



MINUTES **CONFIRMED**

Minute of the Board Meeting of **the Faculty of Travel Medicine** held on **4th December 2006**

In Attendance

Dr Eric Walker , Dean	EW
Dr Jonathan Cossar, Vice Dean	JC
Mrs Lorna Boyne, Honorary Secretary	LB
Mrs Jane Chiodini, Board Member	JCh
Professor Peter Chiodini, Board Member	PC
Mrs Carolyn Driver, Board Member	CD
Dr Vanessa Field, Board Member	VF
Mrs Jenny Irwin, Board Member	Jl

Apologies

None

ACTION

1. Apologies for Absence

- None

2. Approval of Agenda

To be added under AOB:

- October 2008 AGM and Symposium – BTHA involvement
- Request that FTM could be HPS stakeholders
- Declaration of interests of Board members

3. Approval of Minute of Meeting 16th October 2006

- Minor spelling and typographical changes only requested and agreed

4. Matters Arising

- Minute point no.4: administrative support now appointed to James Beaton (JB); all admin requests to go via JB in the meantime
- Minute point no. 7: EW contacted technician re: transcription. Board agreed that an edited summary of presentations should be requested from speakers and made available to members via the website. Transcription of the tapes not necessary but keep them as historical record.
- Minute point no.11: deadline to produce a response to the

LB

paper too close to the AGM date; RCPSG made a response to this paper. Obtain a copy of the RCPSG response for the Board. Agreed this is an activity the Board to be more involved in when more established.

- All other matters arising in Agenda

5. **Dean's Report From November 2006 College Council Meeting**

EW gave a summary of some relevant topics for the Board

- RCPSG has undergone a major reorganisation
- 3 main Business Units of the College that the Faculty should mirror: Examination and Assessment; Education and Professional Development; Membership Services. The FTM should identify someone from its Committees to attend the relevant Business Unit Board meetings
- College Council meets 5 times per year; report of Faculty business given at each meeting, it may be useful to have FTM Board meetings shortly prior to these dates. Faculty Board meeting Minutes go to the College Council.
- The College is giving consideration to providing *preparation* advice/training for examinations and possibly some form of "at work" assessment
- There is a current trend towards MCQ exam questions being formulated so that they will be more closely related to clinical practice
- Alternatives to time consuming and costly OSCEs are being considered
- Membership Services/Education and Professional Development may wish to work together to offer non-clinical training (e.g. presentation skills); this is being developed and will be rolled out – there will be a "hierarchy" of services benefits to members directly related to member subscriptions.

6. **Clarification of Roles**

This was taken up when James Beaton was present: the Board to draw up job descriptions for these roles; examples of current job descriptions from other Faculties to be circulated as examples in the first instance

7. **Nomination for Vacant Board Associate Member Position**

It was agreed that a letter should be drafted and circulated to all Associate Members explaining what the vacancy means and

LB

LB/JB

describing what would be involved in being Associate Member of the Board; request a brief background from anyone wishing to apply.

JB

One person has put herself forward as Associate Member and for consideration with any nominations. Decision to be made at next meeting. A letter to go to this person explaining this.

LB

8. **Process for Proposing Founder Associate Members for Full Members, Members for Fellowship and others for Honorary Fellowship**

Clarification of different levels of membership needed. Application forms need revised to include permission (for data protection reasons) to share the membership role with other members. A criteria "ranking/scoring" form would help the Board members who may be asked to advise the Fellowship Committee on suitability of proposals applications.

EW

Examination and Assessment Committee to take this on.

Transparency on criteria for different level of membership needed and these to be made available to members.

Procedures for Honorary Fellowships being clarified at RCPSG

level – usually for very distinguished individuals in exceptional circumstances.

9. **Board Committees**
Nomination of Chairs and other members including co-opted members

Selection process for nomination of Board Committee Chairs and members was discussed. Those members who had already volunteered were thought appropriate by the Board and accepted to committees. Further names that come forward in due course to be considered up until the end of January 2007. It was decided NOT to canvass for members but to select from volunteers:

- Examination and Assessment Committee – Chair to ask Brain Angus who has put himself forward as a member; other members: EW, LB, JI and Hugh Porter
- Education and Professional Development Committee – Chair: PC; other members: JCh, CD, VF, Kitty Smith
- Membership Services Committee – Chair: JC; other members: JCh, Ann Mulhearn (to be invited as she offered for Education and Development), Sandra Grieve (to be asked as she offered for Education and Development), Andrea Rossanese, Reggie Cooke.

Individuals allocated to committees other than that which they offered services to, to be contacted by Chairs of the committee to which they have been allocated and invited on by the Chair

JC

Terms of appointment on Committees: 3 years maximum; non-attendance at 2 consecutive committee meetings (except on health grounds) will result in the member relinquishing their place on the committee

Teleconferencing to be used when possible. To determine College facilities for this.

LB

Budget allocation to be determined.

EW/JC/
LB/JB

Chairs of Committees to ensure funding available before organising meetings.

All
Chairs

Representation on College Administrative Committees will usually be the Chairs of Faculty Committees.

All
Chairs

Immediate objectives of Committees to be determined by each Committee at their first Committee meeting and submitted to the Board by the next Board meeting (26th February '07)

All
Chairs

10. Dates for Diaries

- Board Meetings: Monday 26th February 2007, RCPSG time TBC ***pending information on flight times clarification***; Monday 11th June 2007; Monday 8th October 2007, AGM/Symposium, Tuesday 9th October 2007 Board Meeting.
- Admissions Ceremonies: dates TBC

ALL

ALL
JB

11. Correspondence (for information)

- Long-term travellers and international aspects – Ted Lankester: TecLankester has volunteered to be involved on a Committee – his interest is mainly International Aspects
- Involvement of overseas Members – Andrea Rossanese, allocated to Membership Committee
- GP College and Northern Ireland input – Reggie Cook – allocated to Membership Committee

12. AOCB

- October 2008 AGM and Symposium – BTHA involvement was discussed and it was agreed that FTM while welcoming suggestions for joint collaboration, should stand

alone with conferences, courses etc. in the early stages of development. Any requests for “links” and “collaboration” need to be carefully considered. Any Faculty educational meetings should be carried out with the involvement of RCPSG Head of Education (currently Brian Howieson)

PC

- Request that FTM could be HPS stakeholders – prior to this meeting EW and JC had responded in a private capacity to an “urgent” questionnaire from HPS which had presumed that the Faculty would wish to be an HPS stakeholder; the intention of the questionnaire was unclear. A final decision was not made about the Faculty / HPS stakeholder position; any future correspondence of this nature to come before the Board and may need to be discussed at College Council
- Declaration of interests of Board members should be made through the normal College procedures; members to complete a form for this
- Formal note of thanks in the Minutes should record the Boards appreciation of the invaluable support given by James Beaton during the Faculty’s important formative period
- Members database: a letter to go out to all members asking permission for their names and contact details, including e-mail address to be made available on the password protected Members TM section of the College website

ALL

LB

LB

JB

13. Confirm date and arrangements for next meeting

- *Monday 26th February 2007, RCPSG time TBC* **pending information on flight times clarification**