

Minutes of Assembly Induction Day held on 19th July 2022 – via VC

- Present: Claire Anderson (CA) - Chair, Martin Astbury (MA), Sibby Buckle (SB), Audrey Thompson (AT), Thorrhun Govind (TG), Mike Hannay (MH), Alisdair Jones (AJ), Ruth Edwards (RE), Tase Oputu (TO), Lynne Smith (LS), Cheryl Way (CW), Eleri Schiavone (ES), Mary Evans (ME)
- In attendance: Paul Bennett (PB), Karen Baxter (KB), Avril Chester (AC), Helen Gray (HG), Rick Russell (RR), Ravi Sharma (RS), Elen Jones (EJ), Clare Morrison (CM), Alison Douglas (AD)
- Observers: 5 Members registered to attend the meeting
- Apologies: Andrew Carruthers (AC)

Item	Paper	Notes and actions	Action by
Item 1 Welcome & Apologies		CA welcomed everyone to the meeting, in particular RM, ES, MA and AT were welcomed as new members of Assembly. Members of the Assembly and Exec team introduced themselves.	
Item 2 Election of Treasurer		PB informed members that as Andre Yeung had not been re-elected to the English Pharmacy Board, the post of Treasurer had become vacant on 21 st June and confirmed that CA, as President, had been acting in capacity as Treasurer since that date, as set out in the Regulations. PB now informed members that, as no nominations to the post had been forthcoming, the role remained vacant and a further Assembly meeting to elect the Treasurer would need to be held within the next four weeks.	

	<p>Due to holiday commitments of both PB and AD, and the various timelines for any election as set out under the Regulations, this additional meeting would need to be held on either 15th or 16th August.</p> <p>PB stressed that if Assembly members were not able to be present at the meeting they would still be able to participate in any vote that might be required via the proxy voting mechanism set out in the Regulations. He noted that the meeting would be virtual and would be held under open business, and confirmed that should there still be no nominations for the post the President would continue to act in the role.</p> <p>PB and AD confirmed that to hold an election for the post at the Assembly meeting tomorrow would not give sufficient time for potential candidates to find individuals to nominate/second them. to draft a considered 1000 word statement, nor would there be sufficient time for members to have had the opportunity to properly consider any candidate statements.</p> <p>It was suggested one reason nominations had not previously been forthcoming might be because potential candidates were unsure of the level of central support they could expect to receive in the role and concern was raised as to the pressure on the President whilst having to undertake two roles. PB stressed that no financial decisions were ever taken solely by the Treasurer, and that any decision in this area would first be considered by FIC or COG, then taken to Assembly.</p> <p>RR added that two external financial experts had joined the Finance & Investment Committee under its new composition, bringing with them a significant level of support and financial knowledge which meant there was no need for the post holder to have expert level knowledge in the area. RR also and the Finance team also work closely with the post holder throughout the year, to create the agenda for the Committee meetings and run through all related papers with the Treasurer in advance of the meetings.</p> <p>SB questioned what the individual financial liability of the post holder was. PB confirmed that the Treasurer was one of the Society's two named Officers (alongside the President) and was a formal signatory to the annual financial statements etc but that the Treasurer's liability was no greater than that of an individual Assembly member. He stressed that professional indemnity cover was in place for all AMs.</p> <p>AD will circulate a Doodle poll to establish the exact date/time of the additional Assembly meeting, should one need to be held, after the meeting today. A further call for nominations for the role will be issued before the end of the week.</p> <p>ACTION - AD</p>	<p>AD</p>
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		<p>Assembly members then formally confirmed the second year in office for the President and those Assembly members elected or appointed in 2021.</p>	
<p>Item 3 RPS Museum</p>		<p>Catherine Walker, Museum Officer, joined the meeting for this item and gave a presentation on the Museum Accreditation Scheme.</p> <p>TO asked what was being done about re-assessing the history of objects in the collection in terms of how they might have been acquired and the context of de-colonisation. CW confirmed a new approach was being taken to many of the objects, and the work for the Materia Medica project offered a great opportunity to re-focus on some of the objects in terms of indigenous backgrounds etc. However, she acknowledged that there remained a problem in terms of what/how things were recorded in the past and CW noted that the heritage/ethnicity of previous members/officers of the Society etc had never been recorded.</p> <p>She confirmed aspects of this work did form part of the re-accreditation process in terms of education development in the locality of the museum, and working with local communities and schools, as well as audience engagement and development, was an important part of her work.</p> <p>PB added that the Society’s CSR agenda remained important and gave an increasing opportunity to engage with local schools, and that the museum was a big asset in this area. He congratulated CW for all the work she had done, particularly over lockdown, and the difference she has made in spearheading engagement with audiences when the building was closed to the public.</p> <p>RE will contact CW outside the meeting to see if it might be possible to develop some form of remote tour of the museum for pharmacy students.</p> <p>ACTION – RE/CW</p>	<p>RE/CW</p>

ACTION SHEET – Induction Day 19th July – OPEN BUSINESS

Item	Action	Who by	When
Item 02 Treasurer Nominations	Further call for nominations to be circulated	AD	end of week
Item 03 Museum	RE/CW to discuss remote tour of museum for pharmacy students	RE/CW	as soon as practical