



Tool: Minutes of an Annual General Assembly

Note: This document is provided for information purposes only. Health professional associations making use of this resource should revise and modify it for use in their specific circumstances.

A template for the development of the Agenda of Annual General Assembly is also available in this toolkit (see Tool 3.9).

[The Association of Ob/Gyn of XXX]

[ADDRESS]

Minutes of Annual General Assembly held on [DATE]

at [VENUE]

| Structure | Comments/Suggestions | Example Minutes |
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| Opening of the Annual General Assembly (AGA)/Welcome | <ul style="list-style-type: none"> The Annual General Assembly is usually opened by the association's President. Within the President's welcome address, the current elected officials and special guests should be introduced. | <p>Opening of the AGA:</p> <p>Dr J. Smith officially opened the association's Annual General Assembly by welcoming all to the meeting and thanking them for their presence. Dr Smith introduced the members of the Board/Executive Committee members ... and the special guests to the Assembly.... Dr Smith reminded all members with voting rights to please officially sign in on the sign-up sheet as to establish that quorum was present.</p> |
| Roll call/ Confirmation of quorum | <ul style="list-style-type: none"> Although it is not necessary to have an official roll call, there should be a method to ensure that the members | <p>Roll Call/Confirmation of quorum :</p> <p>Dr Young, the association's Vice-President, confirmed that the delegates with</p> |

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| | <p>present are duly identified and that there is sufficient quorum to proceed with the meeting.</p> <ul style="list-style-type: none"> The list of all delegates, including those with voting rights, could be annexed to the Minutes of the AGA. | <p>voting rights had properly signed in and that quorum was present.</p> |
| Approval of the agenda | <ul style="list-style-type: none"> Changes/modifications to the agenda are noted (i.e. the agenda has been modified to add the following points of discussions ...). A motion is passed to approve the agenda. | <p>Approval of the Agenda:</p> <p>MOTION: Approval of the Agenda with no modification.</p> <p>Motion moved by: Dr L. Kirk Seconded by: Dr S. Roberts Passed</p> |
| Approval of the minutes of the last AGA | <ul style="list-style-type: none"> To facilitate the approval of the minutes process, have the draft minutes of the meeting reviewed by the President and/or designate shortly after the AGA. | <p>Approval of the Minutes of the last AGA:</p> <p>MOTION: Approval of the Minutes of the [DATE] AGA.</p> <p>Motion moved by: Dr S. Cooper Seconded by: Dr L. Spencer Passed</p> |
| Annual reports | <ul style="list-style-type: none"> The minutes should include a summary of all the reports provided during the AGA. Each summary should include the name of the individual presenting the report and the individual's position on the Board/Executive Committee. If questions are raised, these should also be included. Reports are usually given by the President, the Vice-President and the Treasurer. | <p>Annual reports:</p> <p>President's Report:</p> <p>Dr Smith, the President of the association, provided a summary of its main achievements during the year. These included:</p> <ul style="list-style-type: none"> The establishment of the national secretariat at a new location, one which is more centrally situated and has more space to accommodate the association's growing portfolio of activities, including two new projects. The establishment of several new committees at the association level, such as the Fundraising Committee and the Maternal Mortality Audit Technical Committee. The implementation of two new projects supported by external partners. The first, funded by FIGO seeks to strengthen the capacity of selected health |

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| | | <p>centres to provide postabortal care; the second, support by JHPIEGO aims to assist the Ministry of Health to develop a national strategy related to the prevention and treatment of cervical cancer.</p> <ul style="list-style-type: none"> The development of two major position statements (both of which will be ratified today) related to the importance of the collaborative approach between different groups of health professionals in maternal and newborn health and the use of misoprostol in obstetrics; the update of several clinical guidelines related to emergency obstetrical care; and the continuing technical support provided to the Ministry of Health in their efforts to scale up the implementation of maternal mortality audits throughout the country. <p>Dr Smith finished her presentation by thanking all who worked with her during the past two years: the current members of the Board/Executive Committee and numerous other members who actively supported but also participated in the implementation of the association’s growing number of activities.</p> <p>Vice-President’s Report:</p> <p>Dr Young...</p> |
| <p>Presentation of the financial report</p> | <ul style="list-style-type: none"> If the association has the means to have an audited financial report, this is the one that is usually presented. The report presented should have already been adopted by the Board/Executive Committee prior to the AGA and is then accepted by the General Assembly. The financial report should be presented by the Treasurer. | <p>Presentation of the financial report:</p> <p>Dr White, the Treasurer, presented the association’s annual audited financial report. He answered questions related to the amounts of funds brought into the association for the implementation of the two projects funded by FIGO and JHPIEGO. He explained that for each project, only part of the funds were available for the fiscal year covered by the report, and the other part will be made available during the current fiscal year.</p> <p>MOTION: That the association’s annual audited financial report be accepted.</p> <p>Motion moved by: Dr S. Cooper Seconded by: Dr Young Passed</p> |

