



## MINUTES OF THE FALL TELECONFERENCE OF THE BOARD OF DIRECTORS

**Time:** 12:00 pm to 2:30 pm (MST)

**Date:** Monday, 29 September 2003

**Present:**

Board of Directors

Chris Henshall, President (United Kingdom)

Berit Morland, Vice-President (Norway)

Laura Sampietro-Colom, Secretary (Spain)

Diane Benner, Treasurer (Canada)

Susan Bidwell, Director (New Zealand)

John Gabbay, Director (United Kingdom)

Clifford Goodman, Director (United States)

Marjukka Makela, Director (Finland)

Wija Oortwijn, Director (Netherlands)

Jill Sanders, Director (Canada)

Observers

Alicia Granados (Spain)

Secretariat

Devidas Menon (Canada)

Tania Stafinski (Canada)

**Regrets:**

Board of Directors

Andrew Dillon, Directors (United Kingdom)

Deborah Marshall, Director (Canada)

Observers

Finn Borlum Kristensen (Denmark)

Guest

Jim Breivis (United States)

The meeting was conducted by teleconference and commenced at 12:10 pm with the Board agreeing to adopt the agenda (Annex 1) which had been distributed to Board Members in advance of the meeting.

### 1.0 Welcome; regrets

Apologies for absence were received from Deborah Marshall, Finn Borlum Kristensen, and Jim Breivis. For technical reasons, it was not possible for Andrew Dillon to join the conference.

### 2.0 Incorporation of HTAi

A summary of the three options for incorporation (i.e., Denmark, Canada, or Alberta) and background information related to each one was provided by Chris Henshall. The membership's ratification of the Board's decision to incorporate in Denmark was reviewed, along with issues the Secretariat has faced since then in attempting to establish financial structures that would allow them to operate in Alberta, the province in which the Secretariat is located. A general discussion of the advantages and disadvantages of each option followed. Questions of whether or not HTAi can obtain charitable status in Canada, whether or not there is a minimum provincial residency requirement for Board Members of societies incorporated in Alberta, and whether or not incorporation in Alberta prevents subsequent incorporation in other jurisdictions were raised. The Board unanimously agreed to start the incorporation process in Alberta, contingent upon it receiving no "unexpected" legal advice sought on the above questions. *Action:* Tania Stafinski will ask the lawyer with whom the Secretariat has been consulting to address these questions and forward his responses to all Board members. The membership will be notified via e-mail of the Board's decision to incorporate in Alberta.

### **3.0 Membership renewal and recruitment**

The current status of the membership registration/renewal process was reviewed. It was agreed that invitations to renew or register would not be sent out until the current membership had been notified of the Board's decision to seek incorporation in Alberta and had an opportunity to respond. It was also agreed that the next membership period would last for 8 months (October 2003 to June 2004) instead of 12 months and that the fee for current members would be reduced to US \$120 to adjust for this difference. However, the fee for new members would remain at US \$150. *Action:* Tania Stafinski will draft an e-mail to HTAi members from the President outlining the Board's activities and decisions to date.

### **4.0 Agreement with Cambridge University Press**

Dev Menon informed the Board that he had signed a contract on behalf of IHE with CUP for the distribution of the remaining two 2003 issues of the International Journal of Technology Assessment in Health Care to HTAi members. Once HTAi is incorporated, a new agreement between it and CUP will be necessary. A draft of such an agreement has been developed by John Gabbay, Chair of the Scientific and Professional Programmes Sub-Committee (SPPC), and reviewed by Dev Menon and Susan Bidwell. Since CUP's relationship with HTAi has yet to be clarified, it was suggested that the term of the agreement be for one year only, unless this is deemed unacceptable by CUP. The need for an electronic version of the journal was also discussed. The Board agreed that all issues related to the Journal, including agreements between HTAi and CUP, would be handled by the SPPC. In addition, the SPPC would create a publications sub-committee to liaise with the Journal. Board members were asked to send any ideas and comments regarding the Journal to John.

### **5.0 Annual Meetings**

*2004*

Chris Henshall provided a brief summary of rationale behind the Board's decision not to make P'Concept the exclusive professional conference organizer of the 2005 and 2006 Annual Meetings. He also updated the Board on the status of the contract between CEESTAHC and HTAi. Responsibility for negotiating a contract which ensured that 1) HTAi membership fees collected from non-member conference registrations would be transferred to HTAi upon their receipt, 2) a fee per delegate (using a sliding scale based on the number of paid registrants) would be paid to HTAi, 3) conference registration rates would be in line with previous ISTAHC meetings; and 4) income to HTAi would not depend on the "profit" made by CEESTAHC was delegated to Dev Menon and Tania Stafinski. The version of the contract deemed acceptable to CEESTAHC was sent to David Hill for legal approval, as well as to all Board members. It was indicated that the terms agreed to were "the best we could do" under the circumstances. The Board unanimously agreed to approve the contract "as is". It was reiterated that the Secretariat will serve as the point of contact for the 2004 Local Organizing Committee (LOC). The Board agreed that matters relating to the conference program would be handled by the SPPC, and those

