UK SOCIETY FOR BEHAVIOURAL MEDICINE
Minutes of the Eleventh Annual General Meeting, held in Newcastle on 8th December 2015, 1720-1805

Thirty-four members were in attendance, the meeting was chaired by the president of the society, Chris Bundy (CB); minutes were taken by Stephan Dombrowski (SD).

SUMMARY OF ACTIONS

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CB welcomed everyone to the first standing AGM meeting of the UKSBM as part of the healthy meetings initiative.

1. MINUTES OF PREVIOUS MEETING

The minutes of the 2014 AGM were agreed as accurate.

2. MEMBERSHIP OF THE EXECUTIVE COMMITTEE

Changes to the executive committee (EC) were noted by CB.

- Susan Michie has joined the EC as expert advisor
- Holly Blake will be UKSBM conference liaison officer
- Kieran Ayling is currently acting chair of the Early Career Network
- Rachel McNamara has joined the EC as chairs of the local organising committee for the ASM in Cardiff, 2016

The upcoming vacancy on the EC was announced (treasurer) and members were encouraged to apply if interested in serving on the EC.

3. PRESIDENT’S REPORT

The full report is documented in the 11th Annual Report to members.
CB encouraged members to give feedback on the ASM and the society in general. Update on past feedback was given to the members including changes in poster displays and healthy meeting options (fresh water, healthy breaks, and mini bites). The programmer has also introduced more social activities, outside of the academic sessions.

CB asked for comments on the President’s report: No further questions or comments were received.

4. MEMBERSHIP SECRETARY’S REPORT

Membership Secretary Richard Cooke (RC) provided an update on membership as documented in the 11th Annual Report to members.

The society has 311 members, including 161 new members. Membership is linked to ASM attendance (as introduced in 2013). This has the advantage of attacking new members to the society, but the downside that those not attending the ASM often fail to renew their membership. As a consequence membership fluctuates with the number of conference delegates. RC is working on a smooth contact schedule to ensure that members who did not attend the ASM will be reminded to ensure that they remain membership.

Comment from member: What is an Associate Member of the UKSBM (which was displayed in a table detailing membership categories presented via PowerPoint)? RC clarified that Associate membership provides membership for those who agree with the purpose and objectives of the UKSBM but who do not meet the requirements of full membership.

RC updated members on professional role of members. Most members had information missing as to their role. Top three professional roles are Research Fellow/Associate (19%), Student (18%) and Professor (9%). There was a reasonable spread across the different professional roles. RC will attempt to fill the gap on missing information, every delegate at this year’s ASM has received a sheet asking for professional details to update relevant information. RC encouraged members to complete this and hand it in.

Comment from member: The form to collect information on members says to post it back to RC, might be good to remind members tomorrow to leave the completed forms at the venue. RC confirmed there will be a reminder, and those not able to fill it in at the conference can send in the information by post.

RC also provided an update on academic/clinical status of members. Again a large amount of information was missing, with academics (48%) making up a large contingent of members compared to Clinical academics (8%), or non-academic/non-clinical (1%) members. RC will try and update the missing information over the coming year.
Action: RC to update missing information on professional background and expertise of the membership

No further questions or comments were received.

5. TREASURER’S REPORT

Treasurer Barbara Farquharson (BF) was not present at the AGM and CB provided an update on her behalf.

As documented in the 11th Annual Report to members, the Society is in good financial health.

CB asked the membership to think as to how the money should be spent that the society has accumulated, whilst keeping a buffer of savings in case an AGM returns a substantial financial loss (e.g. by being cancelled). The society is currently exploring whether insurance against cancellation of the conference can be taken out.

Comment from member: You can’t ensure against cancelled conferences for things like “act of god” and terrorism – need to check the small print. This will need to be further explored.

Action: Explore possibility of obtaining insurance against ASM cancellation.

No further questions or comments were received.

6. COMMUNICATIONS AND WEB OFFICER’S REPORT

Communications and Web Officer Bronia Arnott (BA) updated the membership on the communications activities as documented in the 11th Annual Report to members.

Monthly UKSBM newsletter emails are now sent out through Mailchimp improving the layout of the communication - initial feedback has been positive and BA encouraged members to provide further comments. Mailchimp can monitor how many people open emails and track number of links that people click on to get a better indication of what people are interested in.

Comment from member: How many people open the email? BA says about 40%. Paul Aveyard (UKSBM past president) says that reading preview doesn’t count, so members should open emails fully.

BA informed the membership of plans to update the webpage over the next year, to freshen up the look and the ability to put keynote presentations on there.
Social media presence of the UKSBM is continuing to grow. The society has 398 “likes” on FB and 1,931 followers on Twitter.

The society has started social media engagement activities such as the #keypapers competition, encouraging members to tweet key papers in behavioural medicine (with the winning paper being the one retweeted and liked the most) which will then be put onto the webpage.

Comment from member: What was the number of increase in “likes” and Twitter followers? BA said it was approximately 150 for Facebook and over 200 for Twitter.

