



# Health Technology Assessment international

An International Society for the Promotion of Health Technology Assessment

## HTAi Annual General Meeting

Monday June 25, 2012

7:30 – 8:40 p.m. Bilbao, Spain

### 1. Welcome

HTAi President Clifford Goodman welcomed members to the Annual General Meeting. Approximately 30 members were in attendance.

### 2. Approval of agenda

**Motion:** *That the Annual General Meeting Agenda be approved with no revisions.*

Moved: Pwee Keng Ho. Seconded: Iñaki Gutiérrez-Ibarluzea. **Motion carried.**

### 3. Approval of minutes of the 2011 Annual General Meeting

**Motion:** *That the minutes of the 2011 Annual General Meeting be approved as presented.*

Moved: François Meyer. Seconded: Brian O'Rourke. **Motion carried.**

### 4. President's Report

Clifford Goodman provided a report on the activities of the Society over the previous year. The report highlighted the following areas:

- *Review of HTAi's Strategic Plan (2009-13):* the Strategic Plan is supported by annual Strategic Action Plans which cover six main objectives: membership growth; high scientific/professional standards; strategic development of HTAi; long-term support for Policy Forum; sustainability; and member communications.  
*Report on strategic initiatives in 2011-12:* Updates on activities and achievements related to the Strategic Action Plan for 2011-12 were described in the following areas: organizational partnerships (meetings, collaboration and joint projects with WHO, INAHTA EuroScan, RedETSA, ISQua, SMDM and NICE were highlighted); national and regional HTA promotion (highlighted capacity building and collaborations in China, Latin America, and Italy); enhancing the value and impact of the Policy Forum (impact of discussions, responsiveness to emerging topics and exploration of opportunities for national or regional meetings were described); engaging at the HTA-regulatory interface (HTA and Regulator agency dialogues were described, and the Green Park Collaborative was highlighted); and strengthening member collaboration (increased engagement of ISGs with Executive Committee, mention of new ISGs created this year).
- *Evolution of the Society's organizational model:* Secretariat is housed at the Institute of Health Economics in Edmonton, Canada. Contract extends to 2015. In 2011, additional capacity added to support the scientific component of the Policy Forum; Secretariat increased to three full-time staff. Beginning in 2014, HTAi will assume direct financial and logistical responsibility for Annual Meetings, overseeing a private sub-contractor who will undertake the majority of the work. HTAi's financial reserves are sufficient to support transition and mitigate risks to HTA. Increased Secretariat staff and IHE support will permit HTAi to assume additional organizational responsibilities and sustain other global initiatives. Transition will be closely overseen by HTAi Board, Annual Meeting Committee.
- *Location of 2014 Annual Meeting:* Washington, DC, USA has been selected to host the 2014 HTAi Annual Meeting entitled, "HTA and the evolution of healthcare in an era of economic restraint and patient-centered care". The Chair of the Local Organizing Committee is Steve Pearson.
- *Outlook for 2012-13:* To focus areas for strategic development, including: consolidate regional presence in Latin America and Asia; advance international organizational collaborations; continue with strategic development of the Policy Forum; ensure transition of organizational model; and define and advance interest in HTA-regulatory engagement. HTAi must continue to evolve in response to a dynamic environment and strategic plan renewal presents a unique opportunity to position HTAi at the forefront of global developments in policy and science.

No questions or concerns were raised.

## 5. Treasurer's Report

### 5.1 Treasurer's Report

Americo Cicchetti, Treasurer, provided a report on the 2010-11 fiscal year. As anticipated, there was a significant surplus generated in 2010-11 (\$118,567). The report indicated that HTAi's reserve fund balance as of May 31, 2011 was \$543,281, with the Restricted Shut-down Reserve increased to \$85,000 (biannual review), the Restricted Annual Meeting reserve eliminated (recommended by auditors), with the Unrestricted reserve maintained at minimum \$205,000 to address contingencies associated with Annual Meetings and other risks to the Society. To mitigate the Society's vulnerability to exchange rate volatility, monetary exchanges from US Dollars to Canadian Dollars will be done each quarter (or otherwise spread across the year).

