

**HTAi Annual General Meeting Minutes**  
**June 3, 2018**  
**Vancouver, Canada**

**1.0 Welcome**

HTAi President, Sean Tunis, called the Annual General Meeting to Order at 18:15h PST. Approximately 75 members were in attendance.

**2.0 Approval of Agenda**

**Motion:** *That the Annual General Meeting Agenda be approved as presented.*

Moved: Kalipso Chalkidou

Seconded: Iñaki Gutierrez-Ibarluzea

All voted in favor. Motion carried.

**3.0 Approval of the 2017 AGM Minutes**

**Motion:** *That the 2017 Annual General Meeting Minutes be approved as presented.*

Moved: Brian O'Rourke

Seconded: Laura Sampietro-Colom

All voted in favor. Motion carried.

**4.0 President's Report**

Sean Tunis provided a report of the President. The following was highlighted:

- HTAi is expanding support to members
  - Interest Groups: Technical Officers, Increased funding, website repository infrastructure and increased Secretariat assistance.
  - A new website has been launched and includes supporting the membership management system, webinars, educational services, etc.
  - Society rebranding includes a new logo and new templates.
- HTAi is building stronger and action-oriented partnerships with WHO, INAHTA, IMI, EuroScan, and others.
- Ghana / SSA workshop in partnership with IDSI
  - Exploring potential opportunities for HTAi to support development of HTA in sub-Saharan African nations. A workshop will be held in Ghana the end of September 2018.
- Strengthening HTAi's Secretariat Team
  - Annual meeting and Policy Forum teams under development.
  - Marketing/communications.
  - Relationship management with members, stakeholders and sponsors.

### **Annual Meeting Updates**

- Rome was one of HTAi's most highly attended Annual Meeting events with ~1200 participants.
- Vancouver:
  - Tremendous scientific program.
  - 900 paid attendees.
  - Major progress with expanded internal capacity to support annual meetings.
- A note of thanks to the hosts in Italy (SIHTA), Canada (CADTH/IHE) for Vancouver and Cologne (IQWiQ/DIMDI) was recorded.
- Planning for 2019, 2020, 2021 and 2022 meetings underway.

### **Policy Forum Updates**

- Policy Forums continue to flourish:
  - Asia Policy Forum in Beijing, November 2017, RWE and Universal Health Coverage.
  - Global Policy Forum in Barcelona, January 2018, Horizon Scanning.
  - Latin America Policy forum in Montevideo, April 2018, Value Frameworks.
  - Each Policy Forum has unique character, reflecting purpose and region.
- A note of thanks to Rebecca Trowman, Katelyn Pretzlaff, Laura Sampietro-Colom, Brendon Kearney, IECS and Southampton was recorded.
- Working to solidify relationships and the operational model.

### **Interest Group Updates**

- Interest Groups (IGs) are doing well and are a major focus of further support:
  - Many panels, poster presentations, workshops, toolkits and webinars.
  - Some IGs are more active and focused than others.
- Looking to recruit more members to IGs, and provide more support and direction regarding high value activities.
- Contributor to the IMI Paradigm:
  - Patients Active in Research and Dialogues for an Improved Generation of Medicines.
  - Collaboration with 30 European agencies.
  - developing a framework for meaningful patient engagement throughout the development of medicinal products.
  - A note of thanks to the HTAi Secretariat Team was recorded.

### **Membership Update - 2017/2018 Membership**

- Realignment of membership cycle to align with fiscal cycle. As determined by the membership, a combination of 7 and 19 month memberships have been sold.
  - Total of 56 Organisational Members: 40 Not for Profit, 16 For Profit.
  - 1,116 individuals from 55 countries: 155 from LMICs.
- Membership will be a major Focus for 2018/2019 and subsequent years.

### **Update on the 2015-2020 Strategic Plan Progress**

- The Society is making good progress on top three core priorities:
  - Annual Meetings.
  - Policy Forums.
  - Interest Groups.
- Good progress in 2 additional areas:
  - Business Development Committee.
  - Scientific Development and Capacity Building Committee.
- More focus to begin on:
  - Partnership Strategy.
  - Membership Strategy.

### **5.0 Treasurer's Report**

Don Juzwishin, HTAi Treasurer, provided the Treasurer's Report noting that HTAi is now in a strong financial position. The following was highlighted:

#### **2017 Audited Financial Statements**

- The 2017 Audited Financial Statements are posted on the HTAi website. Notes to the financial statements provide information on the accounting practices and policies that are used and the schedules indicate what the Secretariat costs are.
- The financial audit was conducted by Myers Norris Penny (MNP).
- MNP expressed a clean report and that "In their opinion, the financial statements present fairly, in all material respects, the financial position of Health Technology Assessment international as at December 31, 2017 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations".
- The financial statements and Auditor's report have been reviewed and approved by the Finance and Audit Committee in May 2018 and by the HTAi Board of Directors on June 1<sup>st</sup>, 2018.

A review of the Statement of Operations, Statement of Financial Position, Statement of Changes in Net Assets, and Statement of Cash Flows and a review of the terminology was provided. A note of thanks to Allison Hagen was recorded. Further discussion followed and the following was noted:

- Interest Groups are a clear priority to the board and it is a strategic priority to continue to invest both additional staff and funding. Staff bandwidth will be put in place to oversee and support the funded activities. Under the leadership of Yingyao Chen, Chair of the IG Steering Committee, a series of recommendations, ideas, and way of evaluating IG performance is underway to identify which IGs need support and additional intention. A breakdown of IG funding will be provided to members upon request.

**Motion:** *That 2017 Audited Financial Statements be approved as presented.*

Moved: Alric Rüther

Seconded: Franz Pichler

All voted in favor. Motion carried.

### **2018 Audited Financial Statements**

As per the Society by-laws, the membership is required to approve the appointment of the Society auditors for the upcoming financial audit for the year ending December 31, 2018.

**Motion:** *That the Members approved MNP to conduct the HTAi Audit for the year ending December 31, 2018 with an audit fee of \$20k.*

Moved: Laura Sampietro-Colom

Seconded: Kalipso Chalkidou

All voted in favor. Motion carried.

### **6.0 2018 Board Election Results**

Sean Tunis formally expressed thanks and appreciation to outgoing Board Members (2015-2018) and presented departing gifts:

- Don Juzwishin (Treasurer)
- Americo Cicchetti (Secretary)
- David Grainger (Director)

Sean Tunis congratulated the newly elected Board Directors (2018-2021):

- Marco Marchetti (Treasurer)
- Franz Pichler (Secretary)
- Hector Castro (Director)

### **7.0 2020 Annual Meeting Location**

The 2020 Annual Meeting will be held in Beijing, China. The CNHDRC and Fudan University will be the joint local host organizations. A special note of thanks to Yingyao Chen was recorded.

### **8.0 Any Other Business (AOB)**

No other business was discussed.

### **9.0 Adjournment**

On behalf of the HTAi Board of Directors, Sean Tunis thanked the HTAi membership for their continued support.

The meeting was adjourned at 19:01h PST.