relating to meeting logistics would be managed by the Annual Meeting Committee (AMC). Both committees will work through the Secretariat. John Gabbay reported on his discussions with Egon Jonsson, Chair of the 2004 International Scientific Committee, at the International Conference on the Scientific Basis of Health Services held in Washington from 20-23 September. *Action:* Egon Jonsson will speak with Krzysztof Landa, Chair of the 2004 Local Organizing Committee, to ensure that the final program caters to the full range of HTAi members, and that the SPCC has an opportunity to provide input on behalf of the Society.

#### *2005 and 2006*

Tania Stafinski reported that the revised Annual Meeting Guidelines had been sent to prospective LOCs from Switzerland, Italy, Spain, and Australia. The need to extend the deadline of 1 October for submission of proposals to the Secretariat was also discussed. *Action:* The AMC will set a new deadline for submission of proposals to host the 2005 and 2006 Annual Meetings.

### **6.0 Formation of Board Sub-Committees**

Chris Henshall reminded the Board of its decision to create four sub-committees: 1) Finance and Audit Committee, 2) Scientific and Professional Programmes Committee, 3) Membership, Communication, Fundraising and Corporate Relations Committee, and 4) Annual Meeting Committee. He had previously asked Board members to indicate the committees on which they would like to serve. It was decided that each committee would be chaired by a Board member (where possible) and that other Society members would be asked to join sub-committees. The Board agreed to the following:

1) Finance and Audit Committee: As Treasurer of HTAi, Diane Benner will be Chair. Chris Henshall suggested that committee membership be based on experience in managing a scientific organization and preparing budgets. Laura Sampietro-Colom and Jill Sanders both volunteered to be Committee members. However, since Jill Sanders and Diane Benner are both from CCOHTA, it was decided that Jill should serve on a different committee.

2) Scientific and Professional Programs Committee: In August, Chris Henshall had asked John Gabbay to both chair and form this committee. Susan Bidwell, Marjukka Makela, Laura Sampietro-Colom, and Deborah Marshall have agreed to serve as members.

3) Membership, Communication, Fundraising and Corporate Relations Committee: Chris Henshall indicated that the main goal of this committee is to help the Society widen its membership base. Therefore, it should be chaired by him, as President, or Berit Morland, as Vice-President. The Board agreed to Chris Henshall and Berit Morland co-chairing the committee and proposed that Andrew Dillon and Cliff Goodman be members. Cliff Goodman accepted. *Action:* Chris Henshall will contact Andrew Dillon and ask him to join.

4) Annual Meeting Committee: Jim Breivis has been asked to Chair the committee for this year. Chris Henshall thanked him for his dedicated efforts towards ensuring the success of Annual Meetings during the past couple of years. Jill Sanders will shadow Jim over the next few months and assume the position of Chair following the 2004 Annual Meeting in Krakow. Berit Morland and Wija Oortwijn have agreed to become committee members.

Chris Henshall asked Sub-Committee Chairs to start thinking about members of the Society who could be asked to sit on Sub-Committees. It was agreed that face-to-face meetings of Board members on each sub-committee should be held during the mid-winter Board meeting.

### **7.0 Secretariat budget**

Chris Henshall informed the Board that a contract between HTAi and IHE to run the Secretariat will be finalized shortly and signed by both parties once the Society has become incorporated. Dev Menon

indicated that he would be sending his comments on the contract, budget and financial protocol to Diane Benner. The final version will be sent to the entire Board for its endorsement during the mid-winter Board meeting.

### **8.0 Mid-winter meeting**

Dev Menon announced IHE's intentions to hold a workshop for medical device and biotechnology manufacturers in Vancouver in December and offered to provide financial support for a mid-winter Board meeting one day prior to the event in return for a commitment from several Board members to speak at the workshop. Other locations suggested for the Board meeting included the upcoming OECD meeting on HTA the Hague from 27-28 October and the NICE Annual Conference in Birmingham on 2-4 December. *Action:* Tania Stafinski will clarify possible options and then send them to Board members to establish 1) who is already planning to attend the OECD and NICE conferences and 2) who would be available to attend a December meeting in Vancouver.

### **9.0 No other business was raised.**

The meeting was adjourned at 2:00 pm (MST).

Minutes Approved by Chris Henshall, President:

Date: February 1, 2004