FIFTY-FIFTH ANNUAL GENERAL MEETING OF THE BIR

MINUTES

The fifty-fifth Annual General Meeting of the British Institute of Radiology incorporated by Royal Charter was held online from 21 August 2015, closing for comment at 2pm on 26 August 2015. The meeting was held for the purpose of transacting the following business. The Annual Report and Accounts to 31st March 2015 had also been available to members on the BIR website, and by post, where appropriate.

The President, Dr David Wilson, provided the Notice convening the fifty-fifth General Meeting of the British Institute of Radiology incorporated by Royal Charter.

Attendees

Full members: David Wilson, Stephen Davies, Julia Moore, Susan Marchant, Andrew Jones, Jane Phillips-Hughes, James Sanderson, Nick Woznitza, Mike Patterson, Charles Sloane, Andy Rogers, Stuart Green, Stephen Harden, Peter Harrison, Elspeth Whitby, Owen Arthurs, Lorna Sweetman

Staff: Jacqueline Fowler, Lucy Stewart, Stephen Hewett

1. The Minutes of the fifty-fourth Annual General Meeting were approved. (Appendix 1)

Proposed by: Professor Andrew Jones Seconded by: Dr Jane Phillips-Hughes

2. The report of the Trustees for the year ending 31st March 2015 (Appendix 2a) and the summary report from the President, Dr David Wilson (Appendix 2b) were submitted.

The President’s report is copied below:

Members of the British Institute of Radiology, I am very pleased to welcome you to the fifty-fifth annual general meeting (AGM) of the Institute, and our third one to be held online.

My report today covers the 12 months to 31 March 2015, my first year as the BIR’s President, and I’m delighted to have taken over an organisation that is in such a healthy strategic and financial position from my predecessor, Prof. Andrew Jones. I would like to pay tribute to Andrew for his skilled leadership that has created considerable momentum to develop a modern, relevant and dynamic organisation.

Membership

Members and their professional needs remain at the heart of everything we do. One major success has been the positive reception to our generous membership benefits package, which has helped to increase membership numbers across the key professional groups and, in particular, has led to an increase of 19% in radiographer members and 22% in trainees and students. A new “Join Us” video, special “on the day” rates at events, organisational deals and new international rates have all contributed to the promotion of the package and the rise in numbers.
This resulted in an increase in individual membership numbers to 2,011 by 31 March 2015.

**Education**

Our scientific meetings have been specially designed by experts to provide training in hot topics for a range of imaging professionals, and are delivered both in London and, increasingly, across the UK. In 2014–2015 we ran 26 face-to-face events across the UK, attracting an average of 67 delegates. These one and two-day meetings remain an important source of continuing professional development (CPD), and highlights during the year included several sell-out events and joint partnership delivery with complementary organisations such as the Royal Society of Medicine and the British Nuclear Medicine Society.

We re-launched our Annual Congress, which attracted over 200 radiologists, radiographers, physicians, oncologists and medical physicists from across the world and speakers from the UK and elsewhere in Europe plus Brazil, India and the USA. There were two parallel sessions, optimising the ability for delegates to pick and choose seminars from a range of topics including infectious diseases, cardiovascular imaging, pulmonary diseases, musculoskeletal, neuroimaging and gastrointestinal radiology. Reflecting back on the history of radiology specialities was a recurring theme throughout the two days, alongside in-depth analysis of current and future developments in clinical practice. An innovation for this conference was electronic posters, which gave 75 researchers the opportunity to display their work digitally and gave delegates the opportunity to have one-to-one interaction with presenters in the e-poster sessions.

During 2014 we also launched a programme of free monthly webinars, which allow participants to interact with key subject specialists to pose questions and hear the answers. A chat room is available for participants to exchange views and ideas with peers from across the world. The live webinars take place on set dates and times, but are also available to watch on demand afterwards. The series is gathering a larger audience each month and can be streamed within the hospital environment to an employee group. Participants gain continued professional development points for attending the live webinar or by viewing on demand and completing and submitting a self-reflection form.

In addition to the Education Committee overseeing all the educational content developed and delivered by the BIR, our Accreditation Committee developed a new process and standards for approving our educational activities. This is a very exciting development for the Institute and will ensure that members can access educational content that has been quality assured.

**Publishing**

*BJR*, the BIR’s flagship journal, grew in size by an astounding 49% during the year to keep pace with the quality of submissions. We also published special issues on forensic radiology and brachytherapy. And we made the entire back catalogue, *BJR* from the beginning, available for sale (and free of charge for members to access), dating back to 1896 and *BJR*’s predecessor journals, beginning with the *Archives of Clinical Skiagraphy*.

