



NOTICE OF ANNUAL GENERAL MEETING

The Seventy-First Annual General Meeting of the Association
will take place at 14:00 on Wednesday 12th June 2024
at the DoubleTree by Hilton Brighton Metropole in Brighton

AGENDA

- 1. To receive apologies for absence**
- 2. To receive and approve Minutes of the Seventieth Annual General Meeting held on 14th June 2023**
- 3. To consider matters arising from the Minutes**
- 4. To receive the Annual Report of the Association for 2023**
- 5. To receive the Association Accounts and Balance Sheet for 2023**
- 6. To report on the election of the following Officers:**
 - President-Elect*
 - Director of Education, Training and Workforce*
 - Director of Regulatory Affairs*
 - Chair of the Immunology Professional Committee***To report on the re-appointment of the following Officers:**
 - Company Secretary*
 - Director of Finance*
 - Director of Publications and Communications*
 - Director of Conferences and Events*
 - Director of Scientific Affairs*
 - Director of Clinical Practice*
 - Chair of the Microbiology Professional Committee*
- 7. To report on the election of National Member of Council**
- 8. Election of Emeritus, Fellow and Honorary Members and Friends of the Association**
- 9. To vote on a Special Resolution from Council on changes to the Association's Articles and Bye-Laws – 6.5 of the Association's Articles and 8.1, 8.2 & 9 of the Association's Bye-Laws**
- 10. To approve the proposal to increase Membership Subscription Fees for 2025 – see appendix**
- 11. To approve the proposal from Council to appoint the Auditors of the Association and authorise the Directors to determine their remuneration**
- 12. To consider any other business**

(Members wishing to raise issues under item 11 are requested to give notice to the Honorary Secretary by 5th June 2023)

THE ASSOCIATION FOR CLINICAL BIOCHEMISTRY & LABORATORY MEDICINE

Minutes of the Seventieth Annual General Meeting of the Association held at the Royal Armouries Museum in Leeds on Wednesday 14th June 2023.

The Company Secretary of the Association, Dr Sarah Glover, called the meeting to order at 13.38h.

There were 83 voting members present.

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

70/1 APOLOGIES FOR ABSENCE were received from Rob Shorten (Chair, Microbiology Professional Committee), Janet Smith, Lorraine Brunt, Beverley Harris, Suzy Armitage, Mike Cornes, Ben Johns, Adam Hawker, Mollie Joyce, Callum Goolden, Marie Chattaway, Geoff Lester and Lisa Garrison. Proxy vote submissions were received from seven members.

70/2 THE MINUTES OF THE SIXTY-NINTH ANNUAL GENERAL MEETING held on Wednesday 13th July 2022 were received and approved with no amendments. The acceptance of the minutes was proposed by Dr Sarah Glover, seconded by Dr Bernie Croal and accepted *nemine contradicente*.

70/3 MATTERS ARISING

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

70/4 ANNUAL REPORT OF THE ASSOCIATION FOR 2022 / PRESIDENT'S REPORT

The President of the Association, Dr Bernie Croal, brought the Annual Report to the attention of members.

Last year was a challenging one for many reasons: the war in Ukraine, economic turmoil and inflationary pressures. For healthcare, while the post-pandemic challenges remain, recovery has in turn been inhibited by the emerging economic downturn, supply chain issues and the impact of industrial action – pressures which continue into 2023. It is within this context that laboratory services are now even more important in ensuring appropriate and efficient patient pathways are allowed to develop and operate.

As the ACB reaches its 70th Anniversary it, too, has been reacting to these challenges and developing its priorities and work plans to match. Securing the intellectual property for Lab Tests Online-UK has been an important development and now allows this professionally-led, patient-facing service to develop further into the future with a wider scope. Clearly, with direct patient access to test results and an increasing presence of direct-to-consumer testing, the demand from patients for knowledge about their own results is growing rapidly.

Professional collaboration and knowledge sharing is vital, especially when we face similar issues. Post pandemic re-engagement with members, increasing regional activity and, of course, our first face-to-face UKMedLab took place in November 2022 in London, allowing training day activities, scientific presentations, and professional networking to re-establish. We have been delighted to see UKMedLab23 in Leeds this week.

