**RADIOLOGY AND ONCOLOGY CONGRESSES**

**Minutes of board meeting held at the offices of the RCR, 25th March 2019 at 11:00 am**

**Present:**

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|  ROC Directors: | Pam Black | (PB) | *Chair* |
| Rosemary Cook | (RC) | *IPEM CEO* |
| Richard Evans | (RE) | *CoR CEO* |
| Andrew Hall | (AH) | *RCR CEO* |
| John Kotre | (JKo) | *Hon Treasurer* |
| Jane Phillips-Hughes | (JPH) | *BIR President* |
| Simon Thompson | (ST) | *BIR CEO* |
| Mark Tooley | (MT) | *IPEM President* |
| Hugh Wilkins | (HW) | *Hon Secretary* |
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| In attendance: | Liz Beckmann | (LB) | *ROC-E Marketing Committee Chair* |
| Nick Spencer | (NS) | *UKIO President-elect (observer, representing JKa)* |
| John Turner | (JT) | *Finance Officer* |
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| **Apologies:** | Julian Kabala | (JKa) | *UKIO President* |
|  | Gareth Thomas | (GT) | *CoR Representative* |

**Agenda**

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|  | Welcome and introductions |
|  | Apologies for absence |
|  | Declarations of conflicts of interest |
|  | Minutes of last meeting (8 October 2018) |
|  | Auditor’s report (Kingston Smith LLP) |
|  | Trustees’ Annual Report & Accounts 2018 |
|  | 2019 Congress preparations – President’s outline |
|  | AXREM/Congress Dinner |
|  | ROC bursaries: evaluation and reports |
| 10. | UKIO public relations: budget, spend and aims |
| 11. | Articles and Memoranda of Association |
| 12. | Risk register |
| 13. | Meetings schedule, 2019 and 2020 |
| 14. | Any other business |

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| Minute | **Decision Summary** (see relevant minute for further information) |
| 6 | Draft letter confirming ROC Support for ROC Events Ltd agreed for signature |
| 6 | Draft letters of representation to Kingston Smith agreed for signature |
| 6 | 2018 Annual Report and Financial Statements approved, with minor changes. |

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| Minute | **Actions Log** (see relevant minute for further information) |
| 4 | Progress scheduled meeting (15.4.19) re UKIO website development | RE |
| 6 | Sign letter confirming ROC support for ROC Events Ltd | JKo |
| 6 | Sign Auditor letter of representation for 2018 audit | JKo |
| 6 | Formulate congress development proposals for ROC board to consider | All |
| 6 | Amend and sign ROC Annual Report and Financial Statements  | PB, JKo, JT, Auditor |
| 10 | Check whether funding for PR appointment was from ROC-E’s budget  | LB |
| 11 | Comments on proposed revision of ROC’s Articles requested | All |
| 11 | Indicate agreement or otherwise for proposed revision of ROC’s Articles | Members[[1]](#footnote-1) |
| 12 | Update ROC’s Risk Register for next ROC board meeting | ST |
| 14.1 | Develop UKIO vision proposals, initially through ROC-E  | NS |
| 14.3 | Liaise with Profile re password access to board portal | HW, Profile |