The year has been notable for the launch of the BIR’s first new journal in 25 years, *BJR* case reports, an international case report journal of radiology, radiation oncology and all related sciences. The journal uses a continuous publication model and is published
online only on the BIR Publications website, birpublications.org. Articles undergo the same rigorous peer-review and uphold the same high-quality publication standards as BJR. We are committed to the dissemination and re-use of research outputs, and as part of the BIR|Open initiative, the articles will be open access, allowing unrestricted access as well as commercial or non-commercial re-use of content, with proper attribution. As an introductory offer, we are waiving all article publication charges for articles submitted in 2015.

We also published a new book, *Imaging Single Best Answer*, a convenient, easy-to-use learning resource aimed at trainee radiologists taking the Royal College of Radiologists’ Final FRCR (Part A) Exam. This is the third revision book we have produced for this exam; this latest edition contains completely new questions in the single best answer format. There are six chapters, each containing 75 questions and full answers with references, the same number as in each exam the candidate will sit. The book has been edited by Simon Ostlere and Rajat Chowdhury, with the chapter authors being young consultants across the UK who had relatively recently taken the exam; all questions were validated by a panel of expert consultant radiologists.

As part of our commitment to providing innovative education tools to the radiology community, we are excited to be delivering the book in print and as an app on both the iOS and Android platforms. This is the first app the BIR has produced. The app replicates the book in its question and answer format. There are two modes in which the user can answer questions: test mode, where they are presented with 15 questions where answers are revealed immediately after answering; or exam mode, where they are presented with 75 questions and a 2-hour time limit to replicate the exam, with answers revealed only at the end in review mode. For both modes, the user can choose to be presented with questions from a single module or from across the whole question bank.

**External engagement**

During the week of the International Day of Radiology, World Radiography Day, the International Day of Medical Physics and Armistice Day, we launched a short film, *Radiology and WW1: Objects and People*, to commemorate the centenary of the start of World War 1. Prof. Andrew Jones is in conversation with Dr Adrian Thomas, BIR Honorary Historian, about the role of radiology on the Great War battlefields. The conversation centres on key people of the time, including women scientists, Marie Curie and Edith Stoney, and radiologist, Florence Stoney. It also features objects such as an original X-ray “Coolidge” tube, original X-rays of injuries, equipment used at the time, journal articles and a watch with a fascinating connection to the history of radiation protection.

Our External Affairs Committee created a panel to lead on approaches to and from the media and we increased visibility by issuing over 35 press releases and two statements of response. We secured publication of a feature, “Radiotherapy – the state of the nation”, in *Science in Parliament, the Journal of the Parliamentary and Scientific Committee*. We undertook a number of other profile-raising activities. We attended a greater number of national and international exhibitions to promote our work to members and prospective members: ARR, BNMS, BSBR, BSIR, CIRSE, EADMFR, ECR, ESTRO, MIUA, UKRC and RSNA. And our social media traffic increased, with a 66% growth in Twitter followers and an exponential rise of 600% in Facebook ‘friends’. 

**Infrastructure**
The conversion of our old committee structure to ‘special interest groups’ (SIGs) is now complete and the SIG management groups are now fully established. The groups work tirelessly to develop educational programmes in their specialist areas, build their website presence, publish guidance documents and contribute to consultation processes.

Our branch structure is also developing. It plays an invaluable role in promoting the work of the Institute and delivering our educational programme across the UK. We currently have branches in the following regions: East of England, the Midlands, North of England, Scotland, Wales and Wessex, and the newest – the Midlands – ran its first event during the year.

We completed the re-homing of the Institute’s historic collection. We are delighted that the collection has been donated to suitable long-term homes including the Science Museum, the Wellcome Library and the Roentgen Museum in Germany, all of which are aiming to provide display facilities for all or some of the items.

All of this would not be possible without the dedication of two groups of people. Firstly, our trustees and other members—regional branch committees, SIG management groups, teaching faculty, journal editors and reviewers to name but a few—who donate their time to participate in the life of the BIR. I am indebted to them for the contribution of time, energy and ideas that they bring to the organisation. And, secondly, I would like to thank the small but talented and committed team of staff who are implementing our strategies with such enthusiasm. I would like to thank all these individuals for their commitment to building a stronger BIR.

**Future plans**

I am very pleased to report an excellent financial outcome (see the Honorary Treasurer’s report for more details) and the achievement of so many objectives that ultimately benefit our members. We are now into the second year of a three-year strategy that allows for investment of approximately £500,000 specifically to expand and develop the portfolio of member benefits.

