

European Forum for Primary Care (EFPC) Association General Assembly (GA)  
2018

TEI Crete Monday, 24 September 2018, 17.30 – 19.00

Address: Heraklion, Stauromenos, 71004, Greece

Chaired by Prof sally Kendall, Prof Peter Groenewegen takes notes



Minutes:

1. The chairperson, Sally Kendall, opens the General Assembly and welcomes the members.
2. The minutes of the meeting of the General Assembly in Porto in September 2017 are approved without changes.
3. The coordinator of the EFPC, Diederik Aarendonk, briefly presents the overview of the achievements during the previous association year (July 2017 – June 2018) and the plans for the current association year. He highlighted the upcoming conference in Nanterre, briefly discussed the main achievements of the past association year, and presented the activities for this association year.

4. Finance

4.a i: The treasurer Tino Marti presented an overview of the financial report. He highlighted the lower realisation of membership fees than expected. This is partly due to the fact that membership is by calendar year, while the financial report is by association year. Some members are late in paying their fee. It is expected that fees will come in the next few months. The secretariat will actively follow up members who have not paid yet.

Our debt from bills for secretarial services from the past have been completely paid now, leading to a negative result. However, the fact that these old debts have been paid now, means that they will not burden our future budget.

For the next financial year the EFPC presents a balanced budget. The target for income from membership fees is slightly higher than the current members will bring in. As a consequence the EFPC will need to be active to retain members and bring in new members.

There is an amount of 10,000 euro to be acquired in the next financial year from projects etc. The support of the membership is asked to realise this.

Questions from the membership:

- There was a question from one of the members about the collection of membership fees.

Tino Marti explains the cause of this: it is related to the difference between the financial year and the membership year. The administrative procedures of the EFPC will be reviewed to have a quicker collection of membership fees than we currently have.

- There was a question of one of the members whether we could induce larger organisations to become premium member. This suggestion is endorsed by the Executive Board and members are asked to help to do this.

4 a ii The Audit Committee presents its report.

The Audit Committee has discussed the financial report and the underlying documents with the treasurer. The Audit Committee briefly presents the main conclusions and recommendations.

The recommendations of the previous audit committee have been partially taken over and executed. They raise a concern about the effectiveness of the membership fees' administration and continuation of the EFPC strong leadership. They judge the presentation of the financial report and budget clear and accessible and for the coming year the financial reserve is still strong enough.

The new recommendations are:

- Advising the board to search for structural financing so that the EFPC is not dependent on one-time projects or grants. This requires strong leadership and governance in order to develop a strong organizational and financial strategic plan.
- In line with the committee's previous recommendations, they advise to keep a minimum reserve of 40.000 euro per financial year
- Advising to remain the budget balance zero or to have a surplus of funds
- Advising to keep the costs for salaries, insurance and taxes of the EFPC staff below the maximum amount received from membership fees
- Advising to produce a mid-term financial and strategic report that would enable Audit Committee members timely analyze the situation and provide advice for follow-up measures to be implemented in the current financial year

The Audit Committee recommends the members to approve the financial report of the past association year and the budget for the current year. There are no questions from the members. The recommendation of the Audit Committee is supported unanimously by the members.

4 b: The members are requested to discharge the treasurer and his fellow Executive Board members. This received unanimous approval.

4 c Audit Committee for the next association year:

As no other members volunteered to take a seat in the Audit Committee, the current Audit Committee is asked whether they want to stay on for next year. They agree. Hence the Audit Committee for this financial year consists of Loes van Amsterdam, Katerina Venovska and Aigars Miežitis.

4 d The budget for the next association years receives unanimous approval.

## 5. Executive board

The term of Danica Rotar and Peter Groenewegen ends and they cannot be re-elected. Two candidates are proposed by the Executive Board for approval by the members.

5 a i: Alessandro Mereu is proposed for the vacancy that exists because Danica Rotar has stepped back. Alessandro presents himself briefly.

Questions from the membership:

- The first question is whether Alessandro is aware of the responsibilities associated with membership of the ExBo and what his experience is in governing bodies. Alessandro gives an

overview of his experience in participating in the governance of membership organisations and the leadership training he has followed.

- The second question asks for his strategic ideas. Alessandro answers by giving one example of his plans. He intends to make a mapping of primary care professional associations in the countries of Europe and to try to meet up with them in order to discuss their potential contribution to EFPC.

Alessandro leaves the room and the vote is taken: 33 in favour, 2 members abstain and 1 vote against.

5 a ii: the second candidate is proposed as an additional member of the Executive Board to represent You&EFPC at the level of the Executive Board. The proposed candidate, Andrea Canini, presents himself briefly.

Questions from the membership:

- From one of the members the question came how Andrea will cope with the pressure and workload that young health care professions so often have. Andrea answered that this is hard to answer but that until now he hasn't had problems in this area. He expects to get a lot of inspiration and energy from participating in the Executive Board of the Forum.

- Another question was what Andrea's vision is on interprofessional work. He answered that he has ample experience with organising interprofessional education through work in this area in Brazil.

- Finally, one of the members expressed his joy with a young professional taking up this interesting challenge.

Andrea leaves the room and the vote is taken: 38 in favour, 3 members abstain and no votes against.

Sally Kendall announces an open vacancy for the Executive Board. Candidates or those who wish to point to a potential candidate are requested to contact the secretariat.

## 6. Advisory Board

Peter Groenewegen takes over the chair of the meeting because Sally Kendall is needed somewhere else urgently.

Five members are stepping back. Harry Longman, Tiago Pinto, Alessandro Mereu, Lorna Hall, Jamie Wilkinson are being thanked for their contribution to EFPC.

There are nominations from three people.

- André Biscaia presents himself, he is a long-time member. He has a lot of experience in organising and managing health centres in Portugal. This will be beneficial for EFPC and for its working group on community health centres. He was the organiser of the Porto conference. There are no questions to André and the large majority of the members approves his candidacy.

- Annette Fagertun presents herself. She is a social anthropologist with a large experience in studying primary care and in teaching. Her professional background is a valuable addition to the Advisory Board. One of the members asked if Annette would be able to recruit members from the Nordic countries. She intends to do this through promoting the EFPC at Nordic conferences. The large majority of the members approves her candidacy.

- Jan de Belie presents himself through a short video message. He is a community pharmacist and active in PGEU (Pharmaceutical Group of the European Union). The large majority of the members approves his candidacy.

7. Membership fees in the next calendar year

The treasurer proposes to keep the fees at the current level. This is applauded by the members.

8. Any other matters

- one of the members raises the question whether the organisers of the next conference in Nanterre will be able to attract enough participants from France. The French team explicitly wants to reach out to young researchers in the area of primary care. Moreover, they are convinced that the conference will be attractive both to target groups in France and outside.

- The issue of attracting and retaining members is again raised. The Executive Board sees it as a common goal that all members reach out to at least one other person or organisation and try to recruit this person or organisation as a member.

- The EFPC contribution to the Almaty and Astana conferences on primary care in October is mentioned and our past chairperson Jan De Maeseneer will be present there. He emphasises the need to involve people from the Central Asian Republics in the EFPC. It would be good if the EFPC could start to build up a small fund to make it possible for people from these countries to attend the EFPC conferences.

No more questions being posed, the General Assembly is closed.