



British Society of Gerodontology

Registered Charity 1118671

British Society of Gerodontology

Minutes of the Annual General Meeting held on 1st December 2016, SOAS, London (draft version 1)

Present: Vicki Jones, Mark Taylor, Rebecca Wassall, Peter Frost, Julie Procter, Fiona Ellwood, Geraldine Russell, Mili Doshi, Nicola Pearson, Charlotte Wilson-Dewhurst, Zoe Greenwood, Suzanne Burke, Shelagh Thompson, Rebecca Charles, Ros Davies, Jodie Bustin, Adele Cunningham, Grace Kelly, Barbara Hylton, Preeti Maik, Debbie Lewis, Brooke Zaidman, Leah Henry, Heather Lloyd, Liz Mavor, Mike Butler, Janet Griffiths, Bob Baker & Paul Zubkowski

1. Apologies: Karen Gordon, Tim Friel, Joanna Millwood, Richard Fitzgerald

2. Minutes of the last meeting 3rd December 2015: were accepted as a true record.

3. Matters arising: None.

4. Officers' Reports

4.1 Chairperson (Vicki Jones)

Vicki presented her report to the AGM which was her first since being elected and she thank the Committee for their support. Heather & Vicki attended an event around "Vulnerable Adults". Geraldine & Vicki have commented on the "Care Home Guidance". Vicki updated on her discussions with Rob Hale from BSDH.

4.2 President (Heather Lloyd)

See Appendix A, attachment 1A

4.3 Treasurer (Bob Baker): Report April 2015-16

See Appendix A, attachment 2A

Income £27,836.00 Expenditure £58,047.79, Surplus/Loss (30,211.79)

Nat West: Closing balance £19,858.51 Nationwide: Closing balance £35,464.58
PayPal: Closing balance £14,460.86. Liabilities: Gerodontology journal estimated £5,000.00.. PayPal account was frozen at the time of the AGM

4.4 Membership Secretary (Liz Mavor)

See Appendix A, attachment 3A

Main issues the transition from the old system to the new for subscriptions and the journal. Proposal to "stop the journals for those members paying at the wrong rate". Liz mentioned the problem "of delegates claiming to be BSG members when not and thus getting the reduced conference rates.

4.5 Secretary (Paul Zubkowski)

See Appendix A, attachment 4A

4.6 Website Editor (Mike Butler)

See Appendix A, attachment 5A

Main points: more people are registering online but BSG will have to keep both online & paper systems for booking conferences. BSG needs to develop online line evaluation and the generation of online CPD certificates.

4.7 Newsletter Editor (Jodie Bustin)

Report deferred, Jodie Bustin has agreed to take on the role.

4.8 Sponsorship Secretary (Debbie Lewis)

Debbie asked for help with finding sponsors and she noted that we had not provided enough breaks for the sponsors. Debbie has approached Design Specific, Bioextra people and Qualy Dental. Also discussion about an invoice for Ziggy for the Shrewsbury meeting.

5. Meetings

5.1 10th June 2016, The Lords Hill Hotel, Shrewsbury

See Appendix A, attachment 1A

5.2 1st December 2016, SOAS, London

See Appendix A, attachment 1A. The Winter meeting 2016 was well attended at SOAS.

5.3 Summer meeting 9th June 2017, Cardiff (Ros Davies)

The educational theme for the meeting will be around "Care Homes" (Part 1).

5.4 Winter meeting 7th December 2017, London (Ros Davies)

And "Care Homes" (Part 2) the winter meeting may be held at Royal College of Physician, London.

6. Nominated Officers 2016-17

The secretary had circulated to BSG members nomination forms prior to the AGM and the following members elected and other continued in post.

Chairperson	Vicki Jones (elected)
President	Ros Davies
President elect	TBC
Past President	Heather Lloyd
Honorary treasurer	Mark Taylor (elected)
Membership secretary	Liz Mavor
Honorary secretary	Rebecca Wassall (elected)
Committee	Jodie Bustin
	Mili Doshi (elected)
	Rebecca Charles (elected DCP member)
	Vicki Jones (chair of BSG OHP Group)
	Janet Griffiths (co-opted)
	Debbie Lewis (co-opted)
	Yvonne Rooney (co-opted)

SCD STr Rep	Leah Henry & Brooke Zaidman
Website editor	Mike Butler
Sponsorship secretary	Debbie Lewis
Newsletter editor	Jodie Bustin
Honorary auditors	David Davis

7. OHP Group Report 2016 & Support for the Dementia Action Alliance (DDA)

Vicki reported that she had been in discussion with Rebecca Wassall regarding Gerodontology research and funding for a project. Vicki thanked Joanna Millwood for her work with the DDA and other committee members. That is Debbie Lewis for being on the SAC/Senate. Grace Kelly to take over from Bob Baker on the SAC

See Appendix A, attachment 6A

8. BSG Charitable Status

Objectives of the BSG continue to be met and the annual report and accounts were submitted by PZ to the Charity Commission.

