



7 May 2013

Annual General Meeting

**College of Occupational Therapists
106-114 Borough High Street
Southwark, London SE1 1LB**

Notes of meeting

Present:	Diana Kloss	Chair
	Christina Butterworth	AOHNP
	Jan Vickery	ACPOHE
	Roger Alesbury	BOHS
	Emma Donaldson-Feilder	BPS
	Judith Allanson	BSRM
	Mike Goldsmith	COHPA
	Neil Lindsay	COHPA
	Jain Holmes	COT
	Judith Skelton	COT
	Natalie Beswetherick	CSP
	Alastair Reid	DMS
	Olivia Carlton	FOM
	Karen Clayton	HSE
	John Chisholm	RCGP
	Tom Stewart	IEHF
	Nattasha Freeman	IOSH
	David Maslen-Jones	NHS Health at Work Network
	Clare McLaughlin	RCSLT
	Hilary Todd	SOM
	Richard Heron	SOM
	Hugh Robertson	TUC
	Chris Parker	VRA

In attendance: Anna McNeil Secretariat

Apologies: Dame Carol Black DWP
 Helen Kirk RCN

1. Confirmation of Chair's appointment

Diana Kloss welcomed everyone to the meeting and thanked the Directors for confirming her appointment as Chair of the Council for Work and Health for the next three years. Diana took this opportunity to congratulate all those elected as Directors.

2. To note membership of the Board of Directors

The following were elected to the Board of Directors following an electronic ballot held between 10 – 25 March 2013:

Natalie Beswetherick
Olivia Carlton
Nattasha Freeman
Tom Stewart
Hilary Todd

Christina Butterworth was elected (unopposed) as Deputy Chair

Diana Kloss was appointed Chair of the Council following a teleconference held by the Directors on 3 May 2013.

3. To note timetable of future elections

It was noted that three directors would be appointed for three years, and two directors appointed for two years to aid with continuity and succession planning. Under the constitution, the Chair and Deputy Chair would be appointed for a period of three years. The directors' term of office is shown below:

Natalie Beswetherick	2013 – 2015
Christina Butterworth	2013 – 2016
Olivia Carlton	2013 – 2016
Nattasha Freeman	2013 – 2015
Diana Kloss	2013 – 2016
Tom Stewart	2013 – 2016
Hilary Todd	2013 – 2016

4. Annual Report

Diana Kloss gave a brief overview of the activities of the Council for Work and Health during the past twelve months (copy attached to these minutes).

5. Financial Statement

An income and expenditure report from 1 January 2013 – 30 April 2013 was tabled. It was noted that a donation from COHPA for £6,000 had been received and thanks were expressed to COHPA for this generous gift of funding for the Council for Work and Health.

It was noted that the current bank balance was £11,437.

6. Appointment of an Accountant and/or Auditor

It was noted that the Faculty of Occupational Medicine had produced the income and expense reports for the Council for Work and Health. However, as the Council was now a Company Limited

by Guarantee there were additional legal and financial responsibilities in submitting timely returns to Companies House the Inland Revenue and the Faculty stated it was not able to assist with more formal accounts. The Faculty was thanked for all their help.

Member organisations were asked to let the Secretariat know if they were able to offer assistance with the Council's accounts. An accountant would be sought, but would have to be paid. There was no legal obligation to submit accounts to Companies House until October 2014. As a small company there was no legal obligation to have the accounts audited.

7. Any other business

Mike Goldsmith requested that a full budget be produced for 2013-14 as the COHPA Board had asked how their donations were being used. It was agreed that this would be discussed at the full Council meeting to be held immediately after the AGM.

The meeting concluded at 1330.