



**Notice of the
2024 Annual General Meeting**

**530pm, Wednesday 18th September 2024
Via Zoom**

Notice is hereby given that the 30th Annual General Meeting of the members of the Institute of Physics and Engineering in Medicine will be held online at 1730hrs on Wednesday 18 September 2024.

All IPEM members are invited to attend the Annual General Meeting. Fellows, Full Members and Associate Members are entitled to vote on business carried out during the AGM.

AGENDA

The 2023 Annual Report and Financial Statements of the Institute of Physics and Engineering in Medicine can be found on the Institute's website at:

<https://www.ipem.ac.uk/about/governance/annual-review-and-annual-report-financial-statements/>

1. Apologies for absence
2. Minutes of the 29th Annual General Meeting held at 16.00 on Thursday 29 September 2023.
3. Matters arising from the 29th Annual General Meeting, not covered elsewhere on the agenda.
4. **Resolution 1: Re-appointment of auditors.** Appointment of BHP Chartered Accountants as auditors to the Institute of Physics and Engineering in Medicine Group of Companies in accordance with section 487(2) of the Companies Act 2006 for the year ending 31 December 2024.
5. **Resolution 2: Approval of the Board of Trustees 2023-2024.**
6. 2023 Annual Report and Accounts and Review of the year – presented by the President, Dr Anna Barnes FIPEM
7. 2023 Financial Report – presented by Mr John Turner, Honorary Treasurer.
8. Science, Technology, Engineering Research and Innovation Council (STERIC) Report. Dr Mohammad Al-Amri, Director of STERIC
9. Professional and Standards Council (PSC) Report – presented by Robin McDade, Deputy Director of PSC
10. Meet the Senior Volunteers
11. Recruiting a New Chief Executive
12. Any Other Business (by prior arrangement with the Chairman)

Valerie Jolliffe, Honorary Secretary

**Institute of Physics and Engineering in Medicine
Unconfirmed Minutes of the 29th Annual General Meeting
Held Online
On Thursday 29 September 2023 at 16.00hrs**

Ref	Detail	Action
	The President welcomed those present, in particular new volunteers. He highlighted the contributions of Claire Hardiman and Richard Stubbs, who both step down from the Board of Trustees at this meeting and thanked them for their contributions.	
2023-01	Apologies for absence Dr Peter C Jackson.	
2023-02	Minutes of the last meeting Minutes of the 28 th Annual General Meeting held on 22 September 2022, via ZOOM were accepted as a true and accurate record of the meeting.	
2023-03	Matters arising from the 28th Annual General Meeting, not covered elsewhere on the agenda. There were no matters arising.	
2023-04	Resolution 1: Re-appointment of auditors. Appointment of BHP Chartered Accountants as auditors to the Institute of Physics and Engineering in Medicine Group of Companies in accordance with section 487(2) of the Companies Act 2006 for the year ending 31 December 2023. The President invited members to vote on the resolution, which was approved .	
2023-05	Resolution 2: Approval of the Board of Trustees 2023-2024. The proposed Board of Trustees had been set out in the AGM papers sent out to all members. The President invited members to vote on the resolution, which was approved .	
2023-06	Annual Report and Accounts and Review of the year. The President presented his review of 2022. The key elements he highlighted were: <ul style="list-style-type: none"> • IPEM continued to work in line with its mission, vision and charitable object, aiming to deliver public value. He highlighted the pivotal role of members and volunteers in this mission but also noted the challenges faced by IPEM, in particular its dependency on income from publications. • In 2022, Covid restrictions largely disappeared from society but we still in place for NHS workers, which meant their burden on IPEM remained. However, 1300 people attended online or face to face events organised in the year. • The year ended with 5,145 members, and 5 new Fellows were created in the year. 	

