Brendon Kearney for an excellent presentation, and invited questions and comments from the Board. A discussion around the basic business model for the Annual Meeting and what the Society could do to help maximize returns followed. Brendon Kearney indicated that approximately 500 registrants would be needed in order to "break even", and that the LOC is hoping to receive strong support for the meeting from within Australia. Board members proposed several topics for sessions that might attract a mix of local, as well as international academic researchers, policy-makers, and health care professionals, such as: 1) the role of HTA in managing SARS and/or the Avian Flu, 2) the use of HTA in health planning, 3) HTA in response to emerging threats, and 4) HTA of vaccines. Brendon Kearney thanked the Board for its advice. Chris Henshall asked members to forward any ideas that emerge from the 2005 Annual Meeting directly to Brendon Kearney.

*Action:* Board members will send any further ideas for sessions to Brendon Kearney by e-mail.

#### *6.4 2007 Annual Meeting*

Chris Henshall reminded the Board that several months ago, AETMIS in Quebec had expressed a keen interest in hosting the 2007 Annual Meeting in Montreal, Canada. However, following discussions with its Board and the local conference bureau, it decided that 2 years was not long enough to plan such a meeting. At around the same time, Laura Sampietro-Colom had announced that the Catalan Ministry of Health would like to submit a proposal to host the 2007 Annual Meeting in Barcelona, Spain, under Option 2 (where HTAi assumes the financial risk). Thus, the AMC invited her to 1) prepare a full written proposal for its review and 2) make a brief presentation to the Board during the Annual Board Meeting in Rome. Chris Henshall, therefore, welcomed Laura Sampietro-Colom, Chair of the proposed LOC. She thanked the Board for the opportunity to discuss the proposal and apologized for not having been able to circulate it to members of the AMC prior to the Meeting. She then described the potential theme for the Annual Meeting, "the role of HTA in evidence-based public health", and explained that this is a timely and important issue for not only the Catalan Ministry of Health, but also other health care decision-making bodies around the world. Two possible venues for the Meeting, both of which are within walking distance of major hotels and the subway, were also identified. In addition, she announced that Alicia Granados, who chaired the LOC for the 14<sup>th</sup> Annual Meeting of the International Society of Technology Assessment in Health Care, which was held in Barcelona, Spain, 8 years ago, has agreed to chair the ISPC. Laura Sampietro-Colom concluded her presentation by outlining a proposed budget for the entire meeting and listing organizations from which she has received verbal and/or written confirmation of support to date. Chris Henshall thanked her for preparing a "very exciting, professional proposal", and invited questions and comments from the Board. The importance of selecting an appropriately sized conference venue (i.e., one that is not too large) and the need to ensure that the term, "public health", in the context of the Annual Meeting is clearly defined were discussed. It was agreed that the proposal would now be forwarded to the AMC for review, who would, in turn, make a formal recommendation to the Board by the end of July 2005.

*Action:* The AMC will review the proposal submitted by the Catalan Ministry of Health to host the 2007 Annual Meeting and make a recommendation to the Board by the end of July 2005.

#### *6.5 2008 Annual Meeting*

Tania Stafinski circulated a letter of intent to submit a full proposal to host the 2008 Annual Meeting in Montreal, Canada, from AETMIS in Quebec, on behalf of the AMC. She explained that the AMC had not yet issued an open call for proposals to host the 2008 Annual Meeting, but would still like to do so. However, in order to maximize the amount of organizational time given to the successful LOC, the AMC plans to move up the proposal submission deadline to 30 September 2005 so that it will be able to make a recommendation to the Board at its fall teleconference. Chris Henshall thanked Tania Stafinski for the update.

With all presentations delivered, the Board returned to Item 6.1 (Annual Meeting Guidelines and other policy matters).