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|  | **Welcome and introductions**PB welcomed attendees and introduced Dr Nick Spencer, recently appointed as UKIO President-elect. |
|  | **Apologies for absence**Apologies had been received from JKa and GT. |
|  | **Declarations of conflicts of interest**No conflicts of interest were declared. |
|  | **Minutes of last meeting (8 October 2018)**HW noted that the 8.10.18 ROC board meeting had started at 11:10, following the AGM.With reference to the input of Deeson Media to UKRCO2018, RC commented that reservations had been expressed about the value of Press and PR and that the draft minutes had not captured the sentiment that the board was not sure this was worth doing. RE added that the board had not been happy with Deeson’s contribution. LB commented that she had not been present in the 8.10.18 ROC board meeting and had been invited to this meeting (25.3.19) specifically in relation to this point, which had been taken forward in the ROC-E board meeting later that day. Benefits of and approach to the media initiative had been considered and subsequently taken forward through ROC-E’s marketing group, which she chairs with representatives from CoR, IPEM and CoR. With these points noted the minutes were agreed.There was wide-ranging discussion on matters arising from the minutes, with some matters addressed more fully elsewhere in the agenda and others being progressed through ROC-E. The meeting scheduled in April 2019 to discuss developments of the UKIO website and related digital aspects was noted, as was the need for a suitable brief for any work undertaken by digital consultants bearing in mind the need to avoid mission creep.**Action RE**Opinions were expressed on developing congress digital content, largely echoing discussions which had taken place at the ROC-E meeting in December 2018. It was felt that earlier general enthusiasm for streaming, whether live or recorded, was now somewhat tempered, with particular recognition of the adverse impact this could have on physical attendance at UKIO (as has happened at RSNA). |
|  | **Auditor’s report (Kingston Smith LLP)**James Cross (Kingston Smith Auditor) did not attend but will respond to any comments or questions relating to the auditor’s report (the Post Audit Management Report), which JT outlined. Section 1 (Audit Approach) describes the auditors’ approach to assessment of identified risks, with conclusions given in each case. Section 2 (Significant Findings From The Audit) describes what they found, noting contents of section 3 and the report’s appendices. Section 3 (Operation of the Accounting and Internal Control Systems) contains observations and responses to auditor recommendations for strengthening financial controls. Section 4 (Sector Update) is a general commentary on accounting, governance and the charity sector.The auditors note that it was not always clear to them that invoices to ROC-E had been correctly authorised before payment. JT and JKo support strengthening of controls in this respect, with a requirement for all invoices above £3,000 to be initialled for approvement by senior Profile managers (with the exception of payments to Profile itself, which are checked and initialled by the Finance Officer). This will facilitate payment and auditing processes. This recommendation has been implemented. A second recommendation, referring to the timeliness of invoices being raised by Profile, has been passed on to Profile. |
|  | **Trustees’ Annual Report & Accounts 2018**JKo noted that the report follows the same format as in previous years. The ROC Accounts show a small (compared to turnover) deficit of £3,544 for the year ending 30 September 2018, close to the planned break-even budget. We have reserves of £646,842 (as at 30.09.18), invested in interest-bearing accounts with fairly low interest rates but reasonably quick access. JKo and JT have reviewed the minimum level of reserves required, and recommend that this be increased from £200,000 to £250,000. Current reserves are in excess of this, so funding is available for developments in line with the charitable objectives, subject to ROC board strategic decisions.ROC’s trading subsidiary, ROC Events Ltd (ROC-E) made a small profit (£2,439) during this year (compared with a small loss the previous year). We have been advised to provide a letter of support from ROC confirming that ROC-E is a going concern. The draft letters of support, and representation to Kingston Smith, were agreed for signature.**Action JKo**JPH, noting that the report refers to the ROC Handbook, asked where this is. HW held up a copy, and showed its contents to JPH immediately after the meeting. Noting uncertainties which had been expressed regarding the remits of ROC and ROC-E she suggested that it might help if the handbook were updated to clarify ambiguities. It was confirmed that this is indeed the plan, when revision of the Articles of Association has been agreed.ST queried the increase in cash flow from 2017 to 2018 with a big increase in debtors and decrease in creditors. JT explained that this was largely because the 2018 congress took place 1 month later than in 2017 and consequently, as of the end of September 2018, less of the money owing had been collected. RC noted some typos in the report. Referring to its Public Benefit section she queried whether the provision at no charge of access to selected lectures and educational symposia, and inclusion of school taster sessions, happens every year. JKo confirmed that this is the case. RE added that access to the eponymous lectures is open to visitors attending the exhibition, and that educational symposia include exhibition ‘education on the stands’. RC also queried whether the remuneration of the finance officer needed mentioning in the report. JT replied that it did not, as he is not a trustee, nor a director.Views were rehearsed on developing congress strategy - it was reiterated that funding could be made available for congress development. ROC-E have been asked to identify proposals for strategic projects to develop the congress; these can be worked up and taken forward between the biannual ROC board meetings. Production of a draft strategy document for the next ROC board meeting was agreed as a goal, with commitment from all to actively contribute to making this happen.**Action ROC-E, All**ST suggested 3 possible options for consideration:1. Use available funds to invest in improving the event
2. Use funds in other ways, e.g. online education, further meetings (noting BIR caution)
3. Increase the bursary programme, to increase access to the congress

