



Council Meeting Minutes

Meeting Name:	Council Meeting
Date of Meeting:	11 th May 2023
Location:	Virtual
Chair:	David Nunns

Attendance	Apologies
David Nunns Caroline Owen Stephanie Ogden Ursula Winters Rosalind Simpson Lisa Kirby Vanitha Sivalingam Katie Robinson	Jennifer Smith Archie Krishna Matilda Fox Tara Robinson

Discussion	
Introductions & Re-Cap	Action
<ul style="list-style-type: none"> • Introductions were made. The Council introduced themselves to new member Katie Robinson • The minutes of the last meeting and the AGM were discussed and accepted • It was discussed that the Council minutes be added to the BSSVD members area of the website as well as the AGM minutes 	EMU
Council Roles	
<ul style="list-style-type: none"> • Eman was going to become the new Chair but has now withdrawn from Council • Member posts are usually for 4 years with the option to add another 2 years • Vanitha has stepped up as Secretary of the Council • Succession planning is a key topic that needs to be considered for the future of the Society • David highlighted there is currently a great mix of disciplines on the Council • Roz stated that the size of the Council is nice now, it's not too big/too small • David noted that the 'Webmaster' role is still vacant + isn't being advertised • Ursula agreed to stay on as Treasurer • It was agreed that the Treasurer role would need a transition period due to the bank accounts and charity liaisons • Lisa has put her name forward for the role and will meet with Ursula to discuss the next steps • The role of President was questioned as to whether it should be advertised • Roz asked how this had been done in the past and David stated that it has always been someone within Council already who has stepped up • It was agreed it is unusual to advertise this position 	



<ul style="list-style-type: none"> • Roz mentioned she would be interested in the position in the future but this wouldn't be for several years • Steph agreed this is the same for her and so did Caroline • There was discussion over whether the role should be shared in the future • David has agreed to stay on as Chair • Vanitha suggested advertising 'President Elect' • Caroline recommended keeping 2 roles, so someone is the face and someone helps behind the scenes • Steph didn't agree this was a good idea as someone does the work and someone else takes the credit • Caroline suggested Ruth Murphy or Julia Schofield could be President • David is going to ask them and report back to the group • Vanitha pointed out it needs to be someone active as President and highlighted how much David currently does in the background • Roz said it needs to be someone with 'corporate memory' • Ursula suggested David take on the honorary President and Caroline support – She declined at present 	<p>DN</p>
<p>Meetings</p>	
<p>Courses</p> <ul style="list-style-type: none"> • The outcome from the AGM & the meeting, was a general consensus for a Vulval Disease Course to be planned. • Historically JS ran a one-day course in Hertfordshire which has now stopped. A BASHH course is running. DN recognised that there is a need to have a course to cover the postgraduate knowledge of vulval disease- targeted a senior trainees, GPs, nurse specialists • David went through a Word document he put together on this – and the curriculum was reviewed. • David spoke about Julia's courses with Hertfordshire The first course discussed was a 1-day virtual event that would be held annually • David suggested uploading it to the Members Area of the website afterwards, but it was decided this might decrease the course value • It was agreed that this would be a good event to run • David shared EMU's quote for this • Caroline asked for a quote from Hertfordshire • Roz said the course is a good idea to keep the basics out of the main BSSVD meeting – This makes the agenda easier to plan • It was asked whether this meeting would be good to run the day before the main BSSVD meeting • Vanitha agreed with this, saying it would be good for study leave applications • Roz highlighted it would be a lot of work behind the scenes • Lisa said she'd seen Julia, who wished to raise that she'd spoken to BAD and they would be happy to take over the admin for the meeting etc. 	



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<ul style="list-style-type: none">• Roz said the meeting would need accrediting but BAD are onerous and expensive, however, they would then advertise the meeting <p>VIN Course</p> <ul style="list-style-type: none">• This would be a half-day standalone virtual meeting• It would be completely new ground• It would be aimed at Senior Doctors etc.• Raji Ganesan has come up with the half-day agenda and international speakers• It was stated that if you include cancer of the vulva, you might lose people• Caroline said it was a good idea as it is a subject that often gets forgotten• David highlighted it could be joined with Raji's society• Ursula agreed to help on this <p>Seminars for Members</p> <ul style="list-style-type: none">• These would be Teams/Zoom meetings to discuss items with members• They would be free sessions• There would be 1 every 2 months• Vanitha asked if Teams/Zoom would be good enough and whether a seminar programme should be used• EMU to provide a quote for this• The BSMD run regular hour lectures with Q&A – Caroline is going to ask how these are set up• There has been a recent donation to the Society for £4,000 to help as the Council wishes – It was discussed whether the money could go towards the seminars• Council to think about topics for seminars and dates for other meetings <p>Glasgow Meeting</p> <ul style="list-style-type: none">• EMU have sent final figures from the meeting• David hasn't had the time to review these yet• The Council were not involved with this meeting as they usually would be• David highlighted the profit was £4,516.93• This is to be reviewed and commented on by Council• Roz asked where the profit goes• Ursula said the profit is usually split 50/50 between the BSSVD and the organiser• It was highlighted that this profit wasn't known until it was chased• David said there were issues on the Fellowship funds with Isabelle Hay• David has sent the finances document to Isabelle and needs to discuss with her and EMU as to where the money is sitting• Roz said a formal report needs doing for each meeting as was done with the Nottingham meeting between herself, Lisa and Zoe from EMU• The feedback from the events also needs sharing with the new organisers• It was agreed that you'd get return visits at events if people's feedback was listened to	<p>EMU CO</p> <p>COUNCIL</p> <p>COUNCIL</p> <p>DN</p>
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Nottingham Meeting

