



## **NOTICE OF ANNUAL GENERAL MEETING**

The Seventy-Second Annual General Meeting of the Association  
will take place at 1400 on Wednesday 11 June 2025  
at the Bridgewater Hall, Manchester

### **AGENDA**

- 1. To receive apologies for absence**
- 2. To receive and approve Minutes of the Seventy-first Annual General Meeting held on 12<sup>th</sup> June 2024**
- 3. To consider matters arising from the Minutes**
- 4. To receive the Annual Report of the Association for 2024**
- 5. To receive the Association Accounts and Balance Sheet for 2024**
- 6. To report on the appointment of the following Officers:**
  - Director of Scientific Affairs*
  - Director of Publications and Communications***To report on the re-appointment of the following Officers:**
  - Company Secretary*
  - Director of Finance*
  - Director of Conferences and Events*
  - Director of Education, Training and Workforce*
  - Director of Clinical Practice*
  - Director of Regulatory Affairs*
  - Chair of the Microbiology Professional Committee*
  - Chair of the Immunology Professional Committee*
- 7. To report on the appointment of Non-Executive Director**
- 8. To report on the appointment of National Member of Council**
- 9. Election of Emeritus, Fellow and Honorary Members and Friends of the Association**
- 10. To report on a proposal to update the Association's governing documents**
- 11. To approve the proposal to increase Membership Subscription Fees for 2026 – see appendix**
- 12. To approve the proposal from Council to appoint the Auditors of the Association and authorise the Directors to determine their remuneration**
- 13. To consider any other business**

(Members wishing to raise issues under item 13 are requested to give notice to the Honorary Secretary by 4<sup>th</sup> June 2025)

# THE ASSOCIATION FOR LABORATORY MEDICINE

**Minutes of the Seventy-First Annual General Meeting of the Association** held at the DoubleTree Brighton Metropole on Wednesday 12<sup>th</sup> June 2024.

The Company Secretary of the Association, Dr Sarah Glover, called the meeting to order at 14:20h.

There were 34 voting members present.

The Company Secretary welcomed members to the meeting and advised of the proposer, seconder and voting procedures.

**71/1 APOLOGIES FOR ABSENCE** were received from Ben Nicholson (Director of Finance), Ian Godber (National Member), Beverly Harris, Mike Bosomworth and Janet Smith. A proxy vote submission was received from one member.

**71/2 THE MINUTES OF THE SEVENTIETH ANNUAL GENERAL MEETING** held on Wednesday 14<sup>th</sup> June 2023 were received and approved with no amendments. The acceptance of the minutes was proposed by Dr Sarah Glover, seconded by Sarah Robinson and accepted *nemine contradicente*.

## **71/3 MATTERS ARISING**

There were none not covered in the agenda of this meeting.

## **71/4 ANNUAL REPORT OF THE ASSOCIATION FOR 2023 / PRESIDENT'S REPORT**

The President of the Association, Dr Katharine Hayden, brought the Annual Report to the attention of members.

The vision of the Association is that we foster higher standards in laboratory testing and patient care, we provide trade union support for our members, we promote laboratory medicine to the wider community, and we help scientists and medical practitioners through scientific training meetings, bursaries and awards.

Last year saw our new name and brand agreed. We implemented a new simplified membership structure which has been working very well. We have increased stakeholder engagement in particular with NHS England, the Pathology Alliance, and a signed memorandum of understanding with the Microbiology Society.

Our new education offering has included the Leadership Summit held last September and the Clinical Interpretation and Implementation of Microbiological Sequencing Techniques course held on four separate weeks throughout the year. We also launched the pilot phase of the Laboratory Medicine Learning Academy.

We appointed Divine Azange and Alan Courtney as our new Equality, Diversity & Inclusion (EDI) Champions, working alongside Council member Dilini Peiris. We have also further established a Green Champions Group and are establishing EDI liaisons and Green Champion liaisons on all of our committees and working groups.

We collaborated with NHS England, the Royal College of Pathologists (RCPATH) and Institute of Biomedical Science (IBMS) on a highly successful How Green Is Your Lab event in the autumn, with outcomes and actions accompanying further collaboration going forward.

We have launched a new Regional Events policy, allowing each region to host at least one in person and one virtual scientific event free to members each year.

