



UKCS AGM Meeting Minutes

Author - Kate Anders, Secretary

Friday 5th March 2021

Virtual, Glasgow

Committee at time of AGM
Chair: Roland Morley
Treasurer: Karen Guerrero
Secretary: Kate Anders
Physio representative: Stephanie Knight
Trainee representative: Naz Abbas, Ciara Daly

Apologies: None given
Date of next meeting: 30th March – 1st April 2022, Sheffield

Minutes of last meeting

Cancelled due to Covid-19 Pandemic

Welcome & Introduction - Roland Morley, Chair

This was the 27th annual scientific meeting of the society carried out online due the restrictions imposed by the Covid-19 pandemic.

Thanks were given to Karen Guerrero and Suzanne Hagen and their organizing/scientific committees for hosting the UKCS 2021 virtual meeting from Glasgow. It was very well run with the invaluable input from Index Communications and Talking Slides Ltd in ensuring the conference ran smoothly as an entirely virtual event. There was a balanced mix of interesting key note speakers and a good number of exciting research presentations allowing thought-provoking debate.

An overview of the conference was as follows:

Participants (including delegates, speakers, committee members) as at date of AGM: 283
Abstracts submitted: 65
Sponsors: 4

UKCS Charity Status: Charitable Incorporated Organisation

- Application successful in October 2019
- Registered Charity in England and Wales: Registration number: 1185694
 - New bank account
 - DD facilities for membership fees
- Officers and succession: Trustee make up March 2021 onwards:
- Education: Review of On-line courses provided by other organisations
- Development of on line resources for areas not covered

Trustee and Executive Officers 2021

Roland presented the current council and executive officers and advised that he would be stepping down as Chair. Karen Guerrero, who is current treasurer would be taking over as Chair.

Applications for treasurer were taken from Veenu Tyagi and Jeremy Ockrim with Veenu Tyagi taking 68% of vote at the AGM to take over the role. Kate Anders will continue as Secretary for the next year seeking replacement next year when her term will come to an end.

The role of Vice Chair is now Tamsin Greenwell

Stephanie Knight will continue as Allied HP (Physio) and the committee agreed Habiba Yasmin as an additional member (Clinical Scientist)

Co-opted trainees include Naz Abbas and Ciara Daly who have been working hard on the new website/social media. Two new applicants include Kamala Soundararajan and Sami Shower

It was agreed at the AGM that a Lay person would be sought to meet our new charitable status and increase diversity, to the executive committee sought to meet our new charitable status and increase diversity, to the executive committee

Secretary's report & membership update - Kate Anders

- Current members: 256
- New members up 25% in last two months (59 last 30 days)...
- Members can now access their details via website and update.
- Members and lapsed members will receive correspondence inviting them to access and update details.
- Lapsed members = These are often picked up by annual members accessing discounts on conference fees.
- Numbers: 167 Archived members/lapsed/duplicate entries (2019 – 2020)

- 2 year upward membership increased significantly this year

Treasurers report - Karen Guerrero

KG presented the accounts for financial planning for the UKCS. KG informed the AGM the conference in 2019 did not make a profit and the 2020 cancellation meant a loss of £24K.

A Covid disruption grant of £10K had been granted with an application for more was still outstanding. The company received a cashflow grant from the UKCS charity of £15.5K. She advised the main strategy was to maintain reserves.

Reserves : 31 March 2021	£67,972.00
Small Grants 2021	£0.00
Conference 'Covid' Cashflow	-£15,557.00
2020/21 Administration and services	-£5,000
Charity Working Reserves	£47,415
Target Reserves	£50,000

	Jan - Dec 19	Jan - Dec 20
Income		Cancellation
100 - Registrations - General Fees	34,220.83	
101 - Registrations - Uro Course	1,045.83	
130 - Registrations - Social	4,187	
140 - Sponsorship	10,500.00	
150 - Exhibitions - Space	38,520.00	0.00
160 - Exhibitions - Facilities	629.38	
170 - Grants	2,250.00	10,000.00 Covid Gov Grant
185 - Interest Received	42.93	3.21
Total Income	87,250.44	10,003.21
Cost of Goods Sold		
200 - Abstract Handling Costs	2,171.50	2,676.50
210 - Administration - Delegate Fe	4,822.50	2,790.00
211 - Administration - Exhibition	7,881.88	2,800.00
212 - Administration - General	13,030.00	13,430.00
220 - Audio Visuals	6,100.00	
240 - Electronic Communications	2,745.00	2,485.50
270 - Miscellaneous	765.00	15
280 - Postage/Parcel	791.43	314.3
290 - Printing	3,030.42	1,065.07
295 - Poster Awards	600.00	
300 - Speakers Expenses	2,023.92	
330 - Staff	146.40	
340 - Telephone	297.31	387.02
350 - Venue - Rental	7,843.75	-2,833.33 Venue refund
351 - Venue - Catering	25,522.70	
352 - Venue - Conference Suppli	4,484.75	-10,000.00 Venue refund
Total COGS	87,881.68	22,640.12
Gross Profit	-431.22	-12,636.98
Expense		
510 - Entertainment	57.30	
520 - Advertising	651.00	
540 - Social/Accommodation	2,400.00	
550 - Travel	1,911.35	2,231.36
570 - Insurance	184.00	
580 - Professional Fees	763.00	28.00
590 - Interest & Charges	988.76	
600 - Donations	23,376.84	9,590.00 From previous years conferences
Total Expense	30,833.85	11,843.36
Profit for the Year	-31,065.07	-24,486.14
Less donations from previous year	-7086.43	-14,896.14
		* Applied for lockdown grants