- Roz discussed the Nottingham meeting and the feedback received. In general, the feedback was highly positive.
- The least positive feedback was about the food, the time-keeping for day 2 and the lack of sexual health in the agenda
- There were also comments that the menstrual health talk wasn't to a high enough standard, however these comments were from gynaecologists. Most dermatologists found the talk helpful
- Roz stressed the importance of using social media and having early-bird rates for registration
- The planning started 18/24 months prior to the meeting.
- The abstract submission needs streamlining
- Little things like the favours and personalised letters to speakers were a nice touch and go a long way
- Roz stated there were 160 in total at the event which is a good number
- For the next event, the organiser needs to do a food tasting beforehand
- If a hybrid event is to be considered, it needs to be done early to factor in the costs, as only a small amount of people attended virtually.
- Caroline discussed that at another event, as a speaker they get lots of emails, plus disclaimer forms, notes on language you should be using and also record the full talk in advance in case you can't show on the day – It requires a lot of support
- Roz spoke about paying EMU for the Nottingham meeting and that the number of hours worked were much higher than they billed for
- She said that Zoe negotiated rates down at the hotel + got a refund on the dinner which helped with the profit of over £6,000

2024 Meeting

- It was agreed this would be a 1-day virtual meeting
- The date needs considering due to study leave costs in the same year
- March was the preferred month based on feedback from Nottingham meeting
- Vanitha asked if it's worth an email to members to see who would be interested
- David asked if the 1 day course should be run the day before but Roz said it might take longer than 10 months to setup
- David shared EMU's quote for this and asked for thoughts
- It was good to see upfront costs from EMU
- Steph agreed to contact Chris Garrett at BAD for a quote
- David asked the Council to think of a theme for the meeting

2025 Meeting

- David said that there have been 2 expressions of interest for the F2F meeting – Sheffield and Leeds
- It was discussed whether people should apply with formal expressions of interest
- Vanitha asked if each group should provide an outline agenda
- It was suggested that something goes in the next newsletter where people can apply and complete an expression of interest form
- It was also suggested a separate email gets sent as not everyone reads the newsletter in detail

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<ul style="list-style-type: none"> Roz raised the question as to whether it would be worth either Sheffield or Leeds to do the 1 day virtual in 2024 and the other to do the 2 day F2F in 2025 	
Research Update	
<p>WOW Grants</p> <ul style="list-style-type: none"> Roz highlighted that there are 2 WOW grants this year One is an entry level award where the BSSVD have given £10,000 and the WOW have given another £10,000 The other is a post-doctoral grant where both the BSSVD and WOW have given £15,000 each The deadline for this is 31st August, these will then be reviewed towards the end of September/October and there will be a meeting in November Roz said that she needs volunteers for the peer review process <p>British Skin Foundation</p> <ul style="list-style-type: none"> It was discussed about collaborating with the British Skin Foundation for their processes etc. Caroline was going to help with this but can't now Lisa is on their advisory committee for grant applications – She agreed to discuss with them about doing a collaboration for £10,000 <ul style="list-style-type: none"> Research funding grants opportunities need to go in the newsletter 	<p>COUNCIL</p> <p>LK</p>
Social Media	
<ul style="list-style-type: none"> It was highlighted that Matilda is doing a good job with the BSSVD Twitter 	
Specialist Society Updates	
<p>RCOG</p> <ul style="list-style-type: none"> Eman requested for the RCOG rep to be discussed as she is stepping down. Ursula asked what is involved in the role and David said he was ask Eman for a job description and share this with Vanitha, Ursula and Archie <p>BAD</p> <ul style="list-style-type: none"> Vanitha will do the annual report to BAD 	<p>DN</p> <p>VS</p>
Website	
<ul style="list-style-type: none"> David discussed putting the resources on the main site for everyone to view – This was agreed The flash cards are to stay on the members page only 	
Any Other Business	
<p>Donation</p> <ul style="list-style-type: none"> David highlighted there has been a recent donation of £4,000 by Sylvia King Sylvia funded the Eve Appeal and gave £23,000 to this Council to discuss how her donation should be spent 	<p>COUNCIL</p>



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- Caroline discussed it helping towards the vulval workstream and creating information packs for patients but thought that if it contains LS, it might not be the best fit
- Caroline praised Vanitha's document on self-examination and suggested using the money to put this into print form
- Tara sent a suggestion via David that she liked Tor's idea of patient videos on psoriasis but for vulval cancers
- Vanitha mentioned she's done a budget video on self-examination and will share this with David

Women's Health Hub

- Caroline discussed sending letters to Women's Health Hub and Leslie Reagan
- She questioned whether these should be sent to David's contact
- It was decided to wait and see what comes back from the societies first

Fake Vulvas

- Caroline said she'd tried both the Amazon and Bristol ones but neither were any good – The Bristol is slightly better if she had to pick, the Amazon one is terrible

VS

Next Meeting

September 2023

Doodle Poll to be sent out