

Physio First 70th AGM

Document	Minutes
PLACE	Zoom
DATE	Wednesday 19 April 2023 17:00hrs
Chairman	Karen Lay
Attendees	Recorded through accepted Zoom invitations

Karen Lay (KL) – welcomed everyone to our Physio First 70th AGM

1. Apologies for absence

~~None received.~~ Apology received from Pam Simpson

If anyone has any additional apologies from any member, please send them in to Minerva, so that we can record them in the minutes

1.a Permission to allow our Operations Lead (Donna Partoon) to attend this AGM

KL – asked members to vote on this via the poll on their screen

Poll 1: Agree to DP attending our 70th AGM

Vote: Unanimously agreed

2. Minutes of the 69th AGM held virtually on 26th January 2022

KL – confirmed that the minutes of the previous AGM had been circulated and no amendments submitted in advance of this meeting. Those attending were invited to vote via the onscreen poll to accept the minutes of the 69th AGM.

Poll 2: Accept the minutes of the 69th AGM held virtually on 26th January 2022

Vote result: Minutes accepted with 96% in favour

3. Matters arising from the Minutes

None

4. Chairman's report

Presented by Karen Lay

This quote resonated with me when compiling this Annual Report:

'In a moving world readaptation is the price of longevity'

Physio First is certainly used to adapting to change, as we all are having to do much more these days, to remain relevant in our sphere.

As evidence of this, it is important to note that Physio First is in its 70th year. WOW! 70 - that certainly means something, and I'm confident that we will continue to listen to members' concerns and look for ways to assist you in your businesses, for many years to come.

The pandemic has left both PF members AND our organisation with significant changes, as detailed in my chair's report. It has even made a difference to the length of time that I am serving as Chair. I started my up-to-4-year term in April 2019 which will not end until our fourth AGM in this period, which will be in 2024, due to unavoidable delays caused by the pandemic*.

However, we now feel we are starting to see clarity from all those changes wrought, and to plan a way forward for our organisation's continued success.

To that end, we now have a clearer, new Statement of Intent, which recognises the changing environment in which members work, and which is *'to support and promote a community of quality private physiotherapists'* and focus on our clarity of purpose, ie. to make a difference in, and have some influence over, our healthcare marketplace.

We have redefined and added some new business goals as illustrated here in our Annual Report:

- With regard to our Executive's decision to expand our Dfl scheme, we have begun to talk to trusted stakeholders within the private healthcare marketplace, and have received some encouraging feedback, which we will report on during the year.
- In Goal 2 our refined member value proposition, and our use of it as our framework in all our discussions, is really helpful in our forming new commercial relationships.
- With regard to Goal 3, the Physio Co-op, our Executive are monitoring the work of the Founder Team, who hope to make their first meaningful pitch to the marketplace next month, in May.
- For Goal 4, our Skills Exchange, is our new face-to-face event that is open to all physios, members AND non members alike, regardless of place of work, has its official launch on 20th April 2023 where we will host approximately 50 delegates who will observe and participate in the event and hopefully lead them going forward. We've also invited partners and students from universities, as well as commercial friends of Physio First, in what we hope will be an exciting and productive day to assist us in plans for rolling out this event out around the UK.

And lastly, Goal 5; our decision to create a Physio First student network. We have reached out to several universities, had project feedback from 2 separate groups of students and are coming to the end of 2 virtual student placements that we have provided jointly with the CSP, all of which will inform this project this year.

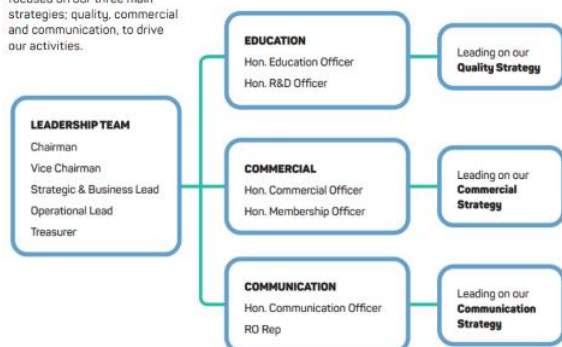
Our community representatives continue to do great work in connecting members with each other and proving the value of community problem solving, and we continue to expand our volunteer roles.

The sale of Minerva House and review of our overheads mean that we continue to remain focussed on efficient use of members' fees, and we have some exciting new commercial partnerships coming online very soon.

Our structure is working well to enable us to focus on three main areas; education, commercial and communications, as we recognise that volunteer time is valuable and needs to be utilised efficiently.

STRUCTURE

In terms of our executive structure, we remained focused on our three main strategies; quality, commercial and communication, to drive our activities.