Ref	Detail	Action
	<ul style="list-style-type: none"> • At the end of the year there were 2418 names on the Register of Clinical Technologists. • IPEM's Board adopted a new policy on Equality, Diversity and Inclusion. • Four short courses were approved in 2022, and four Higher Education Institutes were accredited. • 47 trainees enrolled on the Technologists Training Scheme in 2022. • The Clinical Scientist Guided Training Scheme was developed, building on the Part II Training Scheme, and would be launched in 2023. • The IPEM CPD audit was completed with a pass rate of 98% and the RCT CPD audit was completed with a pass rate of 95.5%. • IPEM continued to support international partner organisations, was represented at the World congress in Singapore and became the UK HQ for IUPESM. • A new IPEM website was launched in March. • IPEM contributed to eight public policy consultations issued by Government and public bodies. • Surveys of the laser, diagnostic radiology and radiation protection workforces were carried out and a further 27 bespoke workforce intelligence reports were issued. Workforce issues were regularly highlighted in media stories throughout the year. • IPEM published 11 new e-books and IPEM Translate, an open access journal, published 10 articles in its first full year. <p>Finally, the President thanked Trustees, Council Directors, SIG chairs, all volunteers, and Staff.</p>	
2023-07	<p>2022 Financial Report.</p> <p>The Honorary Treasurer John Turner presented his report to members, noting that:</p> <ul style="list-style-type: none"> • 2022 was a year of good performance in income from IPEM journals. • Membership in 2022 remained stable. • One of the features of the year was continued difficulty in filling staff vacancies. • Activity in the year was less restricted by COVID 19 restrictions, but smaller meetings are likely to remain online. • Income performed well against budget and expenditure was slow lower than budget. Net surplus before investment losses was £31k, against a budgeted deficit of £255k. After investment losses are taken into consideration the overall position was a deficit of £208k. • IPEM's investments are intended to provide long term protection from inflation and they performed badly in 2022, in line with global expectations. IPEM's portfolio suffered a (paper) loss of £ 208K (8.9%). This needs to be seen in the context of a gain of £ 298K (14.7%) the previous year. IPEM's 	

Ref	Detail	Action
	<p>investment manager has comfortably exceeded the peer group and benchmark comparators and is in the top quartile in terms of performance. As of mid-September 2023, the portfolio had recovered £ 122 K of the loss. The annualised rate of return since initial investment (mid 2016) has been 7.12%.</p> <ul style="list-style-type: none"> Income primarily came from publications – still IPEM's largest single source of income and largest risk. IPEM ended the year with £4,204,000 in reserve, of which £372k comes from Government funding and is restricted for development of training courses, and £1.666m has been designated for investment in IPEM to enable mitigation of our dependency on income from publishing, leaving total free reserves of £1.681m. IPEM's reserves policy requires £750k in free reserves, which will be re-benchmarked in 2023. The financial performance of IPEM in 2023 to date shows signs of the organisation returning to pre covid performance levels. New CRM and accounting systems are being implemented in 2023. Some of the initial costs were recognised in 2022, but the bulk are being incurred in 2023. For those items capitalised the cost will be amortised over the useful life of the asset. 	
2023-08	<p>Science, Technology, Engineering, Research and Innovation Council (STERIC) Report.</p> <p>Dr Mohammad Al-Amri, STERIC Director reported:</p> <ul style="list-style-type: none"> STERIC's role is reviewing and approving scientific and technical content (generated by SIGs, T&Fs, office or external bodies seeking IPEM endorsement or comment) and developing and supporting IPEM's scientific research and innovation. Publications Sub-Committee has been established. STERIC supports the Editor-in-Chief of IPEM's Scientific Reports Series. The Part Time Study Bursary is supporting two researchers. Excellent feedback was received for the new Science, Technology and Engineering Forum (STEF) which was championed by former STERIC Director Professor Andrew Reilly. STERIC 2023/24 workplan includes considering the infrastructure for research and innovation, workshops to support collaborative research, writing for publication and grants, research dissemination and supporting work with developing countries to improve R&I in subjects related to IPEM. <p>He thanked members and staff involved in the work of STERIC.</p>	
2023-09	<p>Professional and Standards Council (PSC) Report</p> <p>Mr Richard Stubbs, PSC Director, reported:</p> <p>PSC oversees and coordinate the Institute's educational, training and professional activities, delivers an annual action plan, oversees task and finish groups, with a UK wide and pan-professional remit. Specific</p>	

Ref	Detail	Action
	<p>tasks include education and training, accreditation, CPD, membership and registration, standards and workforce.</p> <ul style="list-style-type: none"> • Further activities of the Council include course accreditation, overseeing the Clinical Technologist Training Scheme, Part II Training Scheme and IPEM Clinical Scientist Guided Training Scheme, professional registrations, the Register of Clinical Technologists, workforce intelligence, providing information, Continuing Professional Development (CPD) and general policy advice and briefings. • In 2022 PSC approved the magnetic resonance workforce report, an advice note on in-house software for nuclear medicine, ultrasound workforce report, the radiotherapy workforce census, science registration panel terms of reference, IV contrast training for clinical technologists and endorsed the UKCS urodynamics certification. • Task and finish groups approved in the year include MR workforce and training, non-ionising radiation & ultrasound technologist registration proposal, clinical technologist career structure development, verification of dose to medium treatment planning system algorithms, Association of Clinical Scientists competencies guidance and ultrasound education. • 2023 activities include the launch of the clinical scientist guided training scheme, clinical risk management for digital clinical safety officers in MPCE, IV Contrast training, autism awareness for practitioners, review of the advanced radiotherapy eLearning, ongoing recognition of Medical Physics Experts, STP final assessment, role of the professional in AI, and a rolling programme of workforce intelligence surveys. • He thanked members and staff involved in the work of PSC. 	
2023-10	Any other business	
	There was no other business.	
2023-11	Meeting Closure	
	The meeting was declared closed at 5pm.	
	Presidential Handover	
	<p>Dr Rob Farley thanked members volunteers and staff for their support during his term as IPEM President. He then handed the Presidency over to Dr Anna Barnes, emphasising the importance of a chain of Presidents who have in common their diversity. Dr Anna Barnes described her intention to focus on the ambassadorial aspects of the role, to raise the profile of the professions in membership of IPEM. She also spoke of the importance she attaches to being IPEM's first female President and how she wants this to encourage other senior female professionals to engage with the organisation in leadership roles.</p>	

