



**BSGAR Annual General Meeting  
At 1700hrs on Thursday 6th February 2014  
At The Randolph Hotel, Oxford**

The President, Dr Andrea Phillips, welcomed members to the meeting.

1. **Apologies for Absence.** No apologies were received.
2. **Minutes of last Annual General Meeting 7<sup>th</sup> February 2013 Gateshead.** The minutes of the meeting held in Gateshead on 7<sup>th</sup> February 2013 were accepted as a true record. The draft minutes had been circulated to all members in advance of the meeting via the members' forum on the BSGAR website. The approved minutes are available on the BSGAR website Society section <http://www.bsgar.org/society/agm-minutes>.
3. **President's Report.** The President reported on the Society's activities over the year, including reports from committee members with specific responsibilities. The President thanked the committee members for their hard work during the year and in particular Dr Damian Tolan who had completed his term as Research Officer and had handed over to Dr Arun Gupta.
  - 3.1 **BSGAR Committee.** The committee for 2013/14 was:-
    - President – Dr Andrea Phillips
    - President Elect - Dr Ashley Guthrie
    - Secretary – Dr Delia Peppercron
    - Treasurer – Dr Andrew Thrower
    - Liaison Officer – Dr Mac Armstrong
    - Standards Officer – Dr Stuart Williams
    - Education Officer – Dr Ian Zealley
    - Research Officer – Dr Damian Tolan/Dr Arun Gupta
    - Audit Officer – Dr Andrew Slater

The President thanked the outgoing BSGAR Administrator Lavinia Gittins and welcomed Liz Jones as the new BSGAR Administrator. Liz has an increased role supporting the Committee and membership and updating the BSGAR website. BSGAR documents have been digitised for ease of reference and new processes are being developed to facilitate Committee work.

- 3.2 **Membership.** There are currently 260 BSGAR members in good standing, which includes 50 new members in the period 1<sup>st</sup> February 2013- 31<sup>st</sup> January 2014. Of this 50; 35 are Full Members, 14 Junior Members and 1 Associate Member. The membership approval process has been streamlined and the online membership application refined. The President urged members to

update their account profile on the BSGAR website or see Liz Jones over the course of the BSGAR meeting.

**3.3 General Activities.** The President summarised the general activities of BSGAR since the last meeting.

**3.3.1 BSGAR Annual Meeting 2013.** The Meeting in Gateshead was successful with good conference space and facilities. The meeting was 1.5 days and has now been increased to 2 days based on feedback. The Friday afternoon Small Bowel MRI workshop for trainees proved popular and successful and it is hoped that more trainee sessions can be run at future BSGAR meetings. All the lectures were recorded and are available on the BSGAR website. The feedback from the sponsors was positive and the major sponsor's presentation was introduced for the first time. Bayer sponsored the Annual Dinner at the Baltic. It was pointed out that sponsors can't fund entertainment.

**3.3.2 Research Officer. Arun Gupta.** BSGAR continued to support various multicentre national trials; CReST, FOxTROT, FIAT, PROSPeCT, MERCURY 2 and the METRIC trial, several of which are still recruiting. The BSGAR Research Sub-committee continues as a resource for members and provides advice and assistance to set up research projects. Members are encouraged to contact Arun Gupta or Stuart Taylor if they would like advice. BSGAR also supports the ACPBGI Colorectal Research Group and has radiology representatives on NCRI Clinical Studies Groups.

**3.3.3 Audit Officer. Andrew Slater.** The following two audits had been completed and the results were being presented at the BSGAR Annual Meeting the following day.

- Audit of faecal tagging and laxative regimes for CTC: Postal survey of all UK Radiology departments
- Image-guided Liver Biopsy Audit: Postal survey of all UK Radiology departments

**3.3.4 Standards Officer. Stuart Williams.** The Standards/Guidelines, such as NICE and the HPB cancer measures, where BSGAR had involvement in 2013/2014 were summarised. The President thanked Shaun McGee for his work with ACPBGI and all BSGAR member who had contributed and provided input for standards/guidelines over the year. The final processes are currently being undertaken for the guidelines on the Use of CTC for Suspected Colorectal Cancer and the President thanked Tim Hoare and the working party for their collaborative work with these. Ashley Guthrie remains the representative for the CASPAR project; work is still ongoing.

**3.3.5 Education Officer. Ian Zealley.** The President summarised BSGAR's Education input:

- Endoscopy Training for Radiology STRs. JAG have been very enthusiastic in their support for endoscopy/EUS optional training in Level 2 GI Radiology curriculum. A working party has been set up and there is an aim to match training with jobs. A number of endoscopists are meeting the following day (Friday 7<sup>th</sup> February) at BSGAR Annual meeting to discuss and take forward. The next envisaged step is producing a training guidance document.
- Small Bowel Imaging Workshops. A small bowel imaging workshop held on Wednesday 5<sup>th</sup> February prior to the BSGAR Annual meeting went very well and sold out quickly.

- CTC webpages. There is a new section on the BSGAR website for CTC. The aim is to bring together practical documents, links to references, training courses, audit guidance and provide practical advice and assistance.
- FRCR GI SBA Questions. Rob Holmes is coordinating this. A meeting was held on Wed 5<sup>th</sup> February in conjunction with the BSGAR meeting.
- Junior Rep. Dushyant Shetty. The aim of having a BSGAR junior representative is to encourage trainee involvement with BSGAR. There was an aim to collect interesting cases from SpRs to publish on the website. There has been a disappointing response to date but opportunities to develop this are being explored. Dush has held a meeting with trainees at BSGAR to explore how BSGAR can support GI training.

