

# WELSH INTENSIVE CARE SOCIETY

## Minutes of Council Meeting held on 12<sup>th</sup> October 2005. Metropole Hotel, Llandrindod wells.

### Present:

Dr Ian Greenway (Chair)  
Dr Chris Littler (Secretary)  
Dr Martyn Read  
Dr Karen Mottart  
Dr Chris Thorpe  
Dr Dave Hope  
Dr Paul Hughes

## Minutes of Council Meeting held on 6<sup>th</sup> July 2005.

The Minutes were accepted as an accurate record.

### Matters Arising.

- (i) Joint Audit.  
Plans for the joint HDU bed audit with the Welsh Surgical Society were proceeding. Dave Hope will lead this in conjunction with Mr T Harvard, Secretary of WSS.
- (ii) Care Bundles.  
Several units were designing and initiating care bundles. Swansea were currently piloting their own bundles. The next stage was to get them up and running and then get some feedback on how well they were proceeding.

### Treasurer's Report.

- (i) Feedback from the Financial Report for 2004.  
Several E-mails had been received. Ian Greenway would write to members of the Society to clarify Paul Frost's non involvement in the financial arrangements and to thank Brian Tehan for his comments.  
There is no written promise of payments from Leo Pharma regarding payments for speakers, therefore Ian would contact them asking if they would honour their verbal promise.  
So far £400.00 had been recovered for the 2004 meeting.  
A list of delegates was no longer available therefore it was not possible to proceed any further in following up non-payment.  
A full report would be made at next year's AGM as part of the Treasurer's Report.
- (ii) Summer Meeting 2005. - Portmeirion  
Some payments were still awaited for this meeting.  
Chris Thorpe had paid Honoraria to the speakers.  
**Action:** Karen Mottart to chase payments.

- (iii) There will be a review of conference organisation for next year's meeting. Ian Greenway and Karen Mottart will meet with Sarah Malcolm to establish a job description and what is expected of her in organising the meeting.
- (iv) The projected income for 2005 – 6 remained at £2000.00
- (v) Informal advice from an accountant had been obtained. He advised that the Treasurer was obliged to keep good records. Council could be liable for any debts. It was that an external audit of the accounts was not necessary at present but may be required in the future.

### Election of Audit Secretary.

Paul Hughes agreed to take on this role.

### Education & Training Report.

The next CCST Post would soon be going to advert. The next available slots would be March 2006 then January 2007.

Slots were becoming tight. There had been increased interest recently. There may be a need for more posts in the future. Chris Thorpe would approach the Deanery regarding this.

The next RITA / Liver study day had not yet been finalised. It was expected to be in late November or early December.

### Trainees Report.

No Trainees report was available.

### Summer Meeting 2006.

No venue or date had yet been fixed. Sarah Malcolm & Dave Hope were looking at some possibilities. Ian Greenway would look into devising a provisional programme. A suggested theme was Disaster management, including blast injuries and a flu pandemic.

### Membership Database.

A current list was circulated. More information was required. Chris Littler would circulate an update form to members and departmental secretaries. Dave Hope would post updated application forms on the web-site.

### Any Other Business.

- (i) A payment of £23.00 was approved for insurance for Sarah Malcolm's computer.
- (ii) AWCCDG  
The Standards have been approved and will be signed off after a 2 week period for amendments. These are now seen as a target to work against.  
The Workforce document has also been approved and can now be used as a tool.  
A Draft Welsh Health Circular on planning for Intensive Care Medicine in Wales is to be fine tuned and will seek Ministerial approval within the next 2 months  
  
Support from WICS will be required for establishing a Minimum Data Set.  
However it is still not set as to what is required and who or how the data should be collected.

### Date of next meeting.

Wednesday 25<sup>th</sup> January 2006.  
10:45 am.  
The Metropole Hotel  
Llandrindod Wells.