9. UK Special Care Dentistry Federation

Discussion around above and BSG is very much inclined to join the proposed Federation.

10. Valedictory address and installation of new BSG president

Heather Lloyd handed over the role of BSG president to Ros Davies. Heather thanked members for their support which had helped deliver a successful year as president. The AGM was declared closed at 6:00 pm

11. Date and venue of next meeting

The annual general meeting will be held 7th December 2017, query Royal College of Physician, London.

Minutes confirmed by the BSG President

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Date

BSG President's report 2016

On 3rd December 2015, at the AGM, I accepted the honour of being the 2016 BSG President. I had been a member since its early days as the Gerodontic Study Group when I was one of Professor Robin Heath's MSc Gerodontic students at The Royal London Hospital. I joined the committee in the 1990s, and became the second membership secretary taking over from Barbara Tobias. I can honestly say being asked to be president was very unexpected but carrying out the duties of the role has been a great pleasure to me. This has been made considerably easier by the introduction this year of the position of BSG Chair. I would like to thank Vicki Jones, our Inaugural Chair, for her help, support, advice and friendship throughout my presidential year

On 14th December, I attended the Prime Minister's Rural Dementia Task and Finish Group at the Houses of Parliament. This was chaired by last year's winter conference keynote speaker, Ian Sherriff, and is supported by Oliver Colville MP

On 3rd March, Vicki and I represented BSG at a stakeholder's day regarding the development of a toolkit on 'Commissioning Better Oral Health for Vulnerable Older People'. Both Vicki and I were very proactive in our breakout groups, and managed to garner significant interest about BSG and our work for older people

7/7/16 KEE Hydration, Nutrition + Mouthcare Conference

As 2016 marked the 25th year of the society's existence, I decided my summer conference would be a 'Silver Anniversary' celebration with a wide scope of issues relevant to gerodontology, and in my home town of Shrewsbury, Shropshire. After much hard work on the part of the committee to promote and advertise this conference, we had a record attendance of 80 delegates

On 1st December 2016, we are returning to SOAS for our winter conference on a theme of 'Safeguarding for the future' This will look with an outward facing approach at future gerodontology challenges both in the UK and abroad.

When I put on the president's ribbon last year, I said my goals for BSG 2016 were to increase DCP membership and involvement, and to increase collaboration with our sibling societies.

I am very pleased to say that, not only have we increased DCP membership, but Rosalyn Davies, is our first DCP president.

At the 2016 AGM we will be asking members whether they wish BSG to join an emerging 'Federation of Special Care Dentistry'. Exciting times ahead, and an opportunity to be stronger together for our work in gerodontology.

My heartfelt thanks to all committee for their hard work and long standing commitment to BSG, and every good wish to Ros for her 2017 presidency

Heather Lloyd
December 2016



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Registered Charity Number: 1118671

INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD: April 2015 -2016

Income		Expenditure	
Subscriptions	2,481.00	Committee expenses	4,050.71
Journal subscriptions	3,170.00	Journal	15,700.00
Winter meeting	6,505.00	Winter meeting	5,895.69
Summer meeting	15,590.00	Summer meeting	7,425.64
		Web site	10,974.00
	27,836.00	DVD	0
		Membership refunds	340.00
		Prize Money	1,250.00
		Newsletter	0
		PayPal	502.60
			58,047.79
		Surplus for year	(30,211.79)

Current account		Deposit account	
<i>Nat West</i>		<i>Natwest</i>	
Opening balance	63,152.70	Opening balance	35,376.08
Change for year	(43,294.19)	Surplus for year	88.50
Closing balance	19,858.51	Closing balance	35,464.58
Outstanding Debt		PayPal	
Gerodontology	5,000.00	Opening balance	1,378.46
	estimated	Change for year	13,082.40
		Closing balance	14,460.86

3A



BSG membership report December 2016

Membership

Total membership via the website is 116 of which 10 are DCPs .
44 members take the journal.

From the website this year (from 1 Jan 2016) we have had 37 new members. 4 of the new members have been DCPs.

We still have had a large number of members still paying by the old standing order. This is down on last year but still over 60 people. I have emailed or written to all of these to encourage them to cancel their old standing order and pay via the website. I will review this again in January when the majority of old standing orders are paid.

