**Minutes of SPAN AGM meeting, May 13th 2016.**

Apologies.

Minutes of the previous meetings noted.

Accounts.

Susan McIlveney reported that there is a balance of 12 000 GBP, thanks to last few meetings being profitable.

It was agreed that the money will be used to:

1. reimburse the travel costs to the meeting for the anaesthetic assistants and ODPs
2. reimburse the registration fee to the trainees presenting oral presentations.

The money could be used as a travel bursary and it would be useful to increase awareness of this possibility amongst the SPAN members.

A financial support will be given to enable a paediatric anaesthesia training for an anaesthetic assistant at NHS Shetland.

Education.

Videoconferencing has been a welcome addition to the meeting and will be continued in future.

A generic SPAN email account might make it easier for people to get in touch, ZK to look into creating an account at nhs.net. The account will hold the contact details of the SPAN members and be passed on between the secretaries.

Remote and rural.

Catriona Barr advertised the SPAN meeting at NoS Planning Group and at RREAL, this should continue. Catriona will find out if RRHEAL and NoSPG generic addresses can be included in the SPAN mailing list, so that both these organization can advertise meetings with VC connection to their members.

APA.

Carolyn Smith’s term as an APAGBI representative is finishing in May 2017, it would be valuable to continue to have a national representative. A reminder closer to the day to encourage a motivated colleague will be sent out.

Website.

John Rutherford is now the chairman, so the post is currently vacant. Pamela Johnstone from Ninewells will find out if their trainee might be interested in website maintenance.

Trainees section.

Laura Jack has put a lot of work into the past few meetings and this has been appreciated by the committee. She will continue in her role for the next year. The plan is to advertise for a trainee rep in the run up to the next spring’s meeting.

Research.

Tom Engelhardt asked people to come forward with ideas for research.

Committe posts elections.

John Rutherford is the chairman.

Craig Cumming will join Susan McIlveney as a treasurer

There were no other changes to the posts.

Timing and venue of SPAN AGM and Educational meetings.

There was a lively discussion around this topic with various suggestions on how to avoid competition with other meetings and also how to preserve the networking aspect of the meetings that people value.

I don’t think we made any final decisions, but the suggestions were:

- to have a fixed day in a year ( 2nd Friday in April for example), which may make forward planning a bit easier

- to rotate the yearly AGM around the country and have a 2 day educational meeting held in Glasgow biannually.