Working with other laboratory-based associations, especially the Royal College of Pathologists and Institute of Biomedical Science, on common issues continued throughout 2022 and is an important interface to expand on in 2023 as we face new issues around workforce planning, results to patients, direct-to-consumer testing and point-of-care testing.

As the ACB enters its eighth decade, the healthcare landscape in the UK is dramatically changing. The value, importance and contribution of ACB members continues to grow with the association flexing and changing to match the new demands and challenges we are all facing. The 70th Anniversary and 2023 is an important opportunity to not only celebrate the past but also focus on the future.

Acceptance of the Annual Report as an accurate reflection of the Association's activities during 2022 was proposed by Dr Bernie Croal, on behalf of the Association Council, seconded by Alexandra Yates and accepted *nemine contradicente*.

70/5 THE ASSOCIATION ACCOUNTS AND BALANCE SHEET FOR 2022, having been previously circulated, were received by the meeting.

The Director of Finance, Ben Nicholson, reported that the year end position for 2022 appears abnormally high due to the sale of 4th floor, 130-132 Tooley Street, London SE1 2TU. These funds have been invested with an impact investment fund which aligns with the Association's aims around sustainability and positive environmental impact. As well as financial performance we receive regular updates on the impact our investments are having against recognised measures such as carbon matrix reporting.

We are attempting to increase the diversity of our income streams so spreading any risks and are successfully growing grant funding and industry sponsorship and engagement. We continue to improve our reporting and governance with the establishment of a Finance & Risk Committee and risk register.

As agreed at the last Annual General Meeting, we have introduced a new membership structure and we have invested in benefits of membership such as the Mentoring programme, EFLM Academy, Research & Innovation Grants, and educational activities, whilst maintaining a budgeted break-even position.

The accounts have been audited and, based on the information provided, have satisfied our auditors *H W Fisher LLP* and have been presented to members. There were some minor areas for improvement suggested by our auditors and we shall be considering these areas over the coming year.

Moving forward, due to the new membership structure only relatively recently being introduced and in recognition of the financial difficulties many members will be facing due to the current rate of inflation, it is the recommendation of the Director of Finance, and the Association Council, that we do not propose an increase in membership subscription fees for next year but hold the 2024 fees at the 2023 rate. This will need to be carefully monitored over the coming year and if felt necessary at the time an increase in subscription fees be proposed at the next Annual General Meeting.

Acceptance of the accounts and balance sheets was proposed by Ben Nicholson and the Association Council, seconded by Dr Rachel Wilmot and accepted *nemine contradicente*.

70/6 ELECTION OF OFFICERS

The Company Secretary, Dr Sarah Glover, announced the unopposed re-elections of the following officers:

Company Secretary	Dr Sarah Glover
Director of Finance	Mr Ben Nicholson
Director of Education, Training & Workforce	Mrs Hazel-Ann Borthwick
Director of Scientific Affairs	Mrs Alexandra Yates
Director of Clinical Practice	Dr Mayur Patel
Director of Conferences and Events	Mrs Sarah Robinson
Chair of the Microbiology Professional Committee	Dr Robert Shorten
Chair of the Immunology Professional Committee	Dr Elizabeth Bateman

The Company Secretary announced that the Director of Publications and Communications and Director of Regulatory Affairs have reached the end of their respective terms of office, however in accordance with Bye-Law 6.2 Council agree to the proposal for Miss Kamaljit Chatha and Dr Emma Lewis to remain in their respective Offices for a further two years:

Director of Publications and Communications	Miss Kamaljit Chatha
Director of Regulatory Affairs	Dr Emma Lewis

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

The Company Secretary announced that whilst Dr Elizabeth Bateman remains Chair of the Immunology Professional Committee at this time it is Dr Bateman's intention to demit Office during the course of this year. In accordance with Bye-Law 6.5, Council shall seek to fill this vacancy from the membership, after which the appointee shall stand down to be reappointed at the next Annual General Meeting.