Resolution 1

Appointment of Auditors. Appointment of BHP Chartered Accountants as auditors to the Institute of Physics and Engineering in Medicine Group of Companies in accordance with section 487(2) of the Companies Act 2006 for the year ending 31 December 2023.

Resolution 2

Proposed Membership of the Board of Trustees 2024-2025

President	Dr Anna Barnes	Appointed President in 2023, will complete her term in 2025 and serve as Past President in 2026.
President-Elect	Mark Knight	Elected by a ballot of members in June 2024. Will become IPEM President in 2025 and step down in 2027.
Interim Chair of Trustees (Independent)	Dr Jason Wilde	See notes below.
Honorary Secretary (Independent)	Ms Valerie Jolliffe	Previously appointed, term of office expires in 2026.
Honorary Treasurer		
Director of Science, Research and Innovation Council	Dr Fiammetta Fidele	Previously deputy to this role – recommended for appointment from September 2024. Term of Office expires in 2026.
Director of Professional and Standards Council	Dr Carl Rowbottom	Previously appointed, term of office expires in 2025.
Member Trustee	Dr A (Mani) Manivannan	Previously appointed, term of office expires in 2025.
Member Trustee	Professor Azzam Taktak	Previously appointed, term of office expires in 2026.
Member Trustee	Mr Matthew Dunn	Proposed for appointment by Trustees from 2024 with a term of office expiring in 2026.
Independent Trustee	Ms Chelsea Roche	Previously appointed, term of office expires in 2026.
Independent Trustee	Professor Keith Straughn	Proposed for appointment by Trustees from 2024 with a term of office expiring in 2029.

For Information - Interim Chair of the Board

IPEM is trialling a new arrangement within the Board of Trustees, by creating the role of “interim chair”. The Board of Trustees is supporting the President in delegating their role as chair of the Board, enabling Dr Barnes to focus her term of office on leading discussions with volunteers aimed at driving change and boosting IPEM’s relevance.

Dr Jason Wilde, who became an Independent Trustee in September 2021 expressed an interest in the role and his application was reviewed by the Policy and Governance Subcommittee. It was subsequently put to a vote of the Board at their meeting in July and Jason has the full support of the President and President-Elect.

Because this is a delegation and a trial, there is no requirement to change the Articles of Association at this AGM. The role will be reviewed in the course of 2025 and a report made to members at the next AGM.

Jason contributed the following statement with his application:

IPEM is at a point of inflection, with a long-term strategic plan underway to invest in the capabilities and capacity of the organization and a search for a publisher (new or existing) to help secure and develop its journal portfolio into the future. In addition to these undertakings, following a governance review, IPEM is also looking to 'trial' the separation of the President and Chair of the Board of Trustees (Board Chair) roles.

- The President remaining responsible, with the Chief Executive Officer (CEO) and Board of Trustees, for Policy, Advocacy, and being the Ambassador for members and the academic community.

- The Board Chair focusing on the development and implementation, with the CEO and Board of Trustees, of IPEM's operational strategy.

My background within large publishing companies (Taylor and Francis and Springer Nature), small academic societies (American Institute of Physics and Institute of Physics), and not-for-profit organisations (Institute of Physics and Engineering in Medicine; International Association of STM Publishers; and CrossRef) has given me the skillset IPEM will require in the new Board Chair role.

This is an exciting time for IPEM which will require a President, Board Chair, and CEO who can go into the trial separation of rolls with their 'eyes open' understanding that the 'three Cs' - Collaboration, Cooperation, and Communication will be the key to success.

As an Independent Trustee, I have a clear understanding of IPEM's current strategy and activities, the rationale behind the 'trial' separation of the President and Board Chair positions, the experience of business planning and development, and experience of the publishing industry. These are the skills the new Board Chair needs to help the President, CEO, Board of Trustees, and IPEM negotiate the challenges ahead.

