

Physio First 72nd AGM

Document: Minutes

PLACE: Zoom

DATE: Thursday 3 April 2025 – 17:00 hrs

Chair: Katie Knapton

1. Apologies for Absence

Apologies were received from Pam Simpson, Jo Turner, Claire Winstanley, Gibson, and Louisa-Anne Houseman.

2. Permission for Attendance

Permission was sought and granted for Donna Partoon (Operations Lead) and Jacqui Webb (Treasurer) to attend the AGM.

Poll 1: Agree to Donna and Jacqui attending the 72nd AGM

Vote Result: Motion carried

3. Minutes of the 71st AGM

The minutes of the 71st AGM held on 18 April 2024 had been circulated in advance. There were no amendments submitted.

Poll 2: Accept the minutes of the 71st AGM

Vote Result: Motion carried

4. Matters Arising from Previous Minutes

None raised.

5. Chair's Report

Presented by Katie Knapton

Katie summarised the year as one of transition and renewal. Highlights included:

- The successful transfer of QAP and QAC schemes to Keele University under PPEF funding.
- The launch of clinic membership to reflect the evolving private practice landscape.
- Growth in use and functionality of the e-store platform.
- Continued expansion of the Skills Exchange programme.
- Revival of in-person business courses, notably with Celia Champion.

Katie acknowledged the efforts of the Exec, the office team, and Physio First volunteers. She reaffirmed a commitment to technological innovation, adaptability, and member-centred support.

Poll 3: Adoption of the Chair's Report

Vote Result: Motion carried

6. Treasurer's Report

Presented by Jacqui Webb

Jacqui summarised the financial position for 2024:

- Year-end result: £55.6k deficit
- Income: Membership £361.9k, Commissions/Admin £6.3k, Investments £14k, PPEF Grant £10.3k
- Expenditure: £421.3k (down £9k from 2023)
- Reserves: £221.3k (down from £276.8k)

Key points included internal restructuring, enhancement of software systems, growth in e-store usage, and implementation of the Physio Matters CPD library. Subscriptions were frozen again for 2025, with a small surplus budgeted.

Poll 4: Adoption of Treasurer's Report and Accounts

Vote Result: Motion carried

7. Appointment of Auditors

It was proposed to reappoint Hawsons Chartered Accountants, Northampton.

Poll 5: To reappoint Hawsons Chartered Accountants

Vote Result: Motion carried

8. Election and Ratification of Honorary Officers

8.1 Jill Drew – Honorary Communications Officer

Proposed by Liz Palmer, seconded by Lucinda Brock

Poll 6: Elect Jill Drew as Communications Officer

Vote Result: Motion carried

8.2 Jill Drew – Honorary Membership Officer

Proposed by Tobias Bremer, seconded by Belinda Holloway

Poll 7: Elect Jill Drew as Membership Officer

Vote Result: Motion carried

8.3 Officers for Re-election

- Tobias Bremer – Honorary Education Officer (proposed by Lucinda Brock, seconded by Liz Palmer)

- Liz Palmer – Honorary R&D Officer (proposed by Tobias Bremer, seconded by Katie Knapton)

Poll 8: Re-elect Tobias and Liz to their respective roles

Vote Result: Motion carried

8.4 Louise-Anne Houseman – Community Representative

Proposed by Lucinda Brock, seconded by Belinda Holloway

Poll 9: Elect Louise-Anne Houseman as Community Representative

Vote Result: Motion carried

9. Post Holders Stepping Down

Thanks were extended to the following outgoing officers for their contribution:

- Pam Simpson – Honorary Communications Officer

- Richard Hulbert – Honorary Membership Officer

- Cabella Lowe – Community Representative

10. Date and Venue of Next AGM

To be confirmed.