**Draft: Minutes of the VRA Annual General Meeting**

**held on 3 November 2017 at 3pm**

**Royal College of Occupational Therapists**

**106-114 Borough High Street**

**London SE1 1LB**

**Attendees:** John Pilkington – Chair JP

 Alison Biggs AB

 Jenny Ceolta-Smith JCS

Deborah Edwards DE

 Andrew Frank AF

 Alexandra Freeman AFm

 Sue Godby SG

 Ceri Goodrum CG

 Beth Husted BH

 Gary Johnston GJ

 Andrew Mills AMs

Shirley Morrison-Glancy SMG

 Joy Reymond - Treasurer JR

**In attendance:** Anna McNeil AM

**Observer:** Margaret Delaney MD

**Apologies:**

 Mansel Aylward MA

 Jessica Bavinton JB

 David Booth DB

 Debbie Cohen DC

**1. Welcome:**

The Chair, John Pilkington, welcomed members to the meeting noting that it was quorate.

**2. Minutes of the VRA AGM held on 19 July 2016**

The minutes were agreed as a true record of the meeting

**3. Election of Trustees**

It was noted that all the current Trustees were eligible, and the following wished to stand for re-election:

**Trustee: Nominated by:**

Deborah Edwards Gary Johnston

Joy Reymond Andrew Frank

Andrew Frank Joy Reymond

John Pilkington Andrew Frank

Shirley Morrison-Glancy John Pilkington

Jenny Ceolta-Smith Andrew Frank

**New applications:**

**Applicant: Nominated by:**

Alexandra Pugh Joy Reymond

Andrew Mills Joy Reymond

Beth Husted Joy Reymond

Alexandra Freeman Joy Reymond

Gary Johnston Deborah Edwards

Sue Godby Jenny Ceolta-Smith

It was noted that Jessica Bavinton had not been able to submit an application as she was currently out of contact in South America. Her place as a trustee would be held for her and confirmed when she returned to England.

All applications were approved and the Trustees duly elected.

JP welcomed all Trustees and stated he looked forward to working with the new Board of Trustees.

AM stated that she would be sending the following documents to all Trustees:

1. conflict of interest form
2. information required by Companies House
3. request for information, and picture, for the VRA website

**4. Chair’s Report**

JP thanked all those who had helped and supported him during his tenure as Chair. This support all went towards helping the VRA and its members. His aim had been to build alliances. He noted that today’s study day with the RCOT SS Work was an excellent example of working together and hoped more events like this could be organized.

The VRA are working with BABICM and CMSUK on possible accreditation and each organisation is about to embark on a consultation process with their members to see if the project would be viable.

JP expressed his thanks to Chris Bartlett for his work on the rebuild of the new website and SMG for leading the webinar programme which is really building a head of steam.

JP informed the meeting that he and JR had been elected to the Board of Directors of the Council for Work and Health, so were in a very good position to ensure that the VR voice was heard.

Finally, JP noted that all Friends of the VRA had agreed to give their continued support to the VRA. He added that Debbie Cohen had felt that she had not been able to give as much time as she would have liked to being a Trustee and it was noted that she had agreed to become a Friend of the VRA instead.

**5. Treasurer’s Report**

JR informed the AGM that the VRA did not have an official reserves policy, however it did currently hold sufficient funds to meet its planned expenditure for in excess of one year (£25k).

Individual and corporate memberships remain a significant concern (£3638). However, income from the annual conference were encouragingly higher (£16,630) due to collaboration with CMSUK and BABICM.

The major challenge facing the VRA is to grow the membership, both individual and corporate. All Trustees were asked to consider individuals and organisations they could approach.

Finally, JR added that the VRA was working on building joint memberships with other organisations and to date two had expressed an interest in a reciprocal arrangement: IIRSM and ACPOHE.

**6. Any other business**

There was no other business.

**7. Presentation**

The Trustees took this opportunity to thank JP, who was standing down as Chair after five years, for all his hard work and dedication to VR.

JP was awarded a life-time membership of the VRA in recognition of his amazing efforts to raise the profile of VR amongst the wider health and related communities.

The meeting closed at 1525.