Last year was our seventieth anniversary which was a fantastic opportunity to celebrate the achievements and modernisation within our Association, and how we are promoting diversity, inclusivity and sustainability as part of our core values.

Embracing modern technology has increased accessibility and enabled us to bring events and courses to a growing audience with a significant increase in bookings, particularly for our virtual events, over the year. As well as Regional Events, members have attended FCS Training Sessions virtually for free included within their membership fee which has helped support 128 session attendances with matters arising particularly around bullying & harassment, flexible working and retire & return.

Last year also saw members automatically enrolled on to the European Federation of Clinical Chemistry & Laboratory Medicine (EFLM) Academy suite of online resources, webinars and bursaries & grants opportunities for the first time within their Association membership fee. We also launched our Mentoring Programme to which 94 members have currently signed up to its dedicated platform.

We have worked collaboratively with RCPATH and IBMS on joint letters and statements including to the Secretary of State for Health & Social Care regarding Direct-to-Consumer Testing and our responses to the NHS Long Term Workforce Plan.

Our goals for 2024/2025 include working closely with our stakeholders after the outcome of the UK General Election and exploring the opportunities and developments we wish to include for our next strategic period of 2025-2030. We are seeking input from members on what topics to include at LabMedUK25 in Manchester, preparing for our Leadership Summit being held at the IBMS Congress next year and we are preparing a bid to host EuroMedLab in 2027. We are also entering a new publishing contract for the Annals of Clinical Biochemistry and there have been some changes to the Editorial Team.

This year is the 20<sup>th</sup> anniversary of Lab Tests Online-UK which is a wonderful achievement and we are looking to expand on the editorial team that can help us write and review content. We are looking to grow the Laboratory Medicine Learning Academy. We have an action plan following some work around increasing membership engagement. We are working to increase the number of FCS trade union representatives. We have also launched an Artificial Intelligence (AI) Specialist Interest Group for Laboratory Medicine.

Acceptance of the Annual Report as an accurate reflection of the Association's activities during 2023 was proposed by Dr Katharine Hayden, on behalf of the Association Council, seconded by Alexandra Yates and accepted *nemine contradicente*.

## **71/5 THE ASSOCIATION ACCOUNTS AND BALANCE SHEET FOR 2023**, having been previously circulated, were received by the meeting.

The Company Secretary, Dr Sarah Glover, invited Chief Executive Victoria Logan to present to the members present on behalf of Director of Finance, Mr Ben Nicholson, who sent apologies for this meeting.

The year end position for 2023 shows a surplus of approximately £56k. Our expenditure did exceed our income, however the performance of our investments was better than expected giving an overall positive picture.

Of particular note was 2023 saw the introduction of the new simplified membership model being a single fee for those in the Member category with a £90 discount for those in their first five years membership. This resulted in slightly less income from membership compared to previous years as we adopted the new structure. We also saw our expenditure to deliver member services increase in the new model, for example, with the introduction of the EFLM Academy within a member's subscription fee rather than as an additional optional extra at an additional cost than was previously the case. We have also invested in the support we offer to regional events including employing a dedicated Events Manager and offering regional events to Members free of charge. We invested in our new brand and are encouraged to see our numbers in the Member category grow by approximately 5% over the course of the year.

A summary of how our income is generated and our expenditure proportioned was presented to the members present. Currently approximately 30% of our income comes from membership subscription fees, 39% from activities we charge for (such as LabMedUK, Training Courses and publications) and the remainder from commissioned projects and workstreams such as those with NHS England (formerly Health Education England) and the Association of Clinical Scientists (ACS), work with our industry colleagues and our investments. Currently approximately 37% of our expenditure covers staff costs, 28% on organisational costs such as running our building, technology infrastructure, irrecoverable VAT and travel/meeting costs, 22% on costs associated with earned income relating to publishing, training and events, and the remainder on providing membership services such as EFLM, the Science Council, our trade union support contract with the Chartered Society of Physiotherapy (CSP), the trade union levy and grants & bursaries.

The accounts have been audited and, based on the information provided, have satisfied our auditors *H W Fisher LLP* and have been made available to members in advance of this meeting.

Acceptance of the accounts and balance sheets was proposed by Mrs Sophie Barnes and the Association Council, seconded by Ms Kamaljit Chatha and accepted *nemine contradicente*.