Attendees are asked to vote to adopt this Chairman's report using the poll on your screen.

Poll 3: Accept the Chair report for our 70th AGM

Vote result: motion carried unanimously

5. Treasurer's report

Presented by Jacqui Webb.

Our Annual report which gives a snapshot of our 2021 & 2022 accounts, with the full accounts available upon request. Again, so much has happened, so I will just give a brief overview of the financial position of our organisation at the time, and where we are now having completed our 2021 and 2022 year-end and audit process.

As a not-for-profit organisation our executive are tasked with how best to guide our organisation for the long-term benefit of our members, and to establish what investment if any of our reserves might be required to implement them, whilst ensuring the financial stability of Physio First.

So, what were the results of 2021 & 2022?

- We continued to develop our QAP & QAC quality schemes
- We championed our quality schemes to the entire health sector
- We started development and transfer to a new membership software system and website to make us more efficient and information more accessible
- Our In Touch journal continued to be a valuable resource for you our members
- Our e-bulletins continued to be well received by supporting and informing everyone
- We developed and launched our new skills exchange face to face events
- We held online facilitated chats on current topics important to our membership
- We sold our office building with it no longer being fit for purpose
- We made significant savings in many areas in 2021 and will see savings in the future having no building running costs.

Therefore 2021 finished with a £60.3k surplus and 2022 with a £46.9k surplus with the sale of our building having budgeted for a breakeven year.

Income

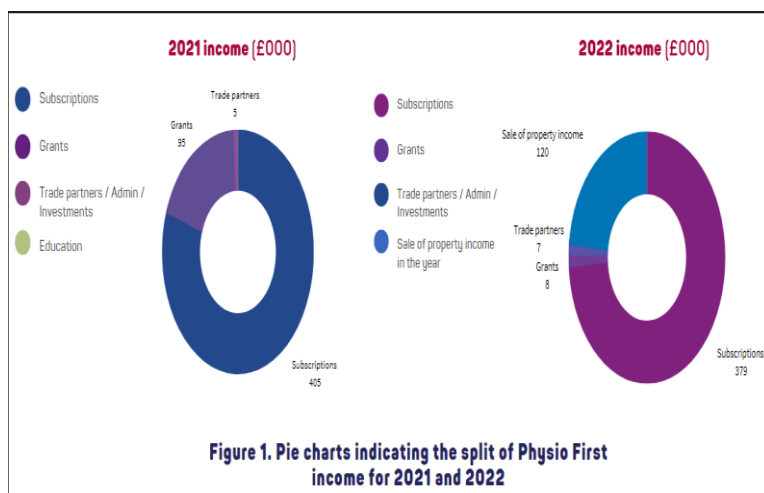
Our organisational net income in 2021 was made up of:

- Membership - £405k
- Commissions received & administration provided - £4.3k
- Investments - £0.6k
- Grants from CSP - £3.2k
- Grants from PPEF - £92.1k

We thank the PPEF for their continued support of Physio First and of our activities that help towards the delivery of their charitable objectives.

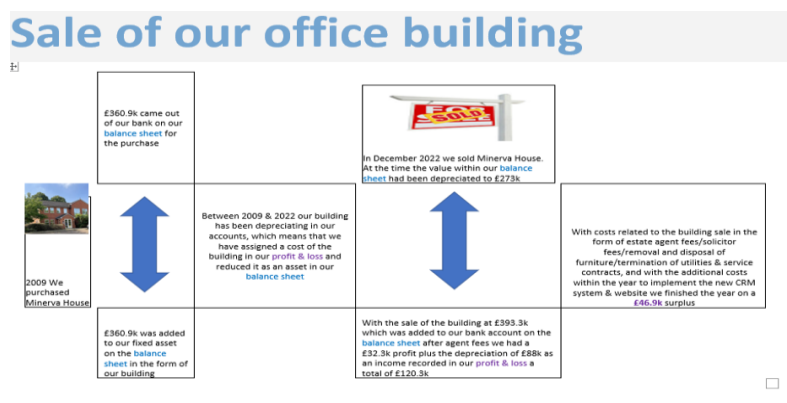
In 2022 net income was made up of:

- Membership - £378.5k
- Commissions received & administration provided - £5.3k
- Investments - £1.4k
- Grants from CSP - £8.1k
- Sale of our build - £120.3k



Sale of Minerva House

Here is a brief explanation to the question that, if we sold our building worth nearly £400k in 2022 how did we only make a £46.9k surplus?



