

# WELSH INTENSIVE CARE SOCIETY

## Minutes of Council Meeting held on 6<sup>th</sup> July 2005. Metropole Hotel, Llandrindod wells.

### Present:

Dr Ian Greenway (Chairman)  
Dr Chris Littler (Secretary)  
Dr Dave Hope  
Dr Chris Thorpe  
Dr Karen Mottart

### Apologies:

Dr Paul Hughes  
Dr Martin Read  
Dr Nick Mason

## Minutes of Council Meeting - 27<sup>th</sup> April 2005.

Apart from some minor spelling corrections the minutes were accepted as an accurate record.

### Matters Arising

- (i) Proposed Joint Audit with welsh Surgical Society.  
Dave Hope had been in touch with Mr Tim Harvard (Secretary of WSA) who was very keen to proceed. A draft data-collection form was needed (this would be a job for the Audit Secretary). Dave Hope was planning to meet with the WSA over the summer to formalise the process, possibly with a pilot study in the Autumn.  
A question was raised as to whether Ethical approval was required ?.

**Action:** Dave Hope to continue negotiations.

- (ii) Care Bundles  
No funding is available at present  
The Society should go ahead and publish Care Bundles on the web-site, commencing with a Respiratory Care Bundle (work done by Dave Hope at Swansea)  
Ysbyty Glan Clwyd are currently using care bundles, more assistance may be available from them.

**Action:** Dave Hope to contact Brian Tehan

- (iii) AWCCDG  
There was to be meeting on 8<sup>th</sup> July at which a draft document outlining the first wave of targets and their implementation. Dave Hope, Chris Thorpe and Ian Greenway were to attend.

- (iv) Summer Meeting 2005. - Portmeirion  
Overall it was felt to have been a good meeting. The venue once again was excellent, the educational program was good and the dinner well attended.  
Feedback from the meeting was positive with good comments overall. However communication prior to the meeting was criticised.

### Treasurer's Report

Karen Mottart tabled a financial breakdown for both the 2004 and 2005 Summer Meetings. She will contact several companies including Leo Pharma and Baxter regarding payments for the 2004 meeting. She would also re-invoice those who had been previously invoiced but had not paid. The 2005 meeting projected to make about £3,760.00.

A Financial Report into the 2004 Summer Meeting at Chepstow, prepared by Dave Hope and Karen Mottart, on behalf of Council was put forward and discussed. It was accepted by council and following some minor amendments should be circulated to society members.

Karen Mottart tabled the projected society finances for 2005 / 2006. The predicted income for this period is about £2,000.00

**Action:** Chris Littler to circulate final report to members.

### Audit Secretary's Report

Chris Thorpe is stepping down as Audit Secretary due to his role as Regional Advisor. A new Audit Secretary is required. This was deferred to the next Council meeting when more members should be present.

### Education & Training report

Four CCST posts were now filled. The time was approaching to advertise again as some posts were coming to completion. Any trainees interested should contact Chris Thorpe.

### Trainees Report.

No trainees report was available.

## AOB

(i) Communication

There was a need for an up to date database of members, including:-

Full Members

Associate Members - Trainees

Nurses

WITS

Nick Mason should have a list of members.

A welcome pack was available for new members but this needed to be updated.

The current means of communication available included :-

Hospital E-Mail

Personal E-Mail

Topica - Though some members still had difficulty accessing this site.

Web-Site

**Action:** Chris Littler to update Database.

(ii) Summer Meeting 2006.

This would be in South Wales. Potential venues would be looked into and discussed at the next Council meeting.

(iii) Dates for Council meetings next year

Wednesday 25<sup>th</sup> January 2006

Wednesday 26<sup>th</sup> April 2006

Wednesday 12<sup>th</sup> July 2006

Wednesday 11<sup>th</sup> October 2006

All meetings would be held at 10:45am at the Metropole Hotel, Llandrindod Wells

## Date of Next Meeting

Wednesday 12<sup>th</sup> October 2005, at 10:45 am at the Metropole Hotel, Llandrindod Wells.