### 5.2 2011-12 fiscal year: projected results

Projected year-end surplus ≈ \$35,000 (driven by a combination of administrative efficiencies, under-expenditure of ISG grants and slightly favourable exchange rate variance. Some discussion was held of the implications of ongoing austerity pressures which may limit membership renewals and Annual Meeting attendance. Opportunities for long-term mitigation exist; Board will retain focus on fiscal sustainability in strategic and business planning.

### 5.3 Audited financial statements (2010-11)

**Motion:** *That the Audited Financial Statements for fiscal year 2010-11 be adopted.*

Moved: Alicia Granados. Seconded: Brian O'Rourke. **Motion carried.**

### 5.4 Appointment of auditor

**Motion:** *That Meyers Norris Penny LLP (Edmonton, Alberta) is (re)appointed as the Society's auditor for the 2011-12 fiscal year.*

Moved: Iñaki Gutiérrez-Ibarluzea. Seconded: Guy Maddern. **Motion carried.**

## 6. Policy Forum Chair's report

Policy Forum Chair Chris Henshall presented a report on major activities of the Policy Forum for 2011-12. It was reported that the Policy Forum would welcome one new member in 2012-13, with one organization withdrawing membership. The report highlighted that the January 2012 meeting of the Forum had addressed the topic of "HTA and Disinvestment," and that a paper resulting from these discussions would be published in the International Journal of Technology in Health Care in July 2012. Other activities of the Policy Forum were highlighted:

- One parallel panel session at the 2012 Annual Meeting, and contributions to additional sessions;
- A Policy Forum Scoping Meeting, held as a preconference workshop open to all HTAi members to discuss the scope of the February 2013 topic of "HTA and Value".
- Participation in a range of discussions in other national and international fora.

## 7. Bylaw amendments

**Motion:** *That the Society's by-laws be amended by Special Resolution as follows: by replacing the existing text in Article 5.3, with:*

*"The Board of Directors may appoint one or more non-voting ex officio members where it considers this will further the Objects of the Society by maintaining linkages with organizations or bodies with which the Society wishes to work closely. The Board may review such appointments as it deems appropriate. Additionally, the Board may invite one or more individuals to attend Board meetings as invited guests in order to provide input on specific issues before the Board. Such invitations may extend over multiple meetings but shall be reviewed prior to each meeting."*

Moved: John Sproule. Seconded: François Meyer.

**The motion on the floor was called to a vote and carried by a majority greater than 75%.**

Discussion ensued regarding the wording "one or more non-voting ex officio members". While flexibility is desired in the number of ex officio members invited to selected Board meetings, it was suggested to specify a cap on the numbers (e.g., a number of ex officio members would necessarily be less than the number of Board members). The Board agreed to place this under consideration.

## **8. Results of the 2011 Board of Directors election**

Clifford Goodman presented a summary of the election process. Clifford congratulated the following newly elected Officers and Directors:

*Treasurer: Americo Cicchetti (to continue in a second term, acclamation)*

*Secretary: Iñaki Gutiérrez-Ibarluzea*

*Directors: Andres Pichon-Riviere*

*David Grainger (1-year appointment)*

## **9. Vote of thanks for Board members**

Clifford Goodman expressed thanks and appreciation to the following outgoing Board members:

- Americo Cicchetti (completing first term as Treasurer)
- Guy Maddern (Secretary)
- Flavia Elias
- Iñaki Gutiérrez-Ibarluzea

## **10. Other business**

Clifford Goodman expressed thanks to Logan Mardhani-Bayne, who is leaving the position of Managing Director of the HTAi Secretariat. All members present expressed their deep appreciation to Logan for his superlative work and commitment in advancing the interests and processes of the Society during his tenure. Recruitment of a new Managing Director is underway with several promising candidates under review.

No other business was raised.

Adjourned at 8:40 p.m.