Most particularly, we regard education as central to the identity of the BIR. The three-year plan focuses on the development and delivery of blended educational products online, locally and nationally by developing online education and providing other online member resources; developing and launching a system of accreditation; increasing the regional branch offer; and delivering face-to-face education in niche subject areas and on hot topics. Watch out during 2015-2016 for:

- New bite-size evening events to provide members with educational opportunities outside of the normal working day, so that, again, they may be more accessible to a larger audience. Our regional branches and special interest groups (SIGs) are playing a major role in helping us to develop this initiative and our other blended learning approaches.
- A new online member portal, which will provide improved access to member-only resources. It will also facilitate easier registration for educational events and seamless transition to our publications website as well as providing a place for members to store their continuing professional development (CPD) certificates and other evidence of lifelong learning.
• New ways for members to provide evidence of CPD. We have developed a reflective-learning form, which we trialled on the webinar series last year. This is being rolled out across other areas of our educational offer so that members can demonstrate what they have learnt across a wider portfolio of learning. We will also launch accredited CPD via multiple choice questions in BJR.

So wherever you’re located, whatever your specialty and whatever stage of your career you’re at, I hope that our members are beginning to experience tangible added value from the investment that we are making and I would welcome your views on how we can best enhance and augment them.

**Proposed by:** Dr James Sanderson  
**Seconded by:** Mr Nicholas Woznitza

For additional information, the Annual Review is also available on the website.

4. The report from the Honorary Treasurer, Dr James Sanderson, was submitted *(Appendix 3)*

**The Treasurer’s report is copied below:**

Members of the British Institute of Radiology (BIR), this is my third and last report as Honorary Treasurer of the BIR. I am reporting on the financial year for the 12 months to 31st March 2015.

**Financial performance**

After the financial instability of recent years, 2014–2015 marked the first year of a three-year plan to invest in new and existing income streams and develop new benefits for our members. This strategy allowed for a planned net deficit during the first two years before achieving a break even position in the third year. However, thanks to lower expenditure and a significant return on the organisation’s invested capital, I am delighted to report that the BIR recorded a net surplus position. This is a significant achievement and puts us in a position to make strategic investments that will allow us to support the training and continuing professional development of our members.

I can report that the Institute recorded a net surplus of £203k for the 12 months to 31 March 2015 in comparison to a net deficit of £14k for the 12 months to 31 March 2014. At an operating level, the Institute recorded a deficit of £159k in comparison to a deficit of £77k in the previous year.

The incoming resources for the 12 months to 31 March 2015 were £1.5 million compared to £1.3 million in the 12 months to 31 March 2014. The principal sources of revenue were publishing (£910k), education (£272k) and membership (£172k).

The outgoing resources for the year were £1.65 million for the 12 months to 31 March 2015 compared to £1.39 million for the 12 months to 31 March 2014. The principal areas of expenditure were publishing (£783k), education (£565k) and membership (£245k).

A major success has been the positive reception to the revised membership benefits package, which has helped to increase membership by 12% to over 2,000, with trainee and student membership up by 22%.
We held 26 educational courses across the country during the year with increased average attendance of 67 delegates. These one and two-day meetings remain an important source of continuing professional development. During 2014, we also launched a programme of monthly webinars, which provide the opportunity for participants to interact with key subject specialists.

BJR, the Institute’s flagship journal, grew in size by 49% to keep pace with the quality of submissions. We also published special issues on forensic radiology and brachytherapy. The entire back catalogue, *BJR* *from the beginning*, dating back to 1896, was made available for sale to institutions.

The year was also notable for two other major publishing firsts:

- The launch of the Institute’s first new journal in 25 years, *BJR* *case reports*, an international case report journal of radiology, oncology and all related sciences.

- The publication of a new book, *Imaging Single Best Answer*, a convenient, easy-to-use learning resource aimed at trainee radiologists taking the Royal College of Radiologists’ Final FRCR (Part A) exam. As part of the organisation’s commitment to providing innovative education tools, the book is also available as an app on both the iOS and Android platforms.

**Performance against Key Performance Indicators**
The table below outlines the BIR’s main objectives for the financial year 2014-2015 with performance against target.

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<tr>
<th>Objective</th>
<th>Achievement</th>
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<tr>
<td>Increase membership to 2,200 (individual) and 28 (corporate).</td>
<td>Part achieved. Membership rose by nearly 12% to 2,011. Corporate members remained fairly static at 22.</td>
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<tr>
<td>Develop and implement an approval/accreditation website and process for BIR events.</td>
<td>Part achieved. The process is in place for internal courses. The process for external accreditation is being developed in conjunction with the development of the BIR’s new customer relationship management system, which will launch in the first half of 2015–2016.</td>
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<tr>
<td>Increase the number of articles published in <em>BJR</em> by 10%.</td>
<td>Achieved. The number of articles published increased by 49%.</td>
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<td>Sell the BJR archive, <em>BJR</em> <em>from the beginning</em>, to at least 22 institutions.</td>
<td>Part achieved. Sales started half way through the financial year and missed the key point in the fiscal year of the majority of customers to achieve major results. Eight institutions bought the package.</td>
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<tr>
<td>Establish one new branch.</td>
<td>Achieved. The Midlands branch held its first event in October 2014.</td>
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**Reserves policy**
The trustees recognise that they have a duty to balance the needs of current and future members, and have approved an approach to reserves that is aligned with the investment policy.