## **71/6 ELECTION OF OFFICERS AND PRESIDENT-ELECT**

The Company Secretary, Dr Sarah Glover, announced on behalf of Council that following a call for applications, interview and review process led by the Nominations Committee and a recommendation to Council, Dr Ian Godber has been elected to become the Association's next President from the Annual General Meeting in 2025. Dr Ian Godber shall serve as President-Elect for the period following the adjournment of this meeting to the next AGM in approximately one year's time.

The Company Secretary announced that the Director of Scientific Affairs and Director of Clinical Practice have reached the end of their respective terms of office, however in accordance with Bye-Law 6.2 Council agree to the proposal for Mrs Alexandra Yates and Dr Mayur Patel to remain in their respective Offices for a further two years:

Director of Scientific Affairs  
Director of Clinical Practice

Mrs Alexandra Yates  
Dr Mayur Patel

The Company Secretary announced the unopposed elections of the following officers:

Director of Education, Training & Workforce  
Director of Regulatory Affairs / FCS Chair

Ms Katie Hadfield  
Dr Michael Cornes

Thanks were relayed to outgoing Director of Education, Training & Workforce Mrs Hazel-Ann Borthwick for her significant contributions to the Association during the seven years in this role and a mark of condolences and thanks were expressed for the significant contributions Dr Emma Lewis made in the role of Director of Regulatory Affairs / Chair of the Federation of Clinical Scientists over the six years ending when Dr Lewis sadly died in Office on 14<sup>th</sup> November 2023.

The Company Secretary announced the unopposed re-elections of the following officers:

Company Secretary

Dr Sarah Glover

Director of Finance	Mr Ben Nicholson
Director of Publications and Communications	Miss Kamaljit Chatha
Director of Conferences and Events	Mrs Sarah Robinson
Chair of the Microbiology Professional Committee	Dr Robert Shorten

The Company Secretary announced the unopposed re-election of the following Officer who was appointed to replace Dr Elizabeth Bateman under the vacancies clause Bye-Law 6.5 and stood for reappointment at this meeting:

Chair of the Immunology Professional Committee     Dr Alison Whitelegg

Thanks were relayed to the previous Chair of the Immunology Professional Committee Dr Elizabeth Bateman for her significant contributions to the Association during the six years in this role.

No objections to any of the above appointments were raised by members at this meeting.

The position of Non-Executive Director remains vacant and the Nominations Committee shall be working over the coming months to recruit to this role.

The Company Secretary also took this opportunity to thank Dr Michael Murphy for his contributions as Editor-in-Chief of the Annals of Clinical Biochemistry, having recently stepped down from this role.

#### **71/7 ELECTION OF NATIONAL MEMBER**

The Company Secretary, Dr Sarah Glover, reported that following a call for nominations by email and in the April 2024 issue of *Lab News*, we received one nomination for the National Member vacancy so can report that Dr Helen Duce shall be elected as National Member, replacing Dr Ian Godber in this role, from the adjournment of this meeting. The appointment was carried at this meeting *nemine contradicente*.

#### **71/8 ELECTION OF EMERITUS, FELLOW AND HONORARY MEMBERS OF THE ASSOCIATION**

The Company Secretary, Dr Sarah Glover, presented to members the following proposals from Council for membership award nominations:

Emeritus member of the Association

Dr Chris Chaloner, nominated by the North West Region, seconded by Dr Katharine Hayden

Professor Tony Fryer, nominated by the West Midlands Region, seconded by Mrs Sarah Robinson

Fellow of the Association

Mrs Mary-Anne Preece, nominated by the West Midlands Region, seconded by Dr Greg Toulson.

There were no nominations for Honorary member or Friend of the Association presented at this meeting.

All of the above nominations were accepted *nemine contradicente*.

#### **71/9 SPECIAL RESOLUTION FROM COUNCIL TO AMEND ARTICLE 6.5 AND BYE-LAWS 8.1, 8.2 & 9**

The Company Secretary, Dr Sarah Glover, reported that details regarding this resolution was circulated to members in advance of this meeting.