Website

From October we have asked new members for their name when they register on the website and this has made a huge difference. I should soon be getting an email notification when a member joins which will also help.

I have had no notifications of any member problems since July.

Journal and Whileys

Whileys have had a reorganisation and so I have had two changes in contact since then but hopefully there will be no more changes. The new contact is Elena Rodriguez erodriguez@wiley.com +44 (0)1865 476 337.

So far this year we have received payments for 55 journals via standing orders for wrong amount of £38 and 41 via the website. Last year we paid for 158 journals and at present we will likely be billed for about 140. I plan to cancel the journal for all the people who are still paying by standing order in January as they have now had over 2 years and multiple reminders.

4A



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**Annual General Meeting
1st December 2016, SOAS, London**

BSG Honorary Secretary Report 2015/16

1. I have submitted online a report to the Charity Commission for 2014/15 on the 31st January 2016 after the last BSG AGM. The report outlined the BSG objectives as a society, provided summaries of the Scientific Meetings held in 2014/15 under the Presidency of Geraldine Russell and described the other ways that BSG was seeking to improve, preserve and protect the oral health of older people. The report included audited income and expenditure accounts for the period April 2014/15.
2. The Spring/Summer Scientific Meeting held at The Lord Hill Hotel, Shrewsbury, Shropshire on the 10th June 2016 was under the Presidency of Heather Lloyd. The programme included: an update on geriatric medicine, research links of oral health and dementia, a carer's story, collaborative working for older people (BSDH Chair), special care dentistry for the golden age and an update and tips on restorative dentistry for older people. Another theme for the meeting was "celebrating silver - 25 years of the British Society of Gerodontology".
3. The BSG committee met with our first Chairperson Vicki Jones on 9th June 2016 prior to the scientific meeting in Shrewsbury and on the 6th October 2016 at Llandrindod Wells, Powys. The of the aims of the meetings are to deliver the charitable aims of the society, support Heather Lloyd with her two scientific programmes and discuss issues regarding finance, membership and the website.
4. As secretary I have provided administration for postal applications for the June 2016 scientific meeting which was a very successful and memorable meeting for me since I am based in Shrewsbury.
5. I have responded to emails from NICE and via their website BSG has become a stakeholder when NICE guidance is being reviewed for topics concerning older people. I have responded to members and others who have contact BSG via the website secretary email address.
6. This will be my last AGM as secretary since I have now finished my 3 year term of office.

P H Zubkowski, BSG Membership Secretary, 01 December 2016



BSG Website & Social Media Report December 2016

Website Registered users 242 (2015:165)

Paid Members (Paypal) 115 (2015: 70)

2016 Summer Conference: Event page Views: 476, Registrations 24

2016 Winter Conference: Event page Views 419, Registrations 40

2016 online e-mail enquiries: Treasurer (7), Secretary (33), Membership (37), DHP Group (9), Web editor (17)

DVD Order Form: 17

Overview

- Committee members MU and EM met with Jask Creative, the website design company, in July 2016 to discuss problems with the registration/Paypal systems and on the design issues. Improvement to e-mail notifications and user databases were agreed. The possibility of switching to different methods of online booking was discussed.
- The site was 'down' on two separate occasions this year, for a period of 12- 24 hours each time due to problems at the hosting company. The mail forwarding system was disrupted in August /September when a firewall was upgraded
- It was agreed in September /October to improve the current Paypal system and to minimise failed registrations. At present alternatives registration /booking systems would be more costly and increase pressure on BSG finances. The Forum facility on the Members area was removed, as it was deemed not a suitable /useful facility for members to interact.
To date this work has been done at no additional cost to BSG. The website company have been supportive and prompt in any requests for assistance and advice.
- For the Winter 2016 conference, 6 (~11%) of the 46 applications experienced problems requiring assistance or an alternative form of payment. User error is a factor -- whereby the online process not seen through to completion so we are developing a simple user guide for future registrations, both for membership payment +/- Journal) and conference registrations.
- Spam e-mail incident 2016: a solitary case of 'spam' e-mail occurred in May 2016, this was removed and an explanation plus details of remedial action was sent to membership within 24 hours. No personal data was compromised; the sender had exploited vulnerability in the Members Forum in allowing members to communicate with each other.