### *6.1 Annual Meeting Guidelines and other policy matters*

Tania Stafinski reported on the status of the Annual Meeting Guidelines. She indicated that, after examining the extent to which LOCs adhered to the guidelines over the past few years, the AMC has decided that such a document is neither sufficient nor appropriate. Instead, it proposes to replace it with a detailed, prescriptive Annual Meetings Procedures Manual, complete with “how to” sections and templates for various communications materials. This manual would encompass both options for hosting an Annual Meeting (i.e., Option 1, where the LOC assumes all of the financial risk, and Option 2, where HTAi assumes all of the financial risk). The Board supported the idea, but suggested that a brief, high-level policy paper which clearly defines the financial risk, fundraising expectations, and decision-making/governance relationships with HTAi under each option be drafted and sent to the Board for its approval. This document would then form the basis for future contracts with LOCs.

*Action:* The AMC will draft a policy paper, for approval by the Board, that addresses financial risk and governance matters associated with each of the two options for organizing Annual Meetings. It will also work with the Secretariat to prepare an Annual Meetings Procedures Manual.

## **7.0 Financial Matters**

### *7.1 Approval of 2003/2004 Auditors' Report*

Diane Benner summarized the Auditors' Report, which had been prepared by Deloitte and Touche in October 2004 and circulated to the Board in November 2004. She indicated that the Finance and Audit Committee had held a teleconference in January 2005, during which it reviewed the report. With no concerns or issues identified, the Committee agreed to formally recommend its approval to the Board. Chris Henshall thanked Diane Benner, and invited questions and/or comments from the Board. None were raised. Thus, the Board agreed to approve the report and asked that a copy be placed on the HTAi web site.

*Action:* The Secretariat will post a copy of the auditors' report on the HTAi web site.

### *7.2 Estimated 2004/2005 year-end financial statement*

Diane Benner reviewed the 2004/2005 estimated year-end financial statement, which had been circulated to all Board members prior to the Board meeting. 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. With respect to expenditures, the Board had planned to hire a full time director during the year. However, because the position had not yet been filled, staffing costs were significantly lower than budgeted (i.e., approximately \$90,000). Chris Henshall thanked Diane Benner, and suggested that the Board take such information into account when setting the budget for the 2005-2006 fiscal year.

### *7.3 Proposed 2005/2006 budget*

Diane Benner presented a proposed budget for 2005-2006. She indicated that conservative membership numbers were used to calculate income projections totaling slightly under \$700,000 Cdn (including the surplus from this year and the anticipated donation from the 2005 LOC). Regarding the Secretariat budget, she proposed a figure similar to that approved for 2004-2005. A discussion followed. It was agreed that the Board should be prepared to dedicate \$150,000 Cdn towards personnel so that the Secretariat can become appropriately staffed to be able to expand membership services, implement some of the Board's proposed ideas for charitable activities, and take on more of a role in organizing Annual Meetings. It was also proposed that an extra \$50,000 Cdn be set aside to cover additional staffing costs, should the Annual Meeting in 2007 be managed centrally by the Secretariat. The Board agreed to ask the Executive Committee to hold discussions with Egon Jonsson, the new Executive Director and CEO of the Institute of Health Economics, around the financial resources needed to staff the Secretariat. Other potential expenses for next year were then discussed, including maintenance of the portal, production of a Society newsletter, and organization of the Policy Forum. It was decided that \$70,000 Cdn should be budgeted for the Forum, thus allowing the Forum Committee to not only invite one or two international experts to stimulate discussions during the meeting, but also retain a “Meeting Secretary” to oversee the development of the meeting programme. Chris Henshall then asked the Board for its thoughts on how it could further develop the Society over the next year. The Board agreed that ways of making it possible for individuals from low and middle income countries to become members of HTAi and/or attend Annual Meetings should be implemented. Further, it decided 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 (both trainees and more established individuals in decision-making positions) from developing countries who wish to attend the 2006 Annual Meeting. It also proposed creating 4 new membership categories: 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. The Board agreed to formally seek approval from the membership on the addition of these categories to the current list during Monday's Annual General Meeting. The Board recognized that the cost of a single subscription to the International Journal of Technology Assessment in Health Care (IJTAHC) was approximately \$42.00 US more than that of a membership for an individual from a developing country (which includes a Journal subscription). Therefore, it was agreed that John Gabbay would raise the possibility of Cambridge University Press, the Journal's publisher, offering a lower annual subscription rate for members from developing countries with Ed Barnas during his meeting with him in a couple of days; however, should he not receive a positive response, HTAi would cover the difference. Lastly, the Board agreed to ear-mark \$10,000 Cdn for interest sub-group activities. Chris Henshall thanked Board members for their input and asked Diane Benner to prepare a budget that reflected the Board's discussions for presentation at the 2005 Annual General Meeting on 20 June 2005.

