



INTERNATIONAL SOCIETY FOR RESPIRATORY PROTECTION

European Section

Annual General Meeting

13 April 2005.

HSL Buxton

MINUTES

Introduction

Ian Maxwell, Vice Chairman, standing in for Graham Bostock, welcomed members to the AGM. Ian thanked HSL for hosting the meeting and organising a tour of the new HSL facilities at Buxton.

Apologies for absence

Apologies were received from Graham Bostock, Jim Naylor, Maureen Willcocks, Mike Thomas, Leo Steenweg, Bill Parker, Les Jordan, Jim Wills and Cliff Williams.

Minutes of last meeting

The minutes of the 2004 AGM were circulated to the membership. Following one question under matters arising (see next section), the minutes were requested to be accepted as a true record of the 2004 AGM. Proposed: Stuart Harris, Seconded Robin Howie, Vote unanimous.

Matters arising

Robin Howie asked if all dues had now been paid to the International Society. Answer was yes, and this would be covered in treasurer's report.

Chairman's Report

Ian Maxwell read out the Chairman's report prepared by Graham Bostock. The report will be circulated with the minutes and be posted on the European Section web site. The chairman reported that after a ballot Leo Steenweg had been elected as the fourth European Section Board Member in the International Society Board. The chairman thanked Lars Ronner for supporting ISRP by agreeing to stand for the post along with Leo, and hoped that we could look forward to his continued support.

Secretary & Treasurer's Reports

Andy Capon gave the secretary's report which will be circulated with the minutes and be posted on the Section web site. A special note of thanks was given to George Robins for his hard work as Section Administrator.

Andy Capon gave the treasurer's report, which summarised the work that had been done during the year to bring the Section's finances up to date. Special thanks was given to Penny Mathews and Wendy Lawley for their hard work in preparing the accounts. All monies owed to the International Society up to the end of 2003 had been paid over. The 2004 dues would be paid following acceptance of the 2004 accounts by the AGM and all but a working balance of cash would be transferred from the current account to the business reserve account to maximise interest earned. Summaries of the accounts for the Section and the Edinburgh conference were circulated to the meeting and will be distributed with the minutes.

The Vice Chairman requested the member's views as to whether they wished to see the accounts audited by an independent accountant, which was not a pre-requisite, or whether the membership were content to accept the accounts as prepared finally by Wendy Lawley. The membership agreed that the accounts should be accepted in the form presented, subject to a vote.

Members asked Andy Capon to take an action to establish whether the Section still held charitable status, and what might be any tax implications regarding profit made by the Edinburgh conference or on profits/surpluses made by the section year on year. This action was taken and Andy will report the findings to the membership.

Robin Howie proposed the accounts as presented be accepted. Seconded Mike Williams. Accepted unanimously.

The Vice Chairman wished a record to be placed in the minutes thanking Jim Naylor, a past treasurer, who was standing down from the committee this year, for his service to the committee and his activities as treasurer during some difficult times.

Fees

There will be no change in fees for 2006.

Committee/Officers Membership

The 2004 committee was as follows (up to the International Conference in Yokohama)

Officers

Graham Bostock	Chairman (International Board Director)
Ian Maxwell	Vice Chairman (International Board Director)
Andy Capon	Secretary
John Cuthbert	Treasurer

Committee members

Sven Van der Gijp	(International Board Director)
Grant Richardson	
Richard Brown	
Mark Kilburn	
Joanne Partridge	
Jim Naylor	(International Board Director)
Mike Williams	(co-opted member)

During 2004 the following requests were made from committee members: John Cuthbert requested that he stand down as treasurer and remain in post as a committee member.

Jim Naylor requested that he stand down from the committee
Mike Williams indicated his willingness to remain a committee member but requested that his position be ratified as that of an elected member (should the membership so agree) through a vote at the AGM. All other officers and committee members expressed their willingness to continue in post. No other proposals for committee officers or committee members were received.

At the beginning of 2005, but prior to the AGM, the committee considered that the need to bring the finances to order was of such great importance that the position of treasurer could not remain unfilled until the AGM, and Andy Capon was requested to combine the roles of secretary and treasurer, especially since the Financial Controller was geographically close to Andy and George Robins (section administrator, and keeper of the credit card machine). Andy accepted, but indicated that this combined role be reviewed, especially before the European Section hosted the next international conference in 2008.

Also, prior to the AGM, Leo Steenweg was elected as the fourth International Board Member for the European Section, and as such automatically became a member of the section committee.

The Vice Chairman invited the membership to vote on Mike Williams becoming an elected committee member.
Proposed Andy Capon, seconded Sven Van der Gijp, accepted unanimously.

The 2005 committee is as follows:

Officers

Graham Bostock	Chairman (International Board Director)
Ian Maxwell	Vice Chairman
Andy Capon	Secretary/Treasurer

Committee members

Sven Van der Gijp	(International Board Director)
Grant Richardson	(International Board Director)
Leo Steenweg	(International Board Member)
John Cuthbert	
Richard Brown	
Mark Kilburn	
Joanne Partridge	
Mike Williams	

The committee will be supported by

George Robins	(Secretarial Administrator)
Wendy Lawley	(Financial Administrator)

Both these individuals receive remuneration for their work

The Vice Chairman expressed his thanks to all committee members for their hard work and commitment to the Society. He also encouraged all members to actively seek new members for the society.

International Society Business

The vice chairman re-iterated the chairman's comment in his report that the International Conference in Japan had been a huge success. The next conference will be in Toronto in 2006, and members are asked to consult the ISRP web site for further details (www.isrp.com.au).

The International Society web master (TL) had taken over management of the European Section web site, with Graham Bostock being the European Section point of contact. The new site was also up and running (www.isrp.org.uk) and members were encouraged to make full use of the sites for information.

Robin Howie asked that the web masters be requested to make maximum use of pdf files rather than word documents, as these took much less time to download. The Vice Chairman agreed to pass the request to Graham for

action. Also a request will be passed to Graham to clarify whether the European Section pays a fee to International or the web master for maintaining the European Section web site.

The Vice Chairman commented on the quality of the current journals under the editorship of Dr Zi from NIOSH, and on behalf of the membership expressed his thanks to Dr Zi for his hard work.

Autumn meeting

The Vice Chairman reported that the committee is considering a meeting at a training school such as Wray Park near Reigate with the meeting themes of:

“Selection Use and Abuse”, and “The Way Forward with ISO”

Members were encouraged to suggest speakers, items and incidents that could contribute to the first part, and the committee would arrange speakers to explain how the CEN standards making activities are being taken over by ISO and what the implications will be for the respiratory protection community.

The Vice Chairman also indicated that the committee were actively looking to organise the spring 2006 meeting in Continental Europe, possibly in Prague (although other venues were not ruled out), with the proposed theme of:

“The Three C’s: Communications, Compatibility, Comfort”

Again members were asked to suggest speakers and/or topics that could be presented under this theme.

Any Other Business

Nick Vaughan announced that HSL were aware of the difficulty that test houses had when asked to examine issues of compatibility during certification procedures, because of the large range of different items of PPE that could give rise to potential compatibility concerns. HSL was proposing, subject to funding being agreed, to become the repository for a pool of PPE items that could be used by test laboratories and test houses to examine compatibility issues. Nick Vaughan asked the membership to make comments or suggestions to him on these proposals.

There being no other business the meeting was closed, with thanks to all for attending.

A Capon
Hon Secretary/Treasurer
14 Apr. 05