RE noted that there are relatively few international applications for bursaries. PB urged that we find ways to make the congress bigger and better. It was noted with satisfaction that registration fees and exhibition fees had been kept stable for several years.The Annual Report and Financial Statements were approved for signature, with minor changes.**Action PB, JKo, JT, Auditor**  |
|  | **2019 Congress preparations – President’s outline**NS presented this report in JKa’s absence. He mentioned his involvement with UKIO (and its predecessors) over many years, and support for the multiprofessional nature of radiology. The theme for the 2019 congress is *‘Personalise and Humanise’,* with sub-themes each day: *PACS* (day 1); *Managers* (day 2); *Dose* (day 3). With the UKRC-UKRO amalgamation now complete, there is now a single multiprofessional congress organising body. UKIO2019 will have fewer parallel streams than in previous years. The debate, organized by Rizwan Malik - *Peer Review in the NHS: all stick and no carrot* - will be in the form of a Question Time panel, chaired by Fergus Gleeson. Osirix presentations are planned. Unfortunately *Radiopaedia*[[2]](#footnote-2) (international collaborative educational web-based resource) will not be supporting UKIO2019. *Aunt Minnie Europe[[3]](#footnote-3)* have been approached in their stead but have not yet confirmed their support (for ‘Case of the Day’ sessions). Affiliation with one or other, or another organisation, as a strategic partner is a possible investment which could be considered. Plenary speakers for UKIO2019 are Jim Al-Khalili[[4]](#footnote-4) and Dallas Campbell[[5]](#footnote-5), with Dame Tanni Grey-Thompson[[6]](#footnote-6) ‘on-hold’ for UKIO2020. LB communicated a very recent suggestion from *Aunt Minnie* to explore partnership with BJR for case reports, possibly for future years. NS is seeking acceleration of congress preparations, with a smoother transition from one to the next. He commented that he felt we were behind already in this respect for UKIO2020. |
|  | **AXREM/Congress Dinner**NS informed the board that he has worked with Grant Witheridge, Agfa Healthcare Managing Director and now AXREM chair, over a number of years, and is an unpaid member of Agfa’s Clinical Advisory Board for Europe. PB and NS have had a number of communications with AXREM representatives, including participating by phone in an AXREM Executive Committee meeting. They noted a number of concerns/challenges: negative feedback from industry including low exhibition footfall; competition from both industry-led imaging conferences and professional body conferences; difficulty in staff obtaining study leave and funding; Congress Dinner issues; Philips decision not to exhibit at UKIO2019; representation of views of smaller companies (not represented by AXREM). Several people commented that these are not new issues; similar ones arisen, and been addressed in various ways, over a number of years. All agree that engagement with industry is crucial. JKo noted there is no barrier to companies giving scientific presentations in congress sessions and sales pitches in the exhibition. RE said that, not wishing to be complacent, the congress has a long history of engaging with industry as partners, not just as funders - he mentioned ‘Education on the Stands’ and various initiatives encouraging delegates to engage with exhibitors. LB reported on negative experiences with the company behind the Medical Imaging Convention (MIC) which Philips are supporting[[7]](#footnote-7) - she commented that several companies have withdrawn from UKRC/O congresses in the past, sometimes more than once, but have returned. ST cautioned that the Philips decision is likely to have been made after careful consideration, including return-on-investment metrics. BIR did support MIC in 2018, but are not doing so in 2019. He added that UKIO remains the establishment, and has the advantage of affection/goodwill built up over the years, with potential to develop.[[8]](#footnote-8) |
|  | **ROC bursaries: evaluation and reports** RC, in the course of looking at this year’s bursary applications with RE and ST, had reflected that she had not seen evaluations from previous years and reports from bursary winners. She had followed this up with Profile, who promised to send this information, which will help shape the future bursary programme.  |
|  | **UKIO public relations: budget, spend and aims** RC requested an update, commenting that, following uncertainty as to the value of public relations, this had been passed to ROC-E who had appointed a PR consultant for UKIO2019.LB, chair of the ROC-E marketing committee, responded that a proposal had been drawn up and circulated to BIR, CoR, IPEM and the Chartered Institute of Marketing. This had led to a few expressions of interest, notably from a freelance press officer, Tom Parkhill, with experience in science and medicine[[9]](#footnote-9). LB outlined his proposal, and said this could be looked at in more detail over lunch. Re-appointing Deesons had been considered, but it was felt they were not the right people for this. She commented that Profile have limited scope in some areas, and a need had been identified for a co-ordinated approach for key messages going out, whether through social media, professional bodies, or the media. The aim is that if an issue arises, including in mainstream media, Tom Parkhill will pick it up and co-ordinate with the programme committee, asking if there is a UKIO message to be promulgated. He had provided two quotations, depending on whether or not he attended the congress - it was decided that it was important that he did attend. Whether he is the right person for future such work remains to be seen. He had participated in a teleconference with a subset of the Programme Committee, including LB, JKa, NS and Julie Churchill (Profile).JKo asked if ROC was being asked to agree to this, or if this would be going to ROC-E. LB said that ROC-E had asked her to come up with a proposal. It was felt that action on this could not be delayed and that it was important to get this going. RC queried whether the funding for his appointment was from within ROC-E’s budget or an add-on. LB said she would check this and provide feedback.**Action LB** |
|  | **Articles and Memoranda of Association** HW referred to documents which had been circulated before the meeting:* Proposed Revision of ROC’s Articles of Association (background and progress report)
* Original Articles and Memorandum of Association
* Proposed Revision of ROC’s Articles v.3
* Outline of key changes in proposed revision

