

**UNCONFIRMED Minutes for the Annual General Meeting of
British Society for Gynaecological Endoscopy
Thursday 20th April 2023 at the BSGE ASM23, Manchester Central, Manchester
From 17:30 to 19:00**

Present: Mr. Andrew Kent, BSGE President (ASHK)
Mr. Arvind Vashisht, BSGE President-elect (AV)
Mr. Kirana Arambage, Honorary Secretary (KA)
Mr. Fevzi Shakir, Honorary Treasurer (FS)
Plus around 50 members of the BSGE

1. Welcome

KA welcomed BSGE members to the 2022 AGM and apologized for late start due to technical issues.

2. Apologies

No apologies received.

3. Minutes of the last BSGE AGM 2022 held on 23rd March 2022

Minutes were presented to the AGM and accepted as true record.

4. Matters arising

Nil

5. Honorary Treasurer's report (FS)

FS reported the charity's annual accounts run from January 1st to December 31st. BSGE is not subject to tax but eligible for VAT. BSGE savings should cover the charity's operational costs for one year. Haslers is now the appointed accountant and bookkeeper for the BSGE, utilising the Xero accounting package for generating more direct and immediate reports. The BSGE outgoing has almost doubled, raising concerns about the financial situation for the next six months. The increase in outgoing is primarily due to the cost of event organizing. To address the financial challenges, changes were made to industry support, including the introduction of the Rhodium package and an increase in the ASM registration fee. The pricing remains competitive compared to other scientific meetings. ASM23 is projected to be the most successful event in terms of income generation.

It was agreed at the BSGE Council meeting to increase the membership fee for senior members from £160 to £180. Remaining fee structure to remain the same.

BSGE bank account have healthy balance of £1,113,993.76 as of 17th April 2023. Invoices for ASM23 are yet to be paid for expenditure.

FS reported the BSGE is now VAT registered. HMRC VAT NUMBER: 431 1685 17 was issued on 20th January 2023, effective from 1st March 2022. Haslers will file returns every 3 months and owed VAT will be off set against VAT the BSGE is paid.

FS confirmed individual membership subscriptions, delegate fee to attend educational meeting, dinner for delegates and bursaries and travelling fellowships are non-business and outside scope of VAT, hence exempt from VAT. Corporate membership subscriptions, sponsorship and dinners for sponsors are taxable at standard rate.

BSGE member questioned if appointment of an ASM event's organiser necessary given the cost?

FS explained that given the work, size and scale of the BSGE ASM, it is no longer feasible for Atia to manage. The pricing structure for ASM events has therefore changed to reflect the increased costs.

BSGE member asked if the accounts scrutinised to ensure charity rules are met? FS reassured members that all accounts and activities are scrutinised by our accountants and we confine to the rules set out by the charity commission governing body.

6. Honorary Secretary's report (KA)

KA reported currently, the BSGE has 1744 members and is one of the largest affiliated specialist society with the RCOG. There are 12 elected council members to lead portfolios heavily supported by sub-committee members. Objectives for each portfolio is set annually with Officers input and discussed regularly at BSGE Council meetings.

KA invited BSGE Council members to update the meeting with portfolio achievements during the year.

BSGE Endometriosis Nurse portfolio - Gilly Macdonald

Achievements:

- Mentor register established,
- Biannual CNS education days,
- Greater social media presence, Facebook and WhatsApp group established,
- Bitesize informal sessions continue

Objectives:

- Continue our work to deliver high quality education,
- Develop website with further resources for education and research,
- Develop a patient 'tool kit' to provide patient information and links for holistic care (pain management, nutrition, exercise, mindfulness).

BSGE Nurse Hysteroscopy portfolio - Caroline Bell

Last 12 months:

- Operative Logbook running.
- Support of new nurses from University of Bradford
- Support of RCOG/BSGE workshops
- Support Ambulatory care network and annual scientific meeting
- Commenced Nurse operative Course
- Regular webinars/ bite size sessions

Next 12 months:

- Nurse operative course, to be held in Guilford in December 2023
- Update webpage with more educational resources.
- Continue to support all members

BSGE Trainee representatives - Lina Antoun and Mikey Adamczyk

Achievements:

- Completed the RIGs Hubs national training programme receiving a very positive feedback with an additional 70+ trainees joining BSGE.
- Introducing the suturing competition through the RIGs training programme- 16 participants competed for the STORZ golden needle holder in the ASM 2023 – Dalia Meky won.

Future plans:

- RIGs Hubs training programme for 2023 has been announced and applications will open later this year
- Same laparoscopy courses to be run next year
- Opening for additional RIGs reps.

