



# The Institute of Maxillofacial Prosthetists & Technologists

**IMPT Council minutes from meeting dated Wednesday 5<sup>th</sup> October 2022**

**Venue: Zoom.**

**Minutes taken by C. Louise Watson – Council member**

## Attendees:

Jason Watson	Chair	JW
Pauline Paul	Honorary Secretary	PP
Richard Eggleton	Honorary Treasurer	RE
Hitesh Korla	Honorary Registrar	HK
Trevor Coward	Education Officer (joined late, did not vote)	TC
Karen Boyd	Continued Professional Development Lead	KB
Oliver Burley	Newsletter Editor	OB
James Dimond	Website Editor	JD
Catherine Turner	Communication Officer	CT
C. Louise Watson	Minutes Officer	CLW
Siân Campbell	Council Member (afternoon only)	SC
Adrian Kearns	Council Member	AK
Edward Malton	Council Member	EM
Kirsty Barbour nee. Galt	Council Member	KG
Fraser Walker	Retired Co-opted Council Member	FW
Charlotte Heath	Co-opted Council Member	CEH
Katie Spooner	Co-opted Council Member	KS
Taran Malhotra	Co-opted Council Member	TM
Carwyn Harries	Members in Training Representative	CH

## Apologies:

Naimisha Patel	Council Member	NP
Barry Edwards	Journal Editor	BE
Steve Hollisey-McLean	AIB Chair	SHM
Paramjit Kaur	Council Member	PK

Action List	Actions not sent out.
Last Minutes	Minutes dated 1 <sup>st</sup> March 2022 – Proposed by PP, Seconded by TC AGM Minutes dated 29 <sup>th</sup> April – Proposed by TC, Seconded by KG Minutes dated 22 <sup>nd</sup> July – Proposed by JD, Seconded by CT

Subject	Note	Action
Welcome and Introductions	Hitesh Korla welcomed everyone to the meeting at 10.20am.	To Note
1. Apologies for absence	As detailed	To Note
2. Discussions resulting from previous minutes	March 2022 – RE asked why membership do not have voting rights on roles of council as detailed on page 3 on the minutes – JW – RE would have to raise and put forward a proposal, for this to be discussed further. July 2022 – The council voting during this meeting is invalid due to guidelines stated in the Articles of Association (AofA).	

	<p>The process will need to be completed again at the next face to face scheduled meeting in December. Voting rules will need to be clarified with Charles Fraser-Macnamara with regards to hybrid voting, who will attend the December meeting. Roles are closed to any new applicants for the purpose of fairness.</p> <p>AofA are outdated and need to be rewritten, they are currently unfit for purpose, FW stated in guidelines it does state that it is expected that 30% of council members step down from their posts annually. RE possibly help with the rewriting of the AofA, FW stated that AofA can sort out any possible disputes that may occur in the further.</p> <p>All policies need to be reviewed and updated, apart from the membership document and AIB document that have recently been updates.</p> <p>TC is still waiting on the National School for Healthcare science to take forward the proposal of taking none GDC registered applicants onto the STP course.</p>	
3. Matters arising	Matters arising covered in Officers reports.	
4. Correspondence and Reports		
Chair Report	<p>As detailed in Report submitted to Council 4<sup>th</sup> October 2022.</p> <ul style="list-style-type: none"> <li>Any votes since Covid are invalid so amendments to AofA to retrospective votes will be applied to all votes since Covid.</li> <li>2023 AGM – possibly in Coventry and will be face-to-face.</li> <li>1 day Congress IN October 2023 in Manchester – run by Keith Winwood and MMU.</li> <li>2024 – Combined meeting with BOAMS</li> <li>2025 – Congress in Bristol.</li> </ul>	
Secretary Report	<p>As detailed in Report submitted to Council 4<sup>th</sup> October 2022.</p> <ul style="list-style-type: none"> <li>Council members need to be signed into a google account to upload reports onto the Google Drive</li> <li>Shivani Lakhanpal is the new MiT representative who is based at Nottingham and currently in year 1.</li> <li>December is a hybrid meeting, but face-to-face is encouraged due to voting eligibility, this needs to be confirmed with Charles Fraser- Macnamara.</li> <li>No amendments were received with the IMPT procedure for electing document which was sent to all council members prior to this October meeting.</li> <li>The registrars report will discuss further the concern risen with the process of Fellowship applications.</li> <li>Please let PP know at least 2 weeks before the Decembers meeting if attending this meeting face-to-face as the venue need attendees' names due to security.</li> </ul>	
Treasurer Report	<p>As detailed in Report submitted to Council 4<sup>th</sup> October 2022.</p> <ul style="list-style-type: none"> <li>RE thanks the organisers of the Liverpool Congress, when all monies have been taken into account the Congress will have an overspend of approximately £3K.</li> <li>It is prudent to have in reserve in circa of £80K which is 4x the annual income of the IMPT, any surplus money will need to be spent on Charitable causes.</li> <li>The accounts have been filed with Companies House and the Charitable Commission.</li> </ul>	
Registrar Report	<p>As detailed in Report submitted to Council 4<sup>th</sup> October 2022.</p> <ul style="list-style-type: none"> <li>The concerns raised re: fellowship process will be resolved away from the table.</li> <li>One IMPT failed to pay their subscription and has been removed from the IMPT register, this ex-member is currently suspended from the GDC register.</li> </ul>	
Education Officer	<p>As detailed in Report submitted to Council 4<sup>th</sup> October 2022.</p> <ul style="list-style-type: none"> <li>TC congratulated all Year 3 Reconstructive Scientist students who all successfully passed their MSc.</li> </ul>	