*Action:* Chris Henshall will propose the addition of 4 new membership categories during the 2005 Annual General Meeting. In addition, Diane Benner will prepare a revised budget, which takes into account the Board's decisions, for presentation at the 2005 Annual General Meeting.

#### *7.4 Forecasts for 2006/2007*

Diane Benner reviewed financial forecasts for 2006/2007, which had been circulated to the Board prior to the Board meeting. She explained that, given the large number of "unknowns" involved, conservative assumptions had been used to produce revenue and expenditure estimates. Chris Henshall thanked Diane Benner, indicating that it would be important for the Board to keep such estimates in mind when making any financial decisions over the next year.

#### *7.5 Recommendations for appointment of auditors for 2004/2005*

Diane Benner informed the Board that the Secretariat has begun to prepare for the second external audit of HTAi. 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 deemed comparable in terms of expertise, the Finance and Audit Committee felt it would be appropriate to recommend that the firm with the lowest bid, Allan Welsh & Company, be retained to conduct the audit. The Board supported the recommendation. Therefore, Diane Benner will ask the membership to approve this firm at the 2005 Annual General Meeting.

*Action:* Diane Benner will seek approval from members on the appointment of auditors for the 2004-2005 fiscal year at the 2005 Annual General Meeting.

(Item 12.0, Vortal, was moved ahead of the next 4 items on the agenda in order to accommodate the presentation by Elaine Alligood).

## **12.0 Vortal**

Susan Bidwell introduced Elaine Alligood, Chair of the HTAi Information Resources Group (IRG). Elaine Alligood provided a brief overview of the vortal, highlighting key points from a paper she had prepared and circulated to Board members prior to the meeting. She stressed the importance of ensuring that the site be a dynamic one, indicating that a group of vortal volunteers has been assembled to regularly maintain the contents of various sections. It will also undergo continuous usability testing, as well as have a user feedback function built into it. Chris Henshall thanked Elaine Alligood, stating that the Board was extremely grateful for all of the time and effort the IRG had dedicated to developing and implementing the vortal over the last year. A discussion around how best to manage it followed. It was agreed that a set of editorial policies for deciding what information to include in the vortal should be prepared and presented to the Board for its approval at the fall Board teleconference. It was decided that the Scientific and Professional Programmes Committee (SPPC) of the HTAi Board of Directors and the IRG would work on developing such policies.

*Action:* The SPPC and IRG will prepare a paper proposing a set of editorial policies for managing the vortal's contents. They will present this paper to the Board at its fall teleconference.

## **8.0 Secretariat and contract with IHE**

### *8.1 Recruitment of Director*

Chris Henshall provided an update on progress made towards recruiting a director for the HTAi Secretariat. He indicated that 7 applications were received and independently reviewed by Egon Jonsson, Devidas Menon, Berit Morland, and himself. Subsequently, a teleconference was held to discuss the applications and decide which candidates to consider further. Interviews will now be scheduled with short-listed candidates. The Executive Committee hopes to have the position filled by the end of the summer.

### *8.2 Demands upon and budget for Secretariat*

With issues related to this item having been discussed under Section 7.0, Financial Matters, the Board decided to move on to the next item.

## **9.0 Membership**

Berit Morland suggested that the Board jump to item 9.5, Awards, since it had already covered items 9.1 to 9.4 during discussions that took place under Section 7.0, Financial Matters.

#### *9.5 Awards*

Berit Morland proposed that a yearly service award be introduced in order to formally recognize individuals who have made outstanding contributions to the Society. The Board supported the idea, and agreed to discuss criteria and selection processes during the fall Board teleconference.

*Action:* The Secretariat will ensure that an Awards item is part of the agenda for the fall Board teleconference.

### **10.0 Relationships with other societies/organizations**

Chris Henshall stated that the Executive Committee has been working on developing more formal links with potential collaborating organizations, such as the World Health Organization. He also reminded the Board that it had accepted Finn Borlum Kristensen's offer to include HTAi in his proposal to coordinate EUNetHTA. A brief discussion followed. Board members agreed think about other organizations with which HTAi should form relationships and share them at the fall Board teleconference.