Website Content

- News items -we need a wide range of contributions from the membership!
- The newsletter is now published online and circulated once to membership via e-mail. Denture care resources are a priority and need updating on the site.
- Conference Presentations are uploaded onto the website for a limited period subject to copyright & permissions. We hope to upload poster presentations for 2016 Competition also, subject to permissions.
- BSG AGM notices and minutes are now uploaded onto the website, accessible via the members area

Facebook

The BSG page went live on October 5thth, users can post material but would first be moderated by committee members (JB and MJB). We need members to visit and post relevant content and establish the group as a useful resource

mjb Nov 2016

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BSG OHP Group Report 2016

Current Membership

Vicki Jones (Chair), Janet Griffiths, Debbie Lewis, Geraldine Russell, Joanna Millwood, Ros Davies

Co-opted for Dementia guidelines - Yvonne Rooney, Claire Curtin

Matters decided by BSG Committee OGM June 2016

Vicki Jones to continue as Chair. Yvonne Rooney and Claire Curtin STr in SCD invited to attend OHP meetings to discuss Dementia Guidelines. Janet Griffiths to continue on BSG OHP group was agreed by BSG committee.

Voluntary sector working

Dementia Action Alliance

Joanna Millwood continues to liaising with Dementia Action Alliance (DAA) through BSG joining DAA on 8.4.14. JM has reported to BSG committee on DAA pledges from BSG.

One of the pledges to DAA was to ensure that the dental profession are aware of dementia. BSG continues to engage the dental postgraduate departments to have CPD events that includes dementia training.

The other pledges included update of the BSG/BSDH Standards for the Dementia and Oral Health 2006, dementia and oral care easy read leaflet, article in the BDJ (published) and lectures to post and undergraduate dental teams to ensure that dementia awareness.

VJ -Oral Health and Living with Dementia, Professional Dentistry, London Jan 2016, Merthyr Tydfil Postgrad May 2016. Geraldine Russell presented at Professional Dentistry Oral Health and Dementia, May 2016. JM will present at the conference in Leicester

Alzheimer's Society

Oral health care for people with dementia' information leaflet continues to be on website.

Dementia Friends

GR and JM both Dementia Friend and Champions. Joanna and Geraldine have presented to groups regarding dementia as a dementia champion.

Stroke Association

Stroke Association - link to the FAQ page that mentions about oral hygiene. It is not easy to find but it does come up when people search the website for "swallowing" or "oral health".

Parkinson's Society

Christine Arnold has updated their dental leaflet in Jan 2014, BSG website is mentioned under more information and support

Age UK

Updated their very general leaflet in May 2015 which uses the information from the BDA.

and not very older person focussed. No link to BSG website and there is a section 'useful organisations'.

CHSS

Oral Health fact sheet was written by Joanna Millwood but it is not available on their website but is available to their call centre nurses as a resource.

Dementia Guidelines

Yvonne Rooney and Claire Curtin STR in SCD have almost completed literature review for updated BSG/BSDH dementia guidelines. It was confirmed who will be involved in the rewrite. VJ,DL,JG,JM,GR, YR &CC have been allocated sections to write that will be just an update of the current guidance due to so little evidence based publications.

Department of Health & HEE

VJ and HL on behalf of BSG attended the stake holder meeting for Commissioning Oral Health Care for Vulnerable Adults in England March 2016

Welsh Government

Wales published 2015 Improving the Oral Health of Older People in Care Homes in Wales'. Also further funding for special care dentistry in WHC/2015/002. VJ and RD are on the National Advisory Group.

Scotland

Caring for Smiles Scotland, *Looking after the mouth* BSG/BSDH DVD adopted and copied for Caring for Smiles package.

NICE guidance on Oral Health Care in Care Homes

Now published.

BSG Oral Health Information Leaflets to be uploaded on to website – little progress

1. Adapted oral hygiene aids: JG awaiting photos
2. Care of Dentures: VJ to update
3. Easy Read 'Mouthcare for Carers of Older People'

The 'Dementia and Oral Health' leaflet will be updated once the new DVD is produced

BSG OHP Resources

JG continues to update the BSG OHP resources. Her resources we being used as a template for information at the HEE Commissioning oral health care for older people stakeholder meeting in London

BSG – newsletter

Joanna Millwood has produced another excellent newsletter March 2016

BSG/BSDH Video

- DVD on BSG website but still need to register to access it.
- Funding for new video agreed by BSG committee – Dementia

- BSG met with Beeston Media and with funding from 1000 Lives, and from dental company a more polished DVD could be made. BSG OHP group decided on the format and were given tasks to go and write their scenarios. It is hoped that the VDV will be ready by March next year.

Training and Education

BSG committee members continue to be approached to speak about Oral Health and Living with Dementia.

BSG local DCP training

Originally proposed to provide local training for DCPS because of the difficulty in obtaining study leave for BSG.