	<ul style="list-style-type: none"> <li>The education committee have been discussing possible suitable Degree courses for future STP intake, all are science-based degrees, they felt that Art based degrees as previously acceptable in the USA are not suitable due to the course requiring a more science-based background, they also thought that Art degrees would not be accepted by the Healthcare school. Concerns were raised as this route may limit employment opportunities. TC – these applicants could go onto obtaining BTEC in Dental Technology but would need further discussion to mitigate risk.</li> <li>The Conference award document was considered fairly successful with the need for small adjustments around presenter's time limit, questions to allow awards to be assessed fairly.</li> <li>Proposed research plans, the Education committee will sort order if priority then appoint individual to take forward.</li> </ul>	
Professional Development Lead	<p>As detailed in Report submitted to Council 4<sup>th</sup> October 2022.</p> <ul style="list-style-type: none"> <li>When KB steps down in December and PK becomes the lead, deputy is required – volunteers needed for this role, this will be discussed at December's meeting.</li> <li>CPD certificate signatures will need to change with the rotation of roles.</li> <li>PK to collate congress feedback, would also like to adopt feedback form for future webinars.</li> <li>Idea's needed on the promotion of the webinars and the need for more presenters. Possibility of making it mandatory for year 2 &amp; 3 STP to present which could be pre-recorded.</li> </ul>	
A.I.B Chair	<p>As detailed in Report submitted to Council 4<sup>th</sup> October 2022. JD presented</p> <ul style="list-style-type: none"> <li>Cost of AIB was discussed again to encourage full membership. With IMPT possibly covering the cost of the application fee and the applicant covering the costs of travel and accommodation. As discussed in March 2022 the application should be cost neutral. Before any decision is made breakdown of the overall costs are needed. To be voted on in December. If change in process results from the vote the AIB will need to be adjusted.</li> </ul>	
Members-in-Training Representative (MiT)	<p>As detailed in Report submitted to Council 4<sup>th</sup> October 2022. Presented by CH</p> <ul style="list-style-type: none"> <li>MiT representative to sit down with the new Website officer to assess ways of setting up a Student area, however this may be difficult due to the confines of how the website was originally set-up.</li> </ul>	
Journal Editor	<p>As detailed in Report submitted to Council 4<sup>th</sup> October 2022.</p> <ul style="list-style-type: none"> <li>It is hoped that IMPT articles can be published on the website, in the Non-members page of the website, access will be limited to the title and abstract of past papers, these individuals can then request full article.</li> <li>Want to upload past journals to the website, JW – may have to contact the printers for backdated Journal PDF's.</li> </ul>	
Website Editor	<p>As detailed in Report submitted to Council 4<sup>th</sup> October 2022.</p> <ul style="list-style-type: none"> <li>The updating of the IMPT unit map is due to be updated imminently.</li> <li>STP trainers' section to include minutes, which will be provided by Heidi Silk.</li> <li>Should there be a digital form for the renewal of annual membership? This could also include the inclusion of equality and diversity information.</li> <li>RE asked if the role descriptors including fellows document been uploaded to the website, JD will check.</li> </ul>	
Newsletter Editor	<p>As detailed in Report submitted to Council 4<sup>th</sup> October 2022</p> <ul style="list-style-type: none"> <li>Article of Congress Attendee for the Newsletter possibly TM.</li> </ul>	