*Action:* Board members will suggest other organizations with which HTAi may want to form relationships at the fall Board teleconference. The Secretariat will ensure that an item addressing this issue is on the agenda for the fall Board teleconference.

### **11.0 Communications**

The Board agreed that communications had already been addressed under previous agenda items; therefore, further discussion was not necessary.

### **13.0 Publications strategy**

Chris Henshall reminded the Board that, during the mid-winter Board meeting in London, it had agreed to ask the SPPC to create a Publications Sub-Committee to handle negotiations with Cambridge University Press and develop a proper strategy managing scientific publications associated with the Society. John Gabbay, Chair of the SPPC, announced that, since then, such a committee has been set up, with Susan Bidwell agreeing to serve as Chair. Other committee members include Toni Parada and Elaine Alligood. Chris Henshall thanked John Gabbay and Susan Bidwell, and suggested that the Committee aim to have a draft publications strategy ready for discussion during the fall Board teleconference, to which Susan Bidwell agreed.

*Action:* The Publications Sub-Committee will prepare a draft publications strategy for the fall Board teleconference.

### **14.0 Proposed HTA Peer Review Process**

Krzysztof Landa provided an overview of a paper, circulated to Board members prior to the meeting, proposing that the Society coordinate a peer review process for HTA reports. He listed the potential benefits, including increased quality assurance, harmonization of HTA methods, and international cooperation in the field, and described how it could be managed. Chris Henshall thanked Krzysztof Landa and invited questions and/or comments from the Board. A discussion around whether or not it would be appropriate for the Society to take on such an activity occurred. In addition, concerns over liability, as well as the amount of work involved in running the process were raised. The Board agreed that a proper risk assessment would need to be conducted before it could move forward. Krzysztof Landa pointed out that the Board must find ways of promoting the conduct of high quality HTA in places where it may not already be happening. Chris Henshall stated that the Society should be working with all communities involved in HTA around the world to ensure that this is achieved. Berit Morland suggested that Krzysztof Landa organize a workshop or session at the 2006 Annual Meeting to address this issue.

*Action:* Krzysztof Landa will organize a workshop or session at the 2006 Annual Meeting which discusses ways in which the Society could become involved in promoting quality assurance in HTA.

### **15.0 Policy Forum**

Chris Henshall thanked Tania Stafinski for organizing the summer meeting of the Policy Forum and ensuring that the proceedings from the winter meeting looked extremely professional. He then asked Board members for their views on the structure of the last meeting. However, due to time constraints, the Board decided to delay the discussion until the fall Board teleconference.

*Action:* The Secretariat will include an item on Policy Forum structure in the agenda for the fall Board teleconference.

### **16.0 Board Sub-Committees**

Berit Morland invited comments from the Board on the current structure and make-up of its sub-committees. She indicated that she would like to see sub-committees involve more non-Board members. The Board agreed, but felt that the chairs of committees should be Board members. Laura Sampietro-Colom expressed concern over the amount of work expected from sub-committees. Chris Henshall pointed out that, ideally, sub-committees should be simply serving as the steering group for

work done elsewhere. It was decided that a more in-depth discussion would need to take place during the fall Board teleconference. Lastly, John Gabbay indicated that he would like to step down from his role as Chair of the SPPC. *Action:* The Secretariat will ensure that an item on Board sub-committees appears on the agenda for the fall Board teleconference.

#### **17.0 Agenda for Annual General Meeting**

It was agreed that Tania Stafinski and Chris Henshall would prepare the agenda for the 2005 Annual General Meeting.

#### **18.0 Any other business**

No other business was raised.

The Board formally recorded its thanks to Chris Henshall, President, for all of his efforts over the past 2 years to ensure that the Society remained viable.

During the lunch break, the Board had expressed its gratitude to out-going Board members, Susan Bidwell, Andrew Dillon, and Alicia Granados, presenting them with small gifts in appreciation for their work on the Board over the past 2 years.

The meeting was adjourned at 4:35 pm.