



Institute of
Medical
Illustrators



Institute of Medical Illustrators

Minutes of the Annual General Meeting 10th November 2023

The Institute of Medical Illustrators is a company limited by guarantee (No.933565) and is also a registered charity (No.313433).

The minutes of the Annual General Meeting of the Institute of Medical Illustrators held on Friday 10th November 2023 at the Radisson Blue Hotel, Cardiff.

1. Chairman's Welcome

There being a quorum present, the Chairman Nick White welcomed those members present to the Institute of Medical Illustrators AGM for 2023 and reminded them that this was a private meeting for members only.

Nick White announced that Carol Fleming would be absent from the meeting and that Geoffrey Gilbert, Honorary Treasurer would be taking her role as Secretary during the meeting and that Ross Milligan, Deputy Treasurer would be taking the role of Honorary Treasurer during the meeting.

Nick reminded those present that it was a private meeting. Only eligible members were allowed to attend. Eligible members were those, whose subscriptions are fully paid up and any non-eligible members were asked to leave the meeting. Voting was restricted to restricted to Students, Professional Members, Fellows, Honorary Fellows, Retired and Life members.

Members were reminded that no recording of the proceedings was allowed with the exception of the official recording being made, which was solely for the use of the Honorary Secretary in the interests of producing accurate minutes.

2. Notice convening the meeting

The Honorary Treasurer Geoffrey Gilbert read the notice convening the meeting dated June 28th 2023. Due notice having been given; it was agreed that the meeting was valid. The vote in favour was unanimous.

3. Apologies for Absence

Apologies for absence were received from Garry Swann, Calum Murray and Carol Fleming.

A message was received from Calum Murray wishing everyone a successful conference.

A sincere apology was received from Carol Fleming for her absence and formal thanks to Nick White as he concludes his chairmanship. Wishing everyone a successful conference.

4. Minutes of the 2022 Annual General Meeting as circulated

The minutes of the Annual General Meeting of the Institute of Medical Illustrators held at the Golden Jubilee Conference Centre; Clydebank on Saturday 8th October 2022 had been previously circulated. The Chairman asked that they were approved as a true and accurate record on a proposal by Cat Lamoon and seconded by Nigel Beardsmore. There was a unanimous vote in favour of the proposal.

5. Matters Arising from the minutes not included on the agenda

There were no matters arising from the minutes.

6. Chair's Address

IMI Chair Nick White welcomed those present to the 2023 AGM. He commented that it didn't feel like a year since the last one. In fact, it had been 13 months, which, from his viewpoint had flown by - probably because it had been so busy and there was a lot going on.

At last year's AGM he had talked about how IMI was close to completing an online training module to help other health professions use mobile devices for clinical photographs and, although there wasn't time for a professional discussion at that stage, a virtual meeting for members was organised later in the year to air their views. This took place in November 2022 and proved to be successful, with lively discussion and a high attendance.

All of that took place in an environment of an emerging demand for a country-wide use of tele dermatology in England and, subsequently, a Tele dermatology Roadmap had been published by NHS England which outlined how Community Diagnostic Centres should be used to deliver tele dermatology services. IMI had been very involved with this process working closely with the British Association of Dermatologists (B.A.D.) and NHSE. To contribute to the process, IMI established a Tele dermatology Working Party in early 2023, and included representatives from Wales and Scotland, for their experience in telemedicine in remote and rural areas. The group was invited to sit on the NHS National Cancer Programme, NHSE National Tele dermatology Delivery Group, as well as advising the National Outpatient Recovery and Transformation Programme. IMI had been an integral part of the process and Nick was unaware of a time when IMI had been able to work so closely at such a national level.

It was very clear early on that, due to the scale of what was being demanded by NHSE, our profession was not large enough to deliver these services on its own and the roadmap was recommending using other health professions to undertake photography of patients. Nick had always believed that in circumstances such as these, it was vital that we took the lead as much as possible to ensure our profession was recognised as the experts and became a central part of the process. To that end an online tele dermatology training module was developed and this is now available to help with the roll-out of the plans in the roