

**The Master Surgeon Trust AGM 21<sup>st</sup> April 2016 MINUTES Location: Birmingham (VIA SKYPE)**

**Items:**

**1. Welcome and introduction**

Meeting started at 2130hrs

Adnan Darr (AD), Dev Mittapali (DM), Vanushia Thirumal (VT), Ross McMahon (RM), Ley Chan (LC), Kasun Wanigasooriya (KW joined at 2145hrs)

**2. Apologies**

Edward Rawstone (ED) – unable to attend

**3. Minutes from previous meeting**

RM has asked colleague to look at CST advice on website – it is out of date. RM will email about possible changes.

**4. New members**

AD has an ENT colleague who is happy to be site contributor. Also a couple of FY1 doctors too.

List of new members on google forms. Executive members can look at CVs to approve admission to charity. This applies to council members.

**5. New committee**

DM and KW nominated VT as chairman for 2016-17 → unanimously agreed

DM and KW nominated LC as vice chair for 2016-17 → unanimously agreed

DM and KW nominated AD as associate vice chair for 2016-17 → unanimously agreed

DM and KW nominated RM as secretary for 2016-17 → unanimously agreed

DM and KW nominated ER as treasurer for 2016-17 → unanimously agreed

DM and VT nominated KW as publicity rep for 2016-17 → unanimously agreed

**5. Charity progress – since Feb 2016**

**a. Repeat P2P course**

Set date 9-10<sup>th</sup> July 2016

Venue has been booked and the UG teaching fellows have advertised/ done risk assessment. Condition is that this is advertised to Nuneaton/ new starting doctors. Under TMS “banner”. Curriculum has been approved by head of academy.

For 24-25 students. From exec committee – Ross and Kasun are confirmed.

**b. Website development**

AD have spoken to website designer – will cost £1200 for update and maintenance

KW has been in touch with web designer in London – LC will meet with them to determine estimated cost. May be able to add links e.g. to Amazon/ Ibooks so people can buy e books. ASIT website costs £10000 to update.

Aware that charity does not have enough money to pay for website designing – good to have an idea.

### **c. Website content**

Aim to continue increasing question bank

### **d. Revenue**

AD reported creating an ENT prep book – reviewed by consultants in West Midlands. DM states that he has published an e-book, it costs £250-300 but will have copyright and ISBN numbers. Other handbooks on site can be published e.g. ENT handbook and radiology. RM suggested publishing MCQs but DM stated that it will move away from our charity principle of “free MCQs”.

To publish e book → go to epubliher, ISBN cost £10-15 or buy ISBN ourselves and charity can be publisher. Cheaper to buy own ISBN, £10-15 each and will need to buy in bulk.

Hopefully earn money from books then can have proper AGM or at least to have some costs covered.

Once material is ready, e book can be ready within 48hrs if kept within guidelines.

£110 in donations. £142 from Google advertising since last AGM.

Spent £100 on ASIT prize. £50 to maintain website - Kasun happy to continue to contribute this.

Ask for donation from P2P course attenders

### **6. Other matters**

a. Publicity: Leaflets were distributed at vascular course. Not ready for ASIT conference but should be ready next year. We have to print leaflets ourselves. Next ASIT conference is in Bournemouth. Maybe have AGM there. DM will obtain photo for ASIT prize so it can be put on the website.

b. Signatures: ensure all charity emails have official signatures

c. Address: can buy PO Box address which will redirect to another address, gives more privacy as does not give home address. Starts from £5/ month. £60 / year is limit. KW will look into it and email the rest of the committee.

### **7. Conclusion**

AD left at 2145hrs – due to work commitments

Meeting adjourned 2245hrs