**3.3.6 Liaison Officer. Mac Armstrong.** The President summarised BSGAR activity in this area. She encouraged involvement in the forthcoming ESGAR Conference in Austria, the Society of GI Intervention Conference in Seoul and related clinical societies. Work has been ongoing to increase and strengthen links with clinical societies to assist and have radiological input into documents and guidance. There is a need for an ACPGBI rep to replace Shaun McGee and the President asked for the meeting to consider any suitable candidates they may know. Shaun McGee reinforced this message and recommended the role stating that it had been a privilege to do it and an experience he had learnt a lot from. Mark Callaway is the new AUGIS rep.

**4. Treasurer's Report.** The Treasurer, Andrew Thrower presented his report. The income and expenditure accounts for the year from 1 January 2013 to 31 December 2013 showed income of £16,052.23 and expenditure of £8,948.77. The expenditure was reduced compared to last year due to the new website development fees paid in 2012. One off expenditure for this year included payment of lawyers for the contract of the new Administrator and for the Accountant in relation to the work conducted over advice about the Society being a mutual trader. The Treasurer highlighted that payments by PayPal have increased since last year which is positive. Total funds as at Jan 1<sup>st</sup> 2014 were £59,043.89.

The Treasurer explained that the Society is currently operating as a mutual trader. Since the last AGM he investigated the option of becoming a charity. As the Society currently runs, there are no real benefits to becoming a charity. However, the option is still open if the Society wants to become a charity in the future. HMRC informed BSGAR at the beginning of the week that tax owed is £20 on interest made. The Treasurer has formalised the Society's mutual trader status and has proposed some changes to the BSGAR Constitution to comply with this, including a clause to state that if the society is dissolved, funds must be returned to the membership.

The Treasurer thanked Mrs Gittins and Mrs Jones for their administrative assistance and Drs Frost and Shorvon for their internal audit of the accounts.

Dr Alan Grundy asked the Treasurer about the Tax return and financial period. The Treasurer explained that since seeking advice and formalising the Society's position as a mutual trader he had submitted a tax return which covered the last 6 years and the £20 tax bill was a one off expense.

Dr Chris George asked the Treasurer about whether it was an issue operating as a mutual trader and accepting sponsorship at the BSGAR meeting. The Treasurer explained that all the sponsorship is dealt with by Creative Conferencing and incorporated into their financial plan for the Conference. BSGAR receives the financial surplus from Creative Conferencing once all bills are paid after the Conference.

**5. Secretary's report.** The Secretary, Delia Peppercorn presented her report.

**5.1 Committee Elections.** The Secretary reported the results of elections for Committee members over the year:

September 2013

Research Officer – Arun Gupta

February 2014

President – Ashley Guthrie

Treasurer – Andrew Thrower (re-elected)

Liaison Officer – David Breen

Education Officer – Edmund Godfrey

BSGAR Ex-officio appointments were as follows:

April 2013

Symptomatic CTC Lead – Tim Hoare

May 2013

BSGAR Junior Representative – Dushyant Shetty

February 2014

ACPGBI Representative – vacant

AUGIS Representative – Mark Callaway

**5.2 Amendment to BSGAR Constitution.** The Secretary presented the proposed amendments to the BSGAR Constitution. It was reiterated that the proposed changes had already been distributed to the membership for their consideration.

Membership Categories (section 3) The Secretary proposed that the Constitution is amended so junior members are identified in a separate membership category but retain the same rights (full voting rights) as full members. **This was accepted unanimously.**

Junior Representative (section 11). The Secretary proposed that the Constitution is amended so that the agreement made at 2013 AGM of having a BSGAR junior representative and the clarification of the election process is included. **This was accepted unanimously.**

Mutual Trader Status (section 14-16). The Secretary proposed that the Constitution is amended to formalise the Society as a mutual trader and that reference is made to finance and surplus and the actions required when the society is dissolved. **This was accepted unanimously.**

Minor Changes. Minor changes to the Constitution have been proposed to ensure it reads fluently. These changes were highlighted in the proposals sent out prior to the AGM. **Changes were accepted unanimously.**

**6. Honorary Fellowships.** The President had great pleasure in awarding Dr Roger Frost and Dr Philip Shorvon Honorary Fellowships of BSGAR. Both Dr Frost and Dr Shorvon were pleased to accept.

**7. BSGAR 2015 Annual Meeting.** The BSGAR Conference in 2015 will be held 4-6<sup>th</sup> February 2015 at the Queens Hotel in Leeds. Ashley Guthrie will be the Local organiser. The hotel is Leeds' most famous landmark hotel, it has excellent Conference facilities and good road, rail and airport link.

**8. Future Annual Meetings.** The President highlighted that the structure of the Conference had changed this year from 1.5 to 2 days. The increased number of delegates for this meeting suggests a positive response to the change but feedback is awaited. The venue in Oxford was considered too small for a poster exhibition but this may be considered for future meetings. Workshops appear popular and would also be considered for future meetings. A joint Conference with BSUR had been discussed and this may be an option for 2016. Location ideas for BSGAR 2016 include central England (Birmingham and Warwickshire) and southern England (Bournemouth). As an additional location to those already discussed, Nick Carroll is investigating suitable venues in Cambridge.

**9. Other business.** There was no other business.

Dr Ian Zealley declared that Dr Andrea Phillips had done an excellent job as President and thanked her on behalf of the membership. The President thanked the members for attending and the Committee for their support during her time as President and handed over BSGAR Presidency to Dr Ashley Guthrie.