

# Minutes of the Annual General Meeting of Action against Medical Accidents

**Held on 7<sup>th</sup> December 2021**

Present: Moi Ali (MAli) Chair, Jonathan Hazan (JH), Caroline Browne (CB) Vice Chair, Bill Kilvington (BK), Amrat Khorana (AK), Janine Collier (JCol), Jocelyn Cornwell (JC)

In attendance: Peter Walsh (PW) Chief Executive & Company Secretary  
Noelia Serrano, Sayer Vincent (part)

Attended via Teams: Mike Andersson (MA), Nigel Holland (NH) & Mary Smith (MS)

Apologies: Maggie Davies (MD)

## Introduction

The Chair welcomed everyone to the meeting and introduced Noelia Serrano. It was noted that the Finance Manager Nicky Rushden was in hospital following an accident. Trustees sent Nicky their best wishes for a speedy recovery.

## 1. Minutes of the AGM held 8<sup>th</sup> December 2020

These were AGREED as an accurate record.

## 2. Appointment of Auditors

It was noted that AvMA had been using Sayer Vincent for a long time. Our audit partner had been changed to find a new perspective. Trustees remained happy with the service provided by Sayer Vincent, and it was AGREED to appoint Sayer Vincent as the auditors for 2021-22.

## 3. Annual Report and Accounts 2020-21 and Post Audit Report

PW left the room to allow for trustees and the auditor to discuss any issues of concern they wished to raise in private.

The annual report and accounts for 2021-21 were approved. Nelai Serrano said there were no serious issues, and she was content with the management response to a few relatively minor issues raised in the post-audit report.

There was a discussion about the resilience of the finance function in AvMA, which was highly reliant on the Finance Manager. It was noted that a consultant had been commissioned to help with the Ipllicit software project. PW was encouraged to consider other ways in which the Finance Manager could be supported, and trustees said they would be sympathetic to additional expenditure on this if necessary.

It was felt important not to lose sight of a financial procedures manual so that accountant flows and procedures would be clear to anyone who needed to step in for the Finance Manager. The link provided by Sayer Vincent to new guidance on the legal considerations around staff working from home was noted. Management were encouraged to consider this.

#### 4. AvMA Services Ltd

It was AGREED to appoint NH as the second Director of AvMA Services Ltd (PW being the other).

The AvMA Services Ltd annual report and accounts were noted and approved, with one correction. The date of resignation for Angela Brown to be changed to October 2021.

#### 5. Resignation or Re-appointment of Trustees

It was noted that Moi Ali was retiring with effect from the end of the Council meeting of 7<sup>th</sup> December 2021. It was agreed that Moi would Chair the rest of the AGM and Council meeting.

NH and MA were reappointed as trustees.

It was noted that the forthcoming Governance Review would be considering terms of office of trustees etc in the future.

##### **Election of Chair**

JC left the room for this item. It was AGREED to appoint JC as Chair for 2021-22. Moi was thanked for her time as a trustee and Chair. JC said she would be meeting individually with trustees.

##### **Election of Treasurer**

It was AGREED to appoint NH as Treasurer for 2021-22.

It was noted that JH was resigning as a trustee after the Council meeting. AB was thanked for her time as Treasurer and JH for stepping in as interim Treasurer and as a trustee.

##### **Election of Vice Chair**

No nominations had been received. It was agreed to leave this position vacant for the time being. MA agreed to assist the Chair if this was needed/helpful.

CB was thanked for her time as Vice-Chair. It was noted that Caroline would be stepping down as Vice Chair after the Council meeting but would continue as a trustee.

#### 6. Date of next meeting

The date of the next meeting is Tuesday 13<sup>th</sup> December 2022.