Profit and Loss Year Ending
 31st March 2020 and 2021

	Apr '20 - Mar 21	Apr '19 - Mar
Income		
100 - Membership Fees	1,370.00	1,686
135 - Accreditation	20.00	20
Total Income	1,390.00	1,686
Cost of Goods Sold		
200 - Research Grants	0.00	10,000
230 - Publications	0.00	1,212
Total COGS	0.00	11,212
Gross Profit	1,390.00	-9,532
Expense		
205 - Membership Costs	0.00	507
400 - Website	0.00	1,217
485 - Postage	0.00	34
490 - Print	0.00	24
500 - Telephone	0.00	87
510 - Administration	1,750.00	846
530 - Travel	0.00	435
550 - Accounting	0.00	594
Total Expense	1,750.00	3,744
Profit for the Year	-360.00	-13,273

Balance Sheet
 22 February 2020 and 2021

	22 Feb 21	22 Feb 20
ASSETS		
Current Assets		
Other Current Assets		
1201 - Education Grant Account	15,557.60	
Total Other Current Assets	15,557.60	
Accounts Receivable		
1140 - Accounts Receivable	0.00	9
Total Accounts Receivable	0.00	9
Cash at bank and in hand		
1120 - Current Bank Account	814.57	81
1121 - Barclays Charity Account	68,185.00	
Total Cash at bank and in hand	68,999.57	81
Total Current Assets	84,557.17	91
Current Liabilities		
Accounts Payable		
1220 - Accounts Payable	16,547.20	21
Total Accounts Payable	16,547.20	21
Other Current Liabilities		
1999 - Suspense	217.78	
Total Other Current Liabilities	217.78	
Total Current Liabilities	16,764.98	21
NET CURRENT ASSETS	67,792.19	69
TOTAL ASSETS LESS CURRENT LIABILITIES	67,792.19	69
NET ASSETS	67,792.19	69
Capital and Reserves		
1500 - Retained Charity Funds	56,063.56	56
3201 - Unrestricted Net Assets	12,088.63	25
Profit for the Year	-360.00	-11
Shareholder funds	67,792.19	69

KG advised the AGM that no grants would be awarded this year. Member's income cancelled 2020 but there is some recovery for 2021 but there would be a need to conserve reserves for uncertain time 2021 and 2022

Other Developments – Roland Morley

Website

RM reported that much work had been done on the new website which now allows the following

- MDT Professional Area: Downloads of Guidelines,
- Policies, Scientific Papers and videos.
- Pages on UKCS Meetings
- Archive UKCS On-line Events
- Link to other organizations
- Membership: automated
- Accreditation and reaccreditation in Urodynamics : downloads in support for applications once implementation complete
- Information on UKCS supported meetings



Urodynamics Accreditation

RM advised there would be a Review of the Draft Document which was presented by Paul Abrams, at the meeting

- Accreditation will give patients assurance that their investigations are delivered by a trained health care professionals (HCPs: clinical scientists, doctors, and nurses)
- Streamline and define training needs
- Redesign accreditation documentation
- Most certifications have expired – contact individuals
- Re-accreditation at 5 years
- Tie to membership

Pessary Use for Pelvic Organ Prolapse UK Guideline Group

RM advised the AGM that the UKCS had endorsed this guideline and it would be accessible on the website having been presented on day 1 of the conference by its chair, Kate Lough. Its aims are

- To standardise pessary management – due for publication 2021
- To provide best practice competencies to health care professionals on pessary management.
- To develop a training competency framework
- To develop patient information publications/platforms for pessary management
- To standardise multidisciplinary pessary management
- To guide competencies for health care professionals on pessary management within a training framework.
- To develop patient information publications/ platforms for pessary management
- Provide recommendations for data recording and audit and as a consequence facilitate future research; and
- maintain an established group to review future and emerging evidence

Discussion & AOB

Discussions were mainly over the UDS accreditation document and pessary guidelines and training associated with both. It was advised the UDS document had not been sent to BSUG. There was good feedback on the virtual UDS workshop on Monday

There was discussion regarding whether next year's meeting would be hybrid but KG explained that it would be technically difficult to do this and it may therefore not be a viable option

Thanks to Roland Morley for his hard work and commitment in chairing the UKCS for the last 4 years.



Next year

Next year UKCS will be hosted in Sheffield by Swati Jha

30th March – 1st April 2022. A provisional program of key note speakers and time allocated for research presentations for the conference should be available from the Autumn

Dates for future meetings

2022 Sheffield	Swati Jha, Local Organising Committee Chair
2023 Gloucester	Mark James, Local Organising Committee Chair
2024 London	