These were taken as read.The proposed revision is a reasonably mature draft, but remains open to discussion. In particular it needs detailed consideration by the Members (BIR, CoR, IPEM, RCR). One of its main components is the concept of Authorised Representatives. We currently have a mix of corporate members and individuals, which is problematic - it is better for directors to be named individuals so that it is clear where responsibility and accountability lies. The proposal is for a ROC board of 9-13 trustee-directors:* 2 nominated directors from each of the 4 Members (BIR, CoR, IPEM, RCR) - one of whom would probably be the authorised representative for each Member
* 4 honorary officers (chair, vice-chair, secretary, treasurer)
* Congress president

If this is agreed, the current corporate directors (BIR, CoR, IPEM, RCR) will be replaced by 8 nominated directors. In theory individuals could hold more than one position on the board. Each director will have 1 vote in meetings of ROC’s board. Authorised representatives will each have 1 vote in general meetings (including the annual general meeting if this is retained).The proposed revision is compliant with current legislation (Companies Act 2006 and Charities Act 2011). The changes are intended to make the Articles easier to read, be coherent with what we actually do, and provide more flexibility. The proposals now need to go to the Members for comments and follow-up. When the revision has been agreed the intention is that the solicitor, Gillian Fletcher, will contact the Charity Commission with a view to resolving the historical anomaly discussed in the October 2018 meeting.PB requested that the momentum be kept going, with a view to ratification in October 2019 (at the AGM). With reference to para 38.2 she asked that honorary officers be eligible for re-appointment, as for nominated directors (para 38.1). ST commented that the change from corporate directors to individual directors is interesting, and introduces a different dynamic from the current situation in which individuals such as himself wear 2 hats, with possible conflicts of interest. As proposed, directors will be acting solely in ROC’s best interests. Separately, each Member will be represented by an authorised representative.There was discussion about the timing for taking this forward. AH sought clarification as to whether Member bodies are being asked to give comments on the proposed revision, or to formally indicate that they would be happy for the proposed revision to go ahead, or both. HW replied “both”. AH responded that if any issues cannot be quickly resolved, assent from Member bodies may take longer than a few weeks. PB requested in the first instance that comments from all be sent by 29 April 2019.**Action Members (BIR, CoR, IPEM, RCR), All** |
|  | **Risk register** ST reported that work on revising ROC’s risk register is on-going. It has 44 items. By comparison BIR’s risk register has 11 items. He plans to identify key risks, revise the register accordingly, and bring a draft revision to the next ROC board meeting for discussion.**Action ST** |
|  | **Meetings schedule, 2019 and 2020**HW asked whether people were happy with the present schedule of 2 ROC Board meetings and 4 ROC-E board meetings per year. There was general agreement. |
