



Manchester Perioperative Medicine Society

PeriOpMan Annual General Meeting

27.11.2024 19:30 @ Zena's Didsbury

Attendees: Nick Wisely, Mohan Shanmugam, Amarjeet Patil, Jay Rajagopalan, Danny Conway, Manoj Sanwal

Apologies: Cliff Shelton, Anuja Singla, Mohamed Elbahnasy

Chairperson Report Nov 2024: Tina Duff

Dr Amarjeet Patil welcomed to the AGM. Amarjeet has been proposed as the new Treasurer for PeriOpMan and the present committee members all agreed and welcomed Amarjeet's nomination, and he has agreed to undertake the role of treasurer.

Thanks again to Dr Nick Wisley for his role as Treasurer for PeriOpMan and his integral involvement in the Society and his unwavering enthusiasm. Proposal that Nick should continue to stay involved with PeriOpMan society despite his imminent move abroad to Adelaide. Committee and Nick all in agreement that he remains involved with PeriOpMan society as an Overseas Ambassador/Representative.

Concerns raised by Dr Tina Duff about GDPR compliance. This was discussed at this AGM and Dr Mohan Shanmugam has confirmed verbally and in his IT report that the website is fully compliant with all new GDPR standards.

The Trustees for the PeriOpMan charity were again discussed and it was not clear who is currently registered on the Charity Commission website as a Trustee for PeriOpMan Society. Professor Danny Conway will review this on the website and we are all in agreement that the three Trustees will be Daniel Conway, Tina Duff and Amarjeet Patil. Mohan Shanmugam to step down from the trustee role.

Mohan has highlighted in his IT report that John Prince remains interested in helping the PeriOpMan Society. He continues to be paid a monthly retention fee of £5.00 for email access. All members in agreement that continuing to engage John's help is necessary as he can help with marketing of events. Agreement from the committee that Julie Laing continues to be vital as front of house and administration support at both face to face and online conferences.

Mohan has suggested Dr Raj Khosla as a colleague to assist with PeriOpMan Society, particularly the IT elements of the society. Mohan is thinking about future proofing and

asking Raj to help support him with the work on website and related issues such as online certificates.

Mohan has confirmed that the new website will enable each member to have their own page where they can review confirmation of event bookings and access event information.

Tina has raised the wording of the Constitution that suggests only medical professionals can be PeriOpMan members. This is not the case in principle and there have been AHP members in the past. Committee in agreement that we amend the constitution to reflect our desire for AHP membership. Committee also in agreement with £10.00 membership for AHPs and we would be keen to involve them in presentations and workshops in meetings.

The committee have also agreed to a membership fee of £25.00 for Resident/LEDs and Consultants.

The committee discussed our use of social media to raise the profile of PeriOpMan. This has been successful in the past but requires significant input. Manoj will review the current platforms and present his preference for which he feels is the best to pursue. We will all need to take an active role in supporting this with Manoj leading. Trainee reps should also be involved with this.

The low attendance at the trainee meeting and the face-to-face meeting discussed. Late marketing of the events felt to be most relevant factor.

Unfortunately, Professor Shelton unable to attend the AGM. Dr Jay Rajagopalan raised the idea of proactivity in our funding of research/audit and QI projects. Suggestion for a minimum spend over the next 12 months and a defined number of projects. Website clear in our intentions to support people with small grants for projects and how they can apply.

Discussions about advertising this funding across the NW anaesthetic and ICM trainee networks and at our own meetings.

The committee acknowledged the hard work of both Dr Anuja Singla and Dr Mohamed Elbahnasy as our trainee representatives. They have both been excellent. The term for our trainee representatives is 2 years and therefore we will need to advertise for these posts. See actions. We would like to encourage Anuja and Mohamed to stay in post until the next Trainee meeting – this will enable planning of the meeting to start now and for a smooth transition to the next trainee team.

Actions from meeting detailed below.

Next meeting to be held on Zoom 09.12.24

General Secretary's Report Nov 2024: Jay Rajagopalan

This year has been productive for Manchester Perioperative medicine society. We had Prof Bansal hand over the Chair to Dr Duff. We also have Prof. Shelton take up our Scientific Officer post and Ms Julie Laing continuing as the event administrator.

Events:

19th Jan 2024 – Ultrasound Guided Regional Anaesthesia – 24 Attendees (The NEST, in person)

10th July 2024- Periop Man Trainee meeting – 22 Attendees (online)

18th Sept 2024- NW Airway course- 43 attendees (in Person, Anaesthesia dept, MRI)

04th Oct 2024 Periop Man Trauma – 44 delegates (in person)

We also had some charitable spaces for about 10 medical students as volunteers to attend this conference free of charge.

Feedback has been extremely good for these meetings and the plan of avoiding hybrid meetings this year has been successful.

We have agreed to advertise early and have a longer lead time to our events in the coming year. We have given one Grant for a trainee to present original research at a perioperative medicine conference. Our grants are accessible via the grant application form. We would look at giving a few more grants next year.

Treasurer Report Nov 2024 : Nick Wisely

Accounts submitted. Please see attached document detailing accounts.

Amarjeet and Nick will meet to arrange for the account holder details to be changed from Nick to Amarjeet.

Membership Secretary Nov 2024: Manoj Sanwal

Discussions focused around the difficulties we have in keeping an accurate record of current PeriOpMan members.

This appears to be difficult to obtain from the Stripe system. There may be some merit in reviewing other providers to establish if they have an easier platform to display membership numbers. Manoj will consider reviewing this with Mohan and Amarjeet as costs may be prohibitive with other providers.