Regions no longer hold separate bank accounts and have not for many years. Additionally, budgets for regions to hold meetings and award bursaries is allocated centrally through the annual budgeting process and any expenses are paid through the Association's Expense Policy. Council would therefore like to propose amendments to Article 6.5 and Bye-Laws 8.1 & 8.2 to better reflect current practice.

In cases where more than one nomination for a Director position is received a ballot of voting members is held. Ballots are held using electronic survey platforms and conducted by the staff team, however this is not wholly reflected in the lengthy description of how ballots might be conducted under Bye-Law 9 which is now out of date. Council would therefore like to propose amendments to Bye-Law 9 to better reflect current practice.

The Company Secretary invited members to propose and second the special resolutions presented, which were proposed by Mrs Alexandra Yates, seconded by Dr Emma Walker and accepted *nemine contradicente*.

#### **71/10 PROPOSAL FROM COUNCIL TO INCREASE MEMBERSHIP SUBSCRIPTION FEES EFFECTIVE FROM 1<sup>st</sup> JANUARY 2025**

The Company Secretary, Dr Sarah Glover, invited Chief Executive Victoria Logan to present to the members present on behalf of Director of Finance, Mr Ben Nicholson, who sent apologies for this meeting.

The recommendation from Council and the Director of Finance is for a 6.25% increase to the subscription fees for those in the Member category effective from 1<sup>st</sup> January 2025 and to maintain the current £90 discount for those who qualify for this under its previously agreed criteria.

A summary of the reasons was presented to members. New member benefits were added when the member offer was restructured from 1<sup>st</sup> January 2023 increasing the cost to the organisation of delivering the member offer. We did not increase member fees in 2024. We have not been increasing fees in line with inflation (CPI) for many years, meanwhile we have been incurring higher running costs including the cost of contracts used to deliver member benefits (for example, the CSP contract for FCS increased by 6.4% in 2024). An above inflation increase is needed in 2025 to narrow the widening gap between the income received from membership fees and the cost of delivering it.

Additionally, the subscription fee for the Federation category should be brought closer to the Member-discount subscription fee so Council propose an increase from £103 to £125 for the small number of legacy members that still remain in this category.

The subscription fees proposed, effective from 1 January 2025 are:

Membership Category	Subscription 2024	Proposed 2025
<b>Member:</b>	£240.00	£255.00
<b>Member-discounted rate:</b> <i>For those in their first 5 consecutive years membership (and those previously in Ordinary Band 1 as at 31<sup>st</sup> December 2022 commencing 5 years discount from that date) and members of the Association of Clinical Biochemists in Ireland (ACBI)</i>	£150.00	£165.00
<b>Federation</b>	£103.00	£125.00
<b>Student</b>	Free	Free
<b>Retired</b>	Free	Free

The President of the Association, Dr Katharine Hayden proposed that the above increase in subscription fees be adopted from 1<sup>st</sup> January 2025 which was seconded by Dr Sarah Glover and carried *nemine contradicente*.

## 71/11 APPOINTMENT OF AUDITORS OF THE ASSOCIATION

The Company Secretary, Dr Sarah Glover, invited Chief Executive Victoria Logan to present to the members present on behalf of Director of Finance, Mr Ben Nicholson, who sent apologies for this meeting.

On behalf of the Association Council and the Director of Finance, it is proposed that the Association Executive appoint *H W Fisher* to remain Auditors of the Association for the year and authorise the Executive Directors to determine their remuneration. Dr Katharine Hayden proposed the appointment which was seconded by Mrs Sophie Barnes and accepted *nemine contradicente*.

## 71/12 ANY OTHER BUSINESS

The Company Secretary, Dr Sarah Glover, reported that no other matters of business were received.

The Company Secretary thanked members for their participation at this Annual General Meeting and called the meeting to a close at 14.51h.

## APPENDIX

The proposed subscription rates effective from 1 January 2026 are:

Membership Category	Subscription 2025	Proposed 2026
<b>Member:</b>	£255.00	£270.00
<b>Member-discounted rate:</b> <i>For those in their first 5 consecutive years membership (and those previously in Ordinary Band 1 as at 31<sup>st</sup> December 2022 commencing 5 years discount from that date) and members of the ACBI</i>	£165.00	£180.00
<b>Federation</b> (legacy category)	£125.00	£180.00
<b>Student</b>	Free	Free
<b>Retired</b>	Free	Free