The Council considers the key sustainability measure for the Institute to be current and
future liquidity cover rather than the surplus accounting position shown as unrestricted reserve. Its focus is on the balance of funds at the end of the year rather than the result for one particular accounting period. Accordingly the Council has decided that the Institute should maintain readily realisable assets sufficient to cover between four to six months of administrative and office costs. In keeping with this, the unrestricted reserves level is currently set at £600,000. The Institute currently has £917,900 of funds held in unrestricted, undesignated funds. These are a combination of investments and net current assets. The analysis can be seen in Note 15 to the accounts.

The Council has decided that the fixed assets component of the unrestricted reserves should be moved to designated reserves to reflect the fact that this portion is not readily available to spend on a day-to-day basis.

In addition, the Institute has designated £4,126,886 of funds which have been invested. These represent the proceeds from the sale in 2012 of the Institute’s single major asset – its property in Portland Place. Before the sale, Portland Place had been the Institute’s operational base and was central to its operation. The intention is to use the proceeds in a planned way to support the medium and longer term objects of the Institute. It will be used for and invested in ways that support the Institute’s longevity rather than cover short-term operational activities.

Investment policy
The Institute’s investment policy seeks to maximise long-term total returns while maintaining a level of diversification and risk commensurate with the Institute’s liquidity needs and general investment outlook. The Council has appointed a Finance and Investment Committee to administer this function.

In May 2013, the trustees appointed Smith and Williamson to manage the investment portfolio on their behalf. During this period, a total of £4.78million has been invested and by 31 March 2015 had achieved growth of 9.8%.

The year ahead
The BIR’s annual budget and plan for 2015–2016 was approved in March 2015 by the Council. Each objective is supported by more detailed key performance indicators.

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<th>Objectives 2015–2016</th>
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<tr>
<td>To increase membership to 3,000 (individual) and 35 (corporate).</td>
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<td>To deliver a minimum of 35 educational events attracting an average of 62 delegates.</td>
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<tr>
<td>To grow BJIR by at least 10%.</td>
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<tr>
<td>To launch a new customer relationship management system across the organisation by September 2015.</td>
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<td>To launch one new regional branch.</td>
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I would like to thank Stephen Hewett, the Institute’s Head of Finance and Operations, for managing the BIR’s finances during the year, and Sayer Vincent for this year’s audit work.

Proposed by: Dr James Sanderson  Seconded by: Dr Stuart Green

OFFICERS

President    Dr D Wilson   2014/2016
Vice President (External Affairs)        Dr S Harden   2015/2018
Vice President (Publishing)             Dr J Phillips-Hughes             2013/2016
Vice President (President Elect) Mr A Rogers   2015/2016
Vice President (Education)  Dr E Whitby   2014/2017
Honorary Treasurer   Mr M Patterson                         2015/2018
Honorary Secretary    Mr M Dunn                         2014/2017

ORDINARY MEMBERS OF COUNCIL

Ms Rebecca Findlay               2015/2018
Mr Peter Harrison                                2013/2016
Dr Sabine Kleinert                               2013/2016
Dr Julia Moore    2014/2017
Mr Charles Sloane    2014/2017
Mr Nick Woznitza    2015/2018

The election of the Trustees for 2015/16 was approved by the AGM.

Proposed by: Professor Andrew Jones   Seconded by: Miss Susan Marchant

5. Auditors to the Institute

The President thanked Sayer Vincent for undertaking the audit of the 2014/15 Accounts and proposed their reappointment to audit the 2016 Accounts.
This was approved by the AGM.

Proposed by: Dr Jane Phillips-Hughes   Seconded by: Dr James Sanderson

6. It was announced that the following members had been elected for Fellowship in 2015:

- Dr David Wilson
- Dr Jane Phillips-Hughes
- Dr Andrew Pearson
- Dr Elspeth Whitby
- Dr Gareth Tudor

Proposed by: Professor Andrew Jones   Seconded by: Mr Nicholas Woznitza

7. Any Other Business
There were no further matters for discussion and the President closed the meeting at 3pm on 26 August 2015.