

The Master Surgeon Trust AGM 30 Apr 2015 Minutes

Location: Birmingham (VIA SKYPE)

Members:

Present: Kasun Wanigasooriya (KW), Ley Chan (LC), Ross McMahon (RM), Vanushia Thirumal (VT), Devender Mittapalli (DM), Adnan Darr (AD)

Meeting called to order at 21.15hrs by Chair, KW

1. Welcome and introduction

Leavers and joiners

KW announced new members - Ley Chan and Ross McMahon and leaver (from committee) - Bhagyalakshmi Rajesh

2. Apologies

Edward Rawstone (ER) and Bhagyalakshmi Rajesh (BR) were unable to attend

3. Minutes from previous meeting (review / approve)

It was agreed that KW will look for a copy of minutes from previous meeting and email to all members once he finds them.

4. Charity progress report 14/15

Plan for an annual progress report from now on

All agreed that last year has been successful

Review of progress report

- i. Website reached 200 MCQs
- ii. KW informed members that website has reached 1 million page views since launch, nearing 1.5 million views – visited by 500,000 unique viewers, return rate was 30%
 - a. Aim to update and populate website so that will have greater return rate
 - b. The most popular pages on website are the MCQs: after some discussion, it was agreed that the charity should aim to increase number of questions to increase likelihood of companies approaching and improve revenue
 - c. Discussion of other areas that may be beneficial to medical students/ junior doctors: videos for surgical examinations (RM), tutorials (LC).
 - d. AD joined meeting at 21.33 – review of discussion so far
 - e. KW stated that when Pancreatitis scoring and free MCQs are searched on Google, the TMS website comes up first! Correction – 2nd on Google for pancreatitis scoring
- iii. Change in host site as previous host has been acquired by another host (FastHosts) – no change in account or price
- iv. Constitution update occurred during the last meeting – KW stated that we will need to make a few changes during this meeting too.
- v. 1300 likes on FB – most popular in Egypt! All members agreed that we need to find out what we are doing in Egypt and try to recreate success locally.

5. Charity financial report 14/15

Quick review of report

- i. Starting balance £157.77 and ending balance £56.97
- ii. Next payment for host site will come directly from account
- iii. Will receive cheque from Google next month
- iv. KW has set up a Paypal account so people can donate on website as it is a charity

6. Any outstanding issues / projects from 14/15 to discard or move forward

Website development: KW unfortunately does not have much time to re-structure of website himself which is why he is approaching other companies. All members agree we should populate website first and then will have more to bargain with.

7. Updates to constitution

KW clarified that TMS is a small charity so cannot register with charity commission – will need to register once income reaches about £5000 annually or if charity starts employing staff, etc. Need clarification of terms as membership increasing.

Main changes to constitution:

- i. International membership - can become a member if based outside of UK but cannot be an executive member or council/ board member
- ii. Section 5.1: after some discussion, it was agreed that contributions should be per year to ensure continuous contributions i.e. 10 MCQs per year.
- iii. Section 5.2: these terms were introduced in case there is any change in direction of the charity. DM wanted it recorded that he will not use these powers against anyone (!). KW will need to clarify article 2 “Dissolve an executive committee at any point in time....”
- iv. Section 6, article 1: all agreed that annual AGMs should be held, 14 days notice to be given and minutes to be kept
- v. Section 7, article 5: all agreed for the introduction of this into constitution

The new constitution will be sent to all attending today and members should make any necessary/ appropriate suggestions for change within a week or it will be considered as unanimously agreed.

8. Election of new executive committee 14/15

- a. Chairman – AD nominated by KW and seconded by DM. Adnan Darr was unanimously voted in as new chairman.
- b. Vice Chairman – KW nominated by DM, seconded by AD. Kasun Wanigasooriya was unanimously voted in as new vice chairman.
- c. Associate Vice Chairman – VT nominated by KW, seconded by AD. Vanushia Thirumal was unanimously voted in as new associate vice chairman.
- d. Secretary – LC nominated by DM, seconded by AD and KW. Ley Chan was unanimously voted in as new secretary.
- e. Treasurer – ER nominated by KW, seconded by DM. Edward Rawstone was unanimously voted in as new treasurer. KW stated he will support ER in his new role due to ER's commitments
- f. Publicity rep – RM nominated by KW. Ross McMahon was unanimously voted in as new publicity rep. RM will also look into charity's future use of Twitter.

Other non-executive positions

- Divisional director of general surgical and vascular content: Dev Mittapalli appointed to this role – unanimously agreed.
- Divisional director of radiology content: Ross McMahon appointed to this role – unanimously agreed. Change in title to “Divisional director of radiology and anatomy content”
- Divisional director of ENT content: Adnan Darr appointed to this role – unanimously agreed.
- “Divisional director of medical content” to be created: Ley Chan appointed to this role – unanimously agreed.
- DM wanted to clarify that this role is mainly for quality control and ensure content is correct/ up to date.

9. Vision for 2015/2016

- a. Repeat P2P course:
 - General discussion about success of course and agreement that future courses will be easier to run/ organise as content has been created. All members have seen student feedback which was positive.
 - VT and LC acknowledged for their efforts/ contributions to course.
 - DM unable to contribute to course due to his role with ASIT but will discuss with the ASIT board to ask if they will advertise TMS and vice-versa
 - Provisional date: 4-5th July 2015

- Aim for same venue: if not consider facilities at Russell's Hall
 - Clarify venue before considering sponsorship
- b. Website development
- KW has spoken with illustrations team based at HEFT. He has asked them to look at TMS website and give ideas.
- c. Improve website popularity, visitor count, FB likes, page-views
- All members should post any information/ links/ articles which are interesting on FB page to raise awareness of charity
- d. Populate website with more content
- i. Aim 300MCQs, 50EMQs – KW will ask final year med students to write questions after their finals. DM stated that they should be informed that they should not plagiarise from their exams.
 - ii. Aim 50 tutorials – videos for examinations to be created.

By the end of the year

- e. Increase revenue:
- Paypal on website for possible donations
 - Courses: all agreed that income should not come from July P2P course but maybe from future ones.
 - Create a survival handbook for FY1 doctors: to create paper form and PDF first. AD suggests that may be able to approach MDU/ MPS for printing/ publishing costs. Once revenue increases, can consider app form.
- f. Recruit new members:
- International members will be sent a welcome email and pack. Also they will be invited to future AGM by Skype.
 - Main target populations: medical students and junior doctors.

10. Other matters

- a. International membership: as above
- b. Rearrange location for future AGM: possibly Newcastle or Durham
- c. Annual prize to be given for "Most significant contribution by a junior member" – all agreed that this should go ahead. First winner: VT!

11. Conclusion

Meeting adjourned at 22.30hrs

Minutes submitted by LC, secretary.