BSGE Hysteroscopy portfolio - Nadine Di Donato**Achievements:**

- 2 successful x diagnostic and operative hysteroscopy workshops in June & October 2022 (BSGE/RCOG)
- Nurse hysteroscopy logbook: support and completion
- Pre-congress hysteroscopy course successful with positive feedback

Future plans:

- Continue to offer BSGE/RCOG diagnostic and operative hysteroscopy workshops & lectures with the expert team: Amelia Davison and Shilpa Kolhe.
- June workshop is fully booked, working on October round.
- Offer a dedicated BSGE nurse hysteroscopy course (planned date on the 12th -13th December 2023, Guilford)
- Seeking new international speakers
- Focus on new log book

BSGE Awards & Bursaries portfolio - Martin Hirsch**Current remit:**

- 2 rounds of travel and bursary funding: £9,000 per round
- 2 rounds of research funding: £3,000 per round
- Alan Gordon Prize £4,000 annually
- Video Competition 3 x £300 per round

Changes:

- Increase in bursary allocation available to trainee members & nurse / paramedic members

BSGE Information Resources portfolio - Rebecca Mallick**Achievements:**

- Monthly Webinars, which are open to all to attend live and BSGE members can view anytime on the website. Takes place last Wednesday of the month, great way for professionals to collect CPD points.
- Successful patient's webinar with Carla Cressy from Endometriosis UK
- Variety of topics ranging from laparoscopic colposuspension to robotic surgery to imaging and endometriosis
- Additional corporate sponsored webinar series (Hologic, Gynesonics)

Objectives:

- Endocentre update, surgical masterclasses and more
- Monthly Instagram lives and share resources

BSGE Laparoscopic Training portfolio - Donna Ghosh

- RIGs Hub National Training Programme
 - 400 registered 2021 (Covid impacted these figures)
 - 235 registered 2022
 - Will run as 3 day course in 2023
- BSGE - RCOG Benign Abdominal Surgery
- Sept 20-21st Virtual + 26-27th Practical 2023

- Challenges of Benign Gynaecological surgery and essential skills in Laparoscopic Hysterectomy May 2022
- Increase RCOG involvement and develop. Advanced training review, development of pelvic pain (Pelvic pain ATM) and Laparoscopy Simulation training
- Return to surgical training after break in practice survey. Received 80+ responses. Create guidance document for safe return to work

BSGE Meetings and Industry Relations portfolio - Angus Thomson

- Sponsorship for ASM Manchester
 - Rhodium / Platinum / Gold / Silver / Bronze packages.
 - In excess of £290k
- Negotiation with industry about corporate membership and involvement with various events throughout year (inc BSGE meetings requiring sponsorship, Industry courses affiliated to BSGE, BSGE Webinars with industry support etc)
- Discussions with ASOGIC (Ain Shams Obstetrics and Gynaecology International Conference) about BSGE support for meeting in 2023/4
- BSGE has three corporate members: Medtronic, Hologic and Gynesonics. (Medtronic to leave in May 2023)
- Agreement that ASM 2024 will be in Belfast and ASM 2025 will be in Leeds.

BSGE Member relations and The Scope portfolio - Funlayo Odejinmi

- Listening to members: Conduct membership survey
- Themed editions of the @BSGE_SCOPE: Patient stories, Hysterectomy, Fibroids & Research
- Interviews with Luminaries of Minimal access surgery
- Keep members up to date with the “machinery of the BSGE”. Highlighting the goings on of other subcommittees
- Keep members up to date with current affairs relating to women's health for example government reports
- Bringing relevant published literature pertaining to minimal access surgery to a busy membership

BSGE Endocentres portfolio - Arvind Vashisht

- Accreditation 2022
- Future Plans:
 - Improving the interface of the database – “end-user friendly”
 - Revamping the questionnaire / data entry
 - Incorporating a surgical classification system
 - Matching accreditation to commissioning via NHSE

BSGE GESEA portfolio - Karolina Afors presented by Kirana Arambage

- Two GESEA courses 2022 and 1 GESEA course in 2023 so far.
- 45 GESEA level 1 certification/ 23 GESEA level 2 certification

The course received positive feedback for its explanation of concepts, laparoscopic suturing practice, and the high level of hands-on training. Participants appreciated the low number of candidates, focused instruction, excellent trainers, and ample time for practical skills improvement. Suturing workshops and practice sessions were highly praised, along with knowledgeable instructors and the availability of mentors. Overall, the course provided valuable hands-on experience and effective teaching methods.

Aiming for four GESEA courses 2024.

BSGE Website and Digital Governance portfolio - Zahid Khan presented by Kirana Arambage

- The new BSGE website is currently being developed, and it is expected to be delivered by May 2023. The BSGE Surgical Interface Coding System (SICS) has been updated, and the OPHPSO (Office Hysteroscopy and Polypectomy Skills and Outcomes) has been added. The development of the Nurse Hysteroscopy Portfolio has been initiated.
- The BSGE Brand Identity Guideline has been produced and finalised.
- A new Support Portal Service provided by AKIKO has been implemented to efficiently handle issues related to the old website.
- BSGE ASM23 was successfully delivered as a hybrid event, organized by a hired event organizer, Outsourced Events. The event had 86 virtual attendees.