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| <p>Approval of auditors for upcoming fiscal year</p> | <ul style="list-style-type: none"> • This applies only to associations who use external auditors. • Although the Board/Executive Committee may recommend the auditors, these nevertheless need to be approved by the General Assembly. | <p>Approval of auditors for upcoming fiscal year:</p> <p>Dr White reminded delegates that under the association’s statutes and by-laws, the external auditors should be annually approved by the membership. He recommends that the association again retain the audit firm <i>Black’s</i> as auditors for the upcoming fiscal year.</p> <p>MOTION: That the financial audit firm <i>Black’s</i> be retained as the association’s auditors.</p> <p>Motion moved by: Dr W. Shefford Seconded by: Dr L. Smart Passed</p> |
| <p>Recognition of Volunteer Members and Staff</p> | <ul style="list-style-type: none"> • Although recognition of volunteer members and staff can occur in other functions, it is also suitable to formally recognise them at the AGA. • The association should consider developing a specific strategy as to who will be recognised and how. For example, you might wish to recognise the contribution of all your Committee Chairs and staff by name, requesting that they all stand up and, once they have all been listed, give them a round of applause. For volunteer members who have contributed to the work of the association for five years or more, they may be given a certificate/plaque of recognition, etc. | <p>Recognition of Volunteer Members and Staff:</p> <p>Dr Smith reminded the delegates that the association’s growing portfolio of activities was contingent on a growing number of members who contributed to the association’s work and, also, staff who supported it. As the work of these individuals often went unnoticed in the association, he believed that it was very important for all of us to publically recognise their contribution.</p> <p>As in the previous year, Dr Smith recognised the following groups:</p> <ul style="list-style-type: none"> • Chairs of the association’s standing and permanent committees: <ul style="list-style-type: none"> ○ Dr S. Wilcox, Chair of the Human Resources Committee ○ Dr M. Steward, Chair of the Fundraising Committee ○ Dr ... <p>In addition, all the members of the stated committees were invited to stand up and were given a warm round of applause.</p> • Members who have contributed to the work of the association for three years or more... • Staff.... |

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| <p>Awards</p> | <ul style="list-style-type: none"> • The AGA is also a favourable time to present awards. • Many associations have a number of different awards, and thus this session should be tailored accordingly. | <p>Awards:</p> <p>Every year, the association gives out three awards for outstanding achievement in the field of obstetrics and gynaecology. Dr Young presented the following awards:</p> <p>.....</p> |
| <p>Elections of new officials</p> | <ul style="list-style-type: none"> • Statutes and by-laws often define how the election process should evolve. • The President should review the election process and provide directions to the membership on how to proceed. • The minutes should provide a short summary of the directions provided, the process used and the election results. | <p>Election of new officials:</p> <p>Dr Smith proceeded with the election of the Returning Officer, Dr R.B. Spencer who was acclaimed.</p> <p>Dr Spencer then provided a summary of the election process. She reminded the delegates that the positions up for election related to President-Elect and Treasurer. The following members were nominated:</p> <p>For the position of President-Elect:</p> <p>Dr W.C. Wright Nominated by Dr S. Wilcox Seconded by Dr S. Cooper</p> <p>Dr M. Steward Nominated by Dr W. Shefford Seconded by Dr White.</p> <p>For the position of Treasurer:</p> <p>Dr W. Shefford Nominated by Dr White Seconded by Dr Cooper</p> |

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| | | <p>Dr R.C. Lennox Nominated by Dr S. Cooper Seconded by Dr Fraser</p> <p>Dr.....</p> <p>The vote by secret ballot was completed with the announcement of the following elected officers:</p> <p>As President-Elect: Dr M. Steward</p> <p>As Treasurer: Dr W. Shefford</p> <p>Dr Spencer congratulated the newly elected officers and thanked all for participating in the process.</p> |
| <p>Motions</p> | <ul style="list-style-type: none"> • Although motions are made at other times during the AGA (approval of the agenda, Minutes of previous AGA, etc.), this item deals with any other motion of interest to the AGA. These could include: <ul style="list-style-type: none"> ○ Changes to the constitution and/or statutes and by-laws. ○ Acceptance of the association’s mission, vision and values. ○ Acceptance of the association’s strategic plan. ○ Acceptance of any major position statement, such as code of conduct, etc. • Statutes and by-laws often state how motions are to be presented at the | <p>Motions:</p> <p>1. Position statement related to the collaborative approach for the promotion of MNH:</p> <p>Dr S. Smilley, the Chair of the Ad Hoc Committee responsible for the development of this position statement, reminded members that the association’s commitment to develop this position statement dates back to the last AGA. Dr Smilley explained that, as suggested, the position statement was developed in collaboration with other health professional groups involved in maternal and newborn health; that is, national associations of midwives, nurses and paediatricians. Dr Smilley directed members to the draft statement, circulated with the other AGA documents, and provided a short summary of the statement. Several questions were raised related to how and to whom the position statement would be disseminated and what this statement meant in practice. Although Dr Smilley admitted that the dissemination strategy needed to be finalised, the idea was to have it available on the association’s website, published in the association’s newsletter and also promoted via a pamphlet,</p> |

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| | <p>AGA.</p> <ul style="list-style-type: none"> For each motion, provide a short summary re: background info, context, reason supporting the motion, etc. and the motion. | <p>which would be developed in partnership with the other associations. With regard to its application, Dr Smilley related that it could potentially be used in health centres as a means to initiate or further discussion on what could be done to strengthen the collaboration within different groups involved in the delivery of maternal and newborn health care.</p> <p>MOTION: That the position statement entitled ‘Working Collaboratively to Improve Maternal and Newborn Care’ conjointly developed with the professional health associations of midwives, nurses and paediatricians be ratified.</p> <p>Motion moved by: Dr Young Seconded by: Dr L. Spencer Passed</p> <p>2. Position statement related to the use of misoprostol in obstetrics</p> <p>Dr L. Spencer, the Chair of the Ad Hoc Committee responsible for the development of the draft document...</p> |
| <p>Other Business</p> | <ul style="list-style-type: none"> Any items added to the agenda at the beginning of the meeting should be discussed at this time. | <p>Other Business:</p> <p>There was no other business item to address.</p> |
| <p>Adjournment</p> | | <p>Adjournment:</p> <p>The President thanked all of those present and adjourned the AGA at 20:00.</p> |