CB asked the members who know anyone with the skills to update the webpage to inform the EC as a bid to tender will be put out soon.

7. UKSBM FELLOW REPORT

UKSBM Fellow BA reported to the members about the new position of the UKSBM Fellow as documented in the 11th Annual Report to members.

The aims of the UKSBM Fellow are:
- Knowledge exchange
- Public engagement
- Political advocacy

The objectives of the post are to:
(i) Responding to consultations
(ii) Identifying key parliamentary groups
(iii) Capturing skills and interests of members and ways to engage them
(iv) Identifying opportunities to further develop the society
(v) Identifying workshop opportunities and developing skills of members
(vi) Reviewing operation of the Fellow role and providing recommendations

Achievements to date:
- BA Re-launched the UKSBM consultations webpage
- Any member who provides input into consultations will be able to use the title “UKSBM Consultations Advisor” on their CV
- BA is building up a consultations library where past responses to consultations can be seen.
- BA asked members for examples and templates to use for the future response for consultations
- BA has so far responded to one NHS England consolation for provision of behavioural interventions for diabetes. CB thanked BA for coordinating the response and for UKSBM members who helped reply to the consultation.
- BA has created a list of relevant key all party parliamentary groups which will be made available on the UKSBM website. BA asked for further suggestions for groups that we should engage in.
• BA updated members on the survey of members’ CPD needs, which will be disseminated next year. Workshops will be put together based on the results of the CPD survey.

• BA updated members on the goals of the UKSBM Fellow role:
  o Short term goals (6-12M)
    ▪ Identify opportunities to meet training needs arising from CPD survey
    ▪ Contact all key parliamentary groups
    ▪ Explore digital engagement opportunities for engagement with members
  o Medium term goals (1-3 years)
    ▪ Co-ordinate member-led responses to consultations relevant to behavioural medicine in the UK
    ▪ Identify and foster key potential research-practitioner relationships
    ▪ Promote member public engagement skills
  o Long term goals (3-5 years)
    ▪ To facilitate member engagement in:
      • Political advocacy
      • Knowledge exchange
      • Public engagement

Comment from member: Struck by how many synergies there are between UKSBM and other professional organisations such as BPS, Faculty of Public Health, Royal College of Psychiatrists. Doing something jointly with other societies is something the Fellow should explore. CB answered that this is a great suggestion to increase the breadth of the membership. We will take that forward.

Comment from member: Political advocacy might be better if coming with multiple associations rather than just one, so synergies would be beneficial.

Action: Explore synergies between UKSBM and other professional organisations and societies.

No further questions or comments were received.

CB thanks BA for all her work over the last year in her role as UKSBM Fellow.

8. LINKS WITH ISBM

Glasgow has come forward offering to volunteer and put in an application to host the ICBM 2020.

Sharon Simpson (SS) from University of Glasgow updated members on the progress they have made in relation to the option to host ICBM 2020. SS had initial discussions in Glasgow city council and there is willingness to help. Need to think...
about how to combine UKSBM with the ICBM which is in the summer. SS might need additional help from other colleagues in Scotland. There will be a meeting with KC Jones in January to explore the bid further.

CB thanked SS for her enthusiasm to take the ICBM 2020 bid forward

**Action:** To keep members updated with the progress of the ICBM 2020 bid

ISBM positions available, CB informed the membership about these and encouraged anyone interested to apply.

9. **Early Career Network**

Kieran Ayling (KA) informed the members on what the Early Career Network (ECN) is. The ECN is run by a small committee and currently has 5 members (4 PhD and 1 post doc) and runs one event at the ASM covering a topic based on suggestions from early career members. KA asked more early career members to join the ECN, come to the meetings and provide feedback and input as to what they would like to see covered at the ASM and in between.

No questions or comments were received.

10. **FUTURE SOCIETY DEVELOPMENT**

CPD update: CB asked members to come forward with ideas about CPD events that the members would like to attend.

Mentoring scheme: The society will set up a mentoring scheme, which will be particularly focused on early to mid-career researchers. Ideas of how we might put together mentoring scheme, develop mentee training, and do out best to match up people are being developed.

Webpage: As mentioned previously in the meeting, the webpage will be updated over the coming year.

Update on Behavioural Medicine briefing papers: One paper has been submitted. Further are planned to be written in the near future. CB asked members to volunteer to write these collaboratively.

**Comment from member:** Will mentoring also include mid-career members? CB, yes, let EC know what is needed in terms of mentoring and at which level.

11. **HOSTS FOR FUTURE UKSBM MEETINGS**
Cardiff is the next venue for 2016. The date is: 1st and 2nd of December

The 2017 venue is likely to be Liverpool.
The 2018 venue is likely to be Birmingham.
The 2019 venue is currently still unclear.
The 2020 bid for Glasgow is currently being developed and depending on the outcome of this bid it will be decided if a separate UKSBM ASM will take place.

12. ANY OTHER BUSINESS

No further questions or comments were received.

CB thanked members for attending the AGM. Some members were still standing.