7. Honorary Secretary's report (KA)

KA discussed changes to the current BSGE constitution. The following amendments were proposed and approved for the BSGE constitution:

- Article 7:
 - **A):**
 - Section II, the eligibility for membership has been expanded to include "specialty doctors (staff grade doctors)" in relevant specialties.
 - Section III now includes paramedical practitioners such as SCPs with a special interest in gynecological endoscopy and endometriosis.
 - **D):**
 - The constitution has been updated to include Ireland in the eligibility criteria for overseas membership. Overseas members may have different membership benefits and subscription rates compared to UK members. It is important to note that overseas members will not have voting rights and cannot stand in BSGE elections.
- Article 8:
 - Each committee will have a separate standard operational policy
- Article 16:
 - Section I, Past Presidents of the BSGE will automatically become honorary members of the Society upon completing their term
 - Requirement for the position of Vice-President was proposed, stating that individuals should have served on the BSGE Council for at least two years before being eligible to apply for the position.
 - Section II, The number of elected Council members was revised to "15" to reflect the total number of members in the Society.
 - It was agreed that three positions on the Council will be reserved for Specialist Trainees. These trainees should hold a substantive consultant post following the completion of their training, or fewer positions if applicable. Specifically, two senior trainee representatives (ST5-ST7) and one junior trainee representative (ST1-ST4) will occupy these positions.

There were no comments or concerns raised and changes were confirmed.

8. President's report (ASHK)

ASHK discussed several achievements over the past year, including the successful continuation of the BSGE Webinar program and the introduction of the Corporate Webinar program as well as GESEA courses and certification.

- Highlighted achievements were The National RIGS Hub Training Program which ran in a slightly

- modified format, but continued to deliver high-quality training.
- Diagnostic and Operative hysteroscopy courses saw overwhelming demand from participants. Hysteroscopy workshops were conducted successfully as well as CNS education days and workshops.
- Highly successful inaugural Senior Professional Development meeting in Guilford, which will run again 2023.
- BSGE members significant presence at the ESGE event in Lisbon. UK were the largest single national group.

ASHK thanked industry partners for their continued support and collaboration and thanked BSGE council officers KA,FS & AV for all their hard work over the last year.

ASHK discussed elections and the changes in the constitution (Secretary Report) to increase senior council members by 2 plus an additional junior trainee representative. Current situation-

- Elected senior council members serve a term of three years and have the option to stand for re-election for an additional three years.
- To avoid significant changes in council constitution we aim to ensure that approximately one-third of the positions would be up for election each year.
- At present looking ahead to 2024, there will be five senior members on the Council up for election/re-election in addition to the trainee representatives.
- Recent elections were for 3 senior members, 2 nurse members (elected unopposed), 1 trainee representative.
- ASHK explained the options regarding electing the 2 new senior council members which were 1) snap election, 2) leave it until next year, 3) appoint from recent election candidates
- These options had been discussed between officers and at council
- ASHK asked if any questions. There were none.

ASHK proposed an extraordinary motion option 3) to appoint the two additional council members from the recent elections. All were excellent candidates. Voting was close.

- The audience were asked to vote on a new motion regarding the recruitment of two additional senior members from the recent elections.
- The reasons presented in support of the motion included the need to avoid any delays, maintain a balanced representation on the council, ensure a managed turnover of council members, and address the increased workload.
- After discussion from the floor, ASHK asked those members present to vote on the motion. The motion was carried with 3 voting against. The two additional senior members will be recruited from the recent elections as outlined in the motion.

ASHK announced election winners.

- Senior representatives: Oudai Ali, Sujata Gupta, Karolina Afors, Angus Thomson and Mikey Adamczyk
- Co-opted member: Shaun McGowan as ASM24 Chair of Local Organising committee.
- Trainee representative is Samantha Kirkwood
- Nurse representatives were elected unopposed - Gilly Macdonald and Caroline Bell maintain positions.

ASHK thanked Atia & Charis for support and presented Charis with thank you gift.

9. Future BSGE meetings

- 6/7 June 2023- RCOG/BSGE Hysteroscopy workshops
- 20/21 September 2023- RCOG/BSGE Benign Abdominal Surgery- Lectures (virtual)
- 26/27 September 2023- RCOG/BSGE Benign Abdominal Surgery- Workshops
- 10 October 2023- RCOG/BSGE Hysteroscopy- Lectures (virtual)
- 19/20 October 2023- RCOG/BSGE Hysteroscopy workshops
- 26/27 October 2023- Seniors Professional Development meeting, MATTU, Guildford
- 12/13 December 2023- BSGE Nurse Hysteroscopy course, MATTU, Guildford
- 2/3 May 2024- BSGE ASM 2024, The ICC Belfast

10. AOB

- None