Information on new members of the Board of Trustees

<p>Mark Knight President-Elect</p>	<p>Mark is the Chief Healthcare Scientist at NHS Kent and Medway Integrated Care Board, responsible for the strategic development and delivery of the regional programme to increase leadership, sustainability, recovery and growth in Healthcare Science. Mark supports service transformation across the Integrated Care System, providing scientific expertise within the Chief Medical Officer’s team and he still enjoys time spent working in medical physics.</p> <p>In addition, Mark focusses on enhancing recruitment and retention via innovative education, training and workforce development programmes, which are delivered via a regional Healthcare Science network and faculty. Mark is currently working closely with the NHS England Office of the Chief Scientific Officer on a variety of regional and national programmes.</p> <p>Prior to this, Mark spent nearly 30 years in hospital medical physics, specialising in Radiation Protection, Diagnostic Imaging and Nuclear Medicine. Mark worked primarily in the NHS and also had a spell in Qatar, where he helped set up the first radiotherapy and digital imaging services in the country.</p> <p>Mark has previously held a variety of voluntary roles, including Vice President, Director and Board of Trustee roles with IPEM.</p>
<p>Dr Fiammetta Fidele Director of STERIC</p>	<p>I have been a proud member of IPEM since 2004, when I started my first substantial non-research role as a NHS Band 5 technician. At the same time I completed part time my PhD in Medical Ultrasound, and prepared my portfolio to register as a Clinical Scientist via the ACS Route 2. Having been developing as a Clinical Scientist, and promoted up in roles of greater responsibilities, I am now a Consultant Clinical Scientist at Guy’s and St Thomas’ NHS Foundation Trust and the Research and Development Lead for the Directorate of Clinical Imaging and Medical Physics (including Medical Physics, Radiology, Nuclear Medicine) and King’s College London School of Biomedical Engineering & Imaging Sciences.</p> <p>In my career I have been fortunate to have the opportunity to collaborate closely with Engineers, Medical Physicists and Clinicians from the NHS, commercial sector and academia, supporting both Research and Transformation Projects for almost 25 years!</p> <p>So I have quite a hybrid background which I feel enables me to identify with the different challenges you are all facing in your professional roles whether in the public or commercial sector.</p> <p>I have volunteered for IPEM since 2012 in leadership roles such as SIG Secretary, Scientific Meetings organizer, including the past incarnation of “STEF”, ACS route 2 Advisor, ACS Assessor since 2024, STERIC Deputy Director since 2022, so I have a good working knowledge of how the organisation works.</p> <p>In my role as a leading UK safety expert in Medical Ultrasound and Optical Radiation, I have gained a wealth of experience as a transformative</p>

	<p>leader, as a coach and as a trainer, and I feel my skillset can support well the current IPEM Strategy.</p>
<p>Mr Matthew Dunn Member Trustee</p>	<p>Matthew Dunn is currently the Head of Radiation Physics at Nottingham University Hospitals NHS Trust and has over 30 years' experience in diagnostic radiology and radiation protection.</p> <p>He is an RPA and MPE to a range of healthcare providers in the East Midlands. He is active in the areas of patient dose management systems, AI and optimisation in CT. He was the founder of the CT Users Group for physicists active in CT in the UK. Matthew is a fellow of the British Institute of Radiology and has held a Trustee position as honorary secretary within that organisation.</p> <p>Matthew has held many roles within IPEM from Chair of the DRSIG, Secretary of Science Board. As IPEM outreach lead he supported the big band and established the funding and network for IPEM outreach activities. He chaired the IPEM led ICMP 2013 conference programme committee and has been a VP for the new technologies work stream. He is currently the IPEM VP for Medical Physics and has focussed on workforce advocacy and communications issues within IPEM during his term of office. He chairs a number of IPEM networks including the England heads of MPCE, the heads of diagnostic radiology and radiation protection and workforce groups.</p> <p>He has represented IPEM at the NHSE National Imaging Board for a number of years. During his tenure he intends to continue to support the future IPEM workforce through his work as the chair of the IPEM workforce group and when representing the Institute and its membership.</p>
<p>Professor Keith Straughan Independent Trustee</p>	<p>Keith is highly experienced in governance and leadership roles. Keith is currently the Chair of the Radiology & Oncology Congress as well as Chair of Habitat Learn. Prior to this, Keith was Dean of the University Centre Milton Keynes, having joined Milton Keynes College in July 2008 to set up the new University Centre.</p> <p>Keith has a PhD in Radiological Imaging (MRI). At Cambridge University he enjoyed a successful academic career, latterly as Senior Tutor and Acting Bursar of Sidney Sussex College. Keith has degrees in physics, medical imaging and theology. He is the author of 111 papers and six patents.</p> <p>He previously held faculty posts at Imperial College and several London medical schools and was the founder of five high-tech start-up companies.</p> <p>Keith is the CEO of ImCon Consulting which helps individuals, companies and organisations through executive leadership coaching & business consultancy.</p>
<p><i>Honorary Treasurer TBC</i></p>	<p>This post is currently vacant.</p>