- In 2009 we purchased Minerva House
- £360.9k came out of our bank account on the balance sheet & £360.9k was added to the fixed assets again on the balance sheet
- Between 2009 & 2022 Minerva House depreciated in our accounts, which means that we assigned a cost of the building to our profit & loss each year and reduced it as an asset on the balance sheet.
- In December 2022 we sold the building, which at the time was valued at £273k within the balance sheet
- With the sale £393.3k was paid into our bank on the balance sheet, we had a £32.3k profit added to overall depreciation of £88k and the £120.3k income was recorded in our profit & loss.

With costs relating to the building sale: estate agent fees/solicitor fees/removal & disposal of furniture/termination of utilities & service contracts and with additional costs within the year to implement our new CRM system & website we finished 2022 on a £46.9k surplus.

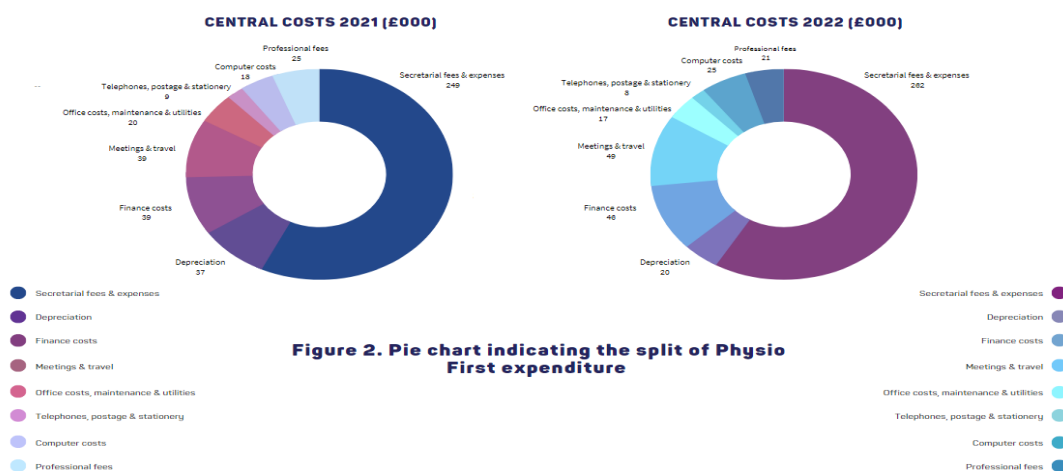
Expenditure

The central costs for running our organisation were £436.2k in 2021 down by £54.1k on the previous 12 months, with most savings in the areas of: reviewing team capacity during covid and finance costs.

In 2022 our central costs were up by £11.3k on the previous year with most of the increase coming from team capacity post covid and computer costs moving to fully flexible working.

Our reserves were £329.9k at the end of December 2021, up from £269.6K at the end of 2020, as a result of the surplus our executive had planned for.

In 2022 our reserves were £376.8k having originally planned for a breakeven budget after the sale of our office building. **Note from Paul (27.04.23)** – Again I would get rid of the diagram.



BALANCE SHEET AS AT 31ST DEC 2021

Physio First Balance Sheet As at 31 December 2021	Notes	€	2021 €	€	2020 €
Fixed assets	6		302,726		322,255
Current assets					
Debtors and prepayments		11,567		9,590	
Cash and bank balances	8	207,086		151,169	
		<u>218,653</u>		<u>160,759</u>	
Creditors – amounts falling due within one year	9	154,810		166,735	
Debtors and accruals					
		<u>154,810</u>		<u>166,735</u>	
Net current assets/(liabilities)			63,843		(6,976)
Total assets add current assets/(less current liabilities)			<u>366,569</u>		<u>316,279</u>
Creditors – amounts falling after more than one year	10		(36,667)		(46,666)
Other creditors					
			<u>329,902</u>		<u>269,611</u>
Net assets					
Accumulated fund					
Balance brought forward		269,611		188,339	
Surplus for year		60,291		81,272	
		<u>329,902</u>		<u>269,611</u>	

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Finances moving into 2023/24

2023 will continue to be a difficult year for all as we deal with the cost-of-living crisis, and Physio First has and will continue to whole heartedly supported our member community.

We froze membership subscriptions for the 3rd year running in 2022 to ensure we didn't create any further financial increases for you, and we are delighted to say that with a further surplus at the end of last year and due to the sale of our office building we have frozen rates again for our 2023-2024 membership year.

We have budgeted for a deficit in 2023, as we continue to grow and support our membership community, whilst championing quality private physiotherapy in the changing marketplace.

Poll 4: Adoption of our Treasurer's report

Vote result: motion carried

6. Appointment of Auditors

KL – Confirmed that our accounts have been prepared by Hawsons Chartered Accountants, Jubilee House; 32 Duncan Close; Moulton Park; Northamptonshire; NN3 6WL. Tel: 01604 645600 Fax: 01604 670076 were again proposed as auditors and that our Treasurer proposes that we continue to use them.