	<ul style="list-style-type: none"> <li>• FW to write the Bryan Conroy interview piece.</li> <li>• TC to write a career path article.</li> <li>• Obituary of Terry Sharpe to be included in the next Newsletter, this will be forwarded to OB by EM.</li> <li>• OB asked how advertisements were invoiced and paid for, EM to send OB invoice template.</li> <li>• JD looked into security of Google drive as IMPT documents can be highly sensitive and should not be stored on personal computers or laptops. JD – most drives are restricted to one person. JD to provide links to council members during Decembers meeting. Ideally should not use personal laptops for IMPT business due to GNPR.</li> <li>• The floating laptop from Congress will be provided to OB for IMPT Newsletters.</li> </ul>	
Communication Officer	<p>As detailed in Report submitted to Council 4<sup>th</sup> October 2022.</p> <ul style="list-style-type: none"> <li>• CT is happy to be admin for MiT forum as long as Comms Lead.</li> <li>• PP – please be more concise with communication emails sent to CT as they are not always clear and may need further interpretation.</li> </ul>	
5. Articles of Association	<ul style="list-style-type: none"> <li>• To be amended, updated and rewritten as discussed in this meeting and the EGM at the Liverpool Congress.</li> </ul>	
6. Policies	<ul style="list-style-type: none"> <li>• Expenses Policy – AK has draft, needs clarity on provision of travel and accommodation, not based on geographical area. Who organises, IMPT or individual.</li> <li>• Fitness to Practice – other professional bodies do not have, possibly change the name to Code of Conduct to include disciplinary procedure. KG, working on.</li> <li>• AIB – Live</li> <li>• Membership Document – Live</li> <li>• Research Document – Live</li> <li>• Social Media – SC &amp; CT working on.</li> <li>• Equality and Diversity – SC working on</li> <li>• Fellowship – JW, possible RE to work on.</li> <li>• AK to list documents plus review date, HK to divvy out at next meeting.</li> </ul>	
7. A.O.B	<ul style="list-style-type: none"> <li>• JW – Pete Evans, would like to run a two-day course in Cardiff next year around ISO 13845, in conjunction with PDR. It would be ideal if templates are similar nationally, but are conscience that smaller laboratories may find it difficult to qualify for ISO 13845. Will need MHRA input to instigate QMS, dental labs DAMAS. EM is in the process of ISO 13845 accreditation but need to run QMS for awhile before auditing takes place.</li> <li>• JW – Apologises that during the awarding of awards at the Congress no reasons were given, this was due to time constraints. Sara ???? to provide an update on how she used the Travel award.</li> <li>• Anna Veli has asked if the IMPT can set up or signpost newly appointed individuals into management positions a mentor. TC stated this was discussed at the educational meeting and they will take forward.</li> <li>• JD, asked when the AGM usually takes place, this is usually April and should be a hybrid meeting (face-to-face and virtual)</li> <li>• PP to get clarity surrounding voting rights for Decembers meeting, is only face-to-face votes allowed?</li> <li>• AK – How to run a Congress booklet should be written as the same issues keep cropping up. AK to assist SHM AND Anthony Simpson, RE to also assist. EM, can apply principles learnt from recent PRINCE II course undertaken, EM to expand on this in Decembers meeting.</li> <li>• SC – Has Amy (Bristol) been invited to any Council meetings yet with regards to 2025 Congress. HK to possibly reach out in December or after 2023 AGM.</li> </ul>	

	<ul style="list-style-type: none"> <li>• RE – Eventcreate a good idea re:finance of future events, as he would not need to chase PO numbers etc. The platform would charge 3% and can collect relevant information with regards to travel, dietary requirements. JW – to trial for AGM at Coventry.</li> <li>• Carwyn will assist Shavani with the role of MiT as Shavani is a current year 1 student.</li> </ul>	
Meeting concluded at 14.30		

Minute sign off for the Zoom meeting dated 20<sup>th</sup> July 2022

Signature of Chair.....

Date of signature.....