|  | **Any other business**14.1 NS shared his thoughts regarding the future of UKIO. He spoke of his desire for engagement with the whole of the imaging and oncology workforce, noting that this a very big potential audience. He referred to possibilities of affiliation with international bodies, and membership of UKIO, with benefits such as post-congress access to streamed lectures. Digital strategy development could also include further development of the congress app, e.g. to record ‘stamping’ of exhibition stand attendance, and voting. He floated themed workstreams managed by member organisations, and suggested that themes be decided 15 months before the congress, sanctioned by the ROC board. Similarly keynote speakers should be sought 15 months before the congress; eponymous speakers planned 12 months in advance; Vice-Presidents of working parties in place before the preceding congress; the programme published 6 months ahead of the congress; exhibitors confirmed early; and an escalating media focus in the 4-month build-up to the congress. He is keen to bring to fruition previous plans to formalise appointment of Vice-Presidents following initial expressions of interest from members of working parties, with possible ROC involvement and interviews. He outlined thoughts for tweaking the working party structure, and suggested that Members could put forward candidates for Vice-President. He will be seeking to implement greater clarity regarding timelines for output from working parties.JPH asked how NS intends to ensure the congress remains multi-disciplinary and there was some discussion about this. It was left that these matters would be taken forward through ROC-E in the first place.**Action NS, ROC-E**14.2 JKo reminded the board that he had offered his resignation, having undertaken the role of honorary treasurer for 6 years (but has been persuaded to carry on).14.3 HW asked whether members had been able to access the embryonic board portal. It transpired that this has not been straightforward, and that passwords issued by Profile need to be re-set. HW will liaise with Profile regarding this.**Action HW, Profile** |

The meeting finished at 1:20 pm.

The next ROC Board Meeting will be held on Thursday 17 October 2019

 at the British Institute of Radiology, 48-50 St John Street, Clerkenwell, London, EC1M 4DG

starting at 11:00am (scheduled meeting time 11:00–13:00)

1. ROC Members: BIR, CoR, IPEM, RCR [↑](#footnote-ref-1)
2. Radiopaedia: <https://radiopaedia.org/> [↑](#footnote-ref-2)
3. Aunt Minnie Europe: <https://www.auntminnieeurope.com/> [↑](#footnote-ref-3)
4. Jim Al-Khalili: <http://www.jimal-khalili.com/> [↑](#footnote-ref-4)
5. Dallas Campbell: <https://www.dallascampbell.co.uk/> [↑](#footnote-ref-5)
6. Dame Tanni Grey-Thompson: <http://www.tanni.co.uk/> [↑](#footnote-ref-6)
7. Medical Imaging Convention, Birmingham, 26-27 March 2019: <https://www.thenec.co.uk/whats-on/medical-imaging-convention/> [↑](#footnote-ref-7)
8. The 2020 Medical Imaging Convention is scheduled for 17-18 March 2020, again in Birmingham (<http://www.imagingconvention.com/>) [↑](#footnote-ref-8)
9. Tom Parkhill: <https://it.linkedin.com/in/tom-parkhill-5642225> [↑](#footnote-ref-9)