The position of Non-Executive Director remains vacant.

From the adjournment of this meeting Dr Bernie Croal shall step down as President and we welcome Mrs Katharine Hayden as President following nomination to President-Elect last year. Thanks were relayed Dr Croal for his dedication and leadership of the Association over the past two years.

70/7 ELECTION OF NATIONAL MEMBER

The Company Secretary, Dr Sarah Glover, reported that following a call for nominations by email and in the April 2023 issue of *ACB News*, we received two nominations for the one National Member vacancy. A ballot of voting members was held in May and we can report that Ms Alison Jones was elected as National Member, replacing Mrs Sophie Hepburn from the adjournment of this meeting. The appointment was carried at this meeting *nemine contradicente*.

70/8 APPOINTMENT OF EQUALITY, DIVERSITY & INCLUSION CHAMPIONS OF THE ASSOCIATION

The Company Secretary, Dr Sarah Glover, reported that following a call for expressions of interest by email and in *ACB News*, we received two applications for Equality, Diversity & Inclusion Champion. The Nominations Committee reviewed the applications and felt that both candidates would be suitable to the role, bringing different but complementary skills and experiences. Council agreed to the Nominations Committee proposal for Divine Azange and Alan Courtney to share the role, to be appointed from the adjournment of this meeting. The appointments were carried at this meeting *nemine contradicente*.

70/9 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 Rachel Wilmot, nominated by the Trent, Northern & Yorkshire Region, seconded by Anthea Patterson

Dr Gwyn McCreanor, nominated by the Trent, Northern & Yorkshire Region, seconded by Catherine Street

Honorary Member of the Association

Professor David Holt, nominated by the Southern Region, seconded by Professor Paul Collinson.

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

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

70/10 SPECIAL RESOLUTION FROM COUNCIL TO CHANGE THE NAME OF THE ASSOCIATION FROM THE ASSOCIATION FOR CLINICAL BIOCHEMISTRY AND LABORATORY MEDICINE TO THE ASSOCIATION FOR LABORATORY MEDICINE AND AUTHORISE THE DIRECTORS TO ENACT ITS ASSOCIATED CHANGES TO THE MEMORANDUM, ARTICLES OF ASSOCIATION AND BYE-LAWS, AND ANY OTHER OCCURENCES AS DEEMED NECESSARY

The Company Secretary, Dr Sarah Glover, reported that this resolution is to approve the decision resulting from a ballot of voting members held in October/November 2022.

During 2022 the Association undertook a consultation with members, Directors and stakeholders with a view to change the name of the Association to better reflect our scope and membership. During the first half of the year a task and finish group worked with Executive to develop proposals on which members were invited to provide feedback in August 2022. Following this consultation of members, further workshops took place. During the last quarter of 2022, members participated in a final consultation exercise which asked members if they were in favour of supporting a name change to focus on Laboratory Medicine and if so to vote on a choice of two names presented. We received a very high response rate, with a clear majority in favour of supporting a name change to the Association for Laboratory Medicine

Dr Sarah Glover and the Association Council proposed to change of name of the Association from the Association for Clinical Biochemistry and Laboratory Medicine to the Association for Laboratory Medicine, seconded by Dr Michael Bosomworth and accepted *nemine contradicente*

70/11 APPOINTMENT OF AUDITORS OF THE ASSOCIATION

On behalf of the Association Council, the Director of Finance, Ben Nicholson, proposed that the Association Executive appoint *H W Fisher* to be Auditors of the Association for the year and authorise the Directors to determine their remuneration. The proposal was seconded by Dr Michael Bosomworth and accepted *nemine contradicente*.

70/12 ANY OTHER BUSINESS

The Company Secretary, Dr Sarah Glover, reported that no other matters of business were received beforehand but gave the opportunity for members to raise any at this time. No other matters of business were raised at this meeting.

The Company Secretary thanked members for their participation at this Annual General Meeting and called the meeting to a close at 13.53h.

APPENDIX

The proposed subscription rates effective from 1st January 2025 are:

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