We need to actively promote membership at our online and face to face meetings.

IT Report Nov 2024: Mohan Shanmugam

Events

- All four events over the past year were organised as online-only or in-person only as a deliberate choice following issues with previous year's hybrid event. The IT logistics for these events went quite well in all their processes such as registrations, user access, and receipt management.
- Online-only events still need some dedicated support for attendees on the day to help with login, etc as there's lingering unfamiliarity amongst a section of attendees with any of the chosen platforms (Zoom, Teams or GotoMeeting).

Website

- Fully functional website (<https://periopman.co.uk>), compliant with GDPR regulations, is in place. Multiple events have now been conducted with bookings & payments taken directly from the website minimising administrative burden.
- Website redevelopment from ground up to improve user experience is ongoing. Opinions and suggestions welcome on site updates.

Membership

- Membership registrations are preferred via card payments through Stripe on website to ensure provisioning of user registration & maintaining access to event media.
- Standing orders are acceptable as alternative; however, requires manual updating of membership access through backend – currently in development. Direct debits will likely replace standing order option in the next iteration to facilitate user provisioning.
- New member registrations are passed on to membership secretary at frequent intervals.

Social media

- Twitter account has a good reputation amongst perioperative medicine and academic community. It needs some stewardship to maintain its standing please.
- We should also explore other avenues on social media to advertise and engage with the community.

Admin

- Julie Laing has kindly agreed to support our administrative processes and has taken on operational management via email info@periopman.co.uk and in-person support during events.
- John Prince will also support on an ad-hoc basis specifically for marketing events.

Research Report Nov 2024:

Unavailable at AGM

Dr Ilan Lieberman's study PAINS to be declined for a grant– too large an amount and percentage of our current balance of funds.

Trainee Rep Report Nov 2024: Anuja Singla and Mohamed Elbahnasy

Unavailable at AGM

Actions:

1. Trustees to be confirmed on Charities Commission Website – DC has removed Mohan Shanmugam as a trustee and Amarjeet Patil is now a Trustee of the PeriOpMan Charity (COMPLETED).
2. Cliff to ask Dr Helen Kennedy if she would like to join the PeriOpMan Committee. This would not initially involve an Exec role but gives Helen the opportunity to see how the Society functions and to get involved on an informal basis and to see if it is a good fit.
3. Manoj to ask Dr Mohammed Mahmoud if he would like to join the PeriOpMan Committee. This would not initially involve an Exec role but gives Mohammed the opportunity to see how the Society functions and to get involved on an informal basis and to see if it is a good fit.
4. Agree on topics/dates/formats for the next year's meetings. Topics of interest at this stage include a Metabolic meeting/ Brain. Meeting on ZOOM agreed for Monday 9th of December.
5. Mohan to forward data from Stripe to Manoj to allow review of transactions so membership numbers can be estimated.
6. Manoj to confirm number of attendees at Trainee meeting. To contact Trainee reps and Julie Laing to confirm.
7. Nick and Amarjeet will meet to arrange for Amarjeet's details to be added to the PeriOpMan bank account and for Nick to be removed.
8. Mohan to ask Raj Khosla if he would like to become part of the PeriOpMan society with a specific focus on IT support for Mohan and assisting in the development of the website and online certificates etc.
9. Tina to amend PeriOpMan Society constitution to reflect the desire for AHP membership. All committee members to promote membership and active participation in meetings by our AHP colleagues.
10. Proactivity with event marketing. Email contact with existing membership and through John Prince to advertise PeriOpMan meetings as early as possible.
11. Manoj to review current social media platforms and present preferred option to the committee.
12. PAINS study to be declined. Tina, Cliff and Nick to send response.

13. Advert for new Trainee Reps to be widely distributed in January with interviews planned for February. Advert through WhatsApp, Regional NW groups and Website. To ask Jay to lead on this
14. Submission of annual returns for Manchester Perioperative Medicine Society. Tina and Danny.

PeriopMan Treasurer's Report 24th October 2024

Balance 3 rd March 2023	£ 46,914.78
Balance 2 nd March 2024	£ 37,569.08
Current balance 6 th November 2024	£ 35,726.57

3rd March 2023 to 2nd March 2024 3rd March 2022 to 2nd March 2023

Account	Expense	Income	Expense	Income
Income				
Meeting fees		£ 18,026.12		£ 25,982.33
Sponsorship		£ 1,5000.00		£ 550.00
Meeting fees PMT		£ 925.00		
Membership fees		£ 200.00		£ 175.00
Profit share to Kailash				£ (6,400.00)
Total Revenue (Turnover)		£ 20,651.12		£ 20,307.33
Expenses				
Conference expenses	£ 4,888.49		£ 6,490.14	
Refunds	£ 25.00		£ 175.00	
The Point PeriopMan 23	£ 11,640.00		£ 0.00	
Keyteq PeriopMan 23	£ 7,543.76		£ 0.00	
Meals	£ 291.84		£ 531.10	
Speaker expenses	£ 264.95		£ 122.85	
Website	£ 4,433.78		£ 2,807.56	
Accounting software	£ 144.00		£ 144.00	
Professional services	£ 0.00		£ 0.00	
Prizes	£ 765.00		£ 0.00	
Total Expenses	£ 29,996.82		£ 10,270.65	
Net Income		£ (9,345.70)		£ 10,036.68

Dr Nick Wisely, Treasurer 24th October 2024