

Scottish Heart & Arterial disease Risk Prevention

MINUTES

SHARP TRUSTEES' MEETING SUMMARY

Date: Wednesday 26th August 2020
Venue: Zoom Meeting
Time: 15:00

Present: Alan G Begg (AGB), Adrian Brady (AB), Jill Belch (JB), Jacob George (JG) John Webster (JW), Bill Simpson (BS), Chris Packard (CP), Miles Fisher (MF), Jonathan Malo (JM), Suzanne MacKenzie (SM), Michelle Collister-Bartlett (MB), Victoria Kirkwood (VK), Christaidh Rattray (CR)

1) **Welcome**

Co-chair AB welcomed all to the meeting.

2) **Apologies**

Apologies were received from Mark Francis, Emma Gellatly, Isla McKenzie, Dennis Sandeman, Rebecca Wheeler.

3) **Minutes of meeting 13th May 2020**

a) **Adoption of the minutes of meeting of 13th May 2020**

The minutes were adopted as a true record of the meeting.

4) **Virtual Annual Scientific Meeting 19th November 2020**

a) **Choice and provider of virtual platform**

AGB advised the trustees that Tapestry AV had quoted a significant figure to host the virtual meeting and provide all the necessary artwork and links for the meeting along with the plenary sessions. Novartis are this year's sponsors and although they suggested an alternative company to host the virtual meeting this company has yet to get back with a quote. All trustees were in agreement to proceed with using Tapestry AV for this year's virtual meeting.

b) **Programme components**

AB advised that Prof Pepe Zamorano would give the keynote lecture. He advised that he had a first hand insight into the COVID crisis in Madrid. All trustees were in agreement with the programme.

c) Main programme

All Trustees were in agreement with the programme.

d) Poster presentations

Poster presentations will be from 12-1pm but could begin earlier if necessary. AGB asked CP to help decide on the judging panel consisting of CP, AB, JB and JM. CP asked if there was scope for the individual posters to be discussed. AGB advised that there was no reason why this should not be possible. AB suggested if there were a reduced number of submissions this year resulting from less research projects being done then we could arrange research presentations from SHARP members. It was suggested that instead of four SHARP prizes, one prize could be given as an SLF prize. JM was in agreement with this.

e) Scottish Lipid Form programme

JM advised the Trustees that the meeting will be on 18th November 2020 from 2pm-5.15pm. There will be five talks within the programme and two ten minute breaks. All trustees were in support of this.

f) Sponsorship

AGB and AB advised that they had had several long meetings with Novartis regarding sponsorship for this year's meeting and that Novartis are looking to have the sponsorship fee reduced. JM explaining that Novartis had asked how much SLF was contributing to the meeting and explained they appeared reluctant to be dealing with SLF. AB felt that this was the lowest we could go as a SHARP sponsorship fee. AB and AGB will speak or write to Novartis once again and hopefully encourage them to commit to sponsoring the meeting.

i. Virtual breakout sessions

AGB advised that Tapestry could accommodate these if required and there is no limit to the number of attendees to the meeting. Trustees were happy to support this.

ii. Virtual promotional "stands"

AGB suggesting this should be able to go ahead and that exhibitors could advertise on the platform which could be the virtual equivalent to the stands at Crieff. AB suggesting a fee for this which the Trustees supported.

g) Raising awareness of the meeting

AGB advising that postcards had been sent out to every GP practice in Scotland and would be delivered this week.

i. Advertising the meeting

AB asked Trustees to circulate to contacts they have. AB also advised that he is speaking at a virtual international meeting and will advertise the meeting. This would take SHARP global and the Trustees had no objection to this. AGB advised that all Deaneries, hospitals and NHS communications officers along with NHS Education Scotland (NES) need to be contacted to advertise the meeting also.

ii. Call for abstracts

AGB advised that in previous years abstracts tend to come in nearer the submission date. He also advised that the call for abstracts needs to be widely distributed and he asked trustees to email any relevant contacts and help spread the word.

5) Financial update

a) Financial statement and update

AGB advised that SHARP is financially stable. AGB also advised that the SHARP Term Deposit account with Clydesdale Bank has been reinvested at 0.85% interest rate. The Dundee City Council loan gave interest of £162.00.

b) Funds from legacy

The legacy has now been received. AB felt that the money should remain in the account for the time being. With the current climate we should defer a decision on how the legacy donation should be spent.

c) Arrangements for 2020 Annual General Meeting and 2019-20 Annual Accounts

Provisions needs to be made for a short AGM to take place after the virtual meeting to meet the requirements of the constitution. AB advised that this should be postponed until early December as delegates may not want to stay on a virtual meeting for too long a period. A possible date of 2nd December 2020 at 3pm suggested. AGB advised that all members will be contacted via email with an invite to attend the virtual AGM.

6) Projects

a) Provision of Home Blood Monitors

AB felt we should hold the funds from the legacy donation at present and we will revisit the purchase of home blood monitors in due course. AGB advised that we have a database of every GP practice in Scotland and that there would be a reasonable cost to post one to every practice in Scotland.

7) Any other business

AB explained he will advertise the meeting abroad and to potentially try and reach a goal of a substantial number of delegates this year. He felt that we could use this as a selling point to potential sponsors.

8) Date of next Trustees' meeting

A virtual AGM will be held on Wednesday 2nd December 2020.