Poll 5: To continue to use Hawsons Chartered Accountants as appointed auditors to Physio First

Vote result: motion carried

7. Amendments to the constitution (version January 2022)

Presented by Karen Lay

Motion: our Constitution be amended to allow up to 30% of our members to be non-CSP members in line with the CSP rules on Professional Networks.

In response to a question from Mark Potter, it was confirmed that our Full and Executive Committee were for this motion.

The CSP's guidelines for Professional Networks have, for some years, clarified that membership of networks may allow for up to 30% of members to be non-CSP. Our Full Committee feel that we should now take advantage of this and widen our scope to include HCPC registered physiotherapists who may not be CSP members, up to the 30% limit stipulated.

This is how the amendment will appear in our Constitution (text in red). There is a link to the full annotated version in the agenda which has been published in our bulletin.

In line with the Chartered Society of Physiotherapy rules on Professional Networks, members who are not a member of the Chartered Society of Physiotherapy shall not exceed 30% (thirty percent) of those who are.

Poll 6: Vote to accept this clarification to our constitution

Vote result: motion carried with 89% in favour, 11% abstained, no votes against.

8. Election of and ratification of Honorary Officers

8a Ratification of our Vice Chair

KL – Explained that in line with our Constitution, I'm very pleased to announce that Katie Knapton has been elected to the role of Vice Chair by our Full committee which now has to be ratified at our AGM. So may we vote to ratify this.

Poll 7: Vote to ratify Katie Knapton to the role of Vice Chair

Vote result: motion carried with 100% in favour

8b Correction of oversight from our 2022 AGM to re-elect Honorary Officers

KL – Explained that having been proposed and seconded by Katie Knapton and herself that we now seek to vote to correct an omission from our 2022 AGM to re-elect the following Honorary Officers from the date of our last AGM held on 26th January 2022:

- Pam Simpson to the role of Hon Communications Officer
- Belinda Holloway to the role of Hon Commercial Officer
- Byron Clithero to the role of Hon Education Officer

Poll 7: Vote to rectify the omission from our 2022 AGM, and re-elect Pam Simpson, Belinda Holloway and Byron Clithero effective from the 26 January 2022

Vote result: motion carried with 100% in favour

8c Election of Honorary Education Officer

KL – Explained that having been proposed by Byron Clithero and Amanda Marsh the vote is for Tobias Bremer to be elected as our new Honorary Education Officer to take over from Byron Clithero who is stepping down from the role at this AGM. Many will recognise Tobias as our current Editor of In Touch, a role he will continue in tandem with his Education Officer post.

Poll 8: Vote to elect Tobias Bremer to the role of Honorary Education Officer

Vote result: motion passed

9. Election of Community Representatives

KL – Explained that we need to vote to elect of two new Community Representatives, who have been nominated and seconded by members of our Full Committee and who we look forward to welcoming both to our community team:

- Shirley-Ann Walters, who is a practicing MSK physiotherapist and saw the value of our community meetings during lockdown. She continues to be an effective communicator in supporting members, in whatever sphere they are engaged
- Jo Kingston, who has been a member of Physio First since she began in private practice and who has found the support, knowledge and guidance invaluable in supporting her business. She joins our team to continue that support our members.

Poll 9: Vote elect Shirley-Ann Walters and Jo Kingston to our team as Community Representatives

Vote result: motion passed

10. Post holders stepping down

KL – Explained that:

- Byron Clithero has been a member of Physio First for 20 years, and shown his support for our organisation over the last 10 years as a member of our Education sub committee, and has been our Honorary Education Officer since 2019. We thank him for his support and contribution to Physio First, which he will continue as a member of our Education sub committee
- Tracie Bolger has been an active member of our community representative team, based in London, who has always championed Physio First since her initial involvement at our annual conference over many years. We thank her too for her commitment and support.

That concludes our business for this evening and all it remains for me to say is thank you for your time today, and I look forward to seeing you at our AGM in 2024.

11. Date and place of next AGM

To be advised for 2024

The meeting closed at 17:25hrs

***As referenced in her opening comments at this meeting, Karen Lay took up position as our Physio First Chair at our AGM in April 2019. As a result of the onset of COVID 19 and the pandemic restrictions our AGM, due to be held at our Annual Conference on the 22nd April 2020, had to be postponed and was eventually held online on the ... Our next AGM was held on the ..., again delayed due to the uncertainties of the pandemic with this, our 70th AGM, being held today (19.04.2023) to bring our cycle of AGMs back in line with our pre-pandemic cycle now that the pandemic and its restrictions have abated. This AGM is, therefore, Karen's third in office with her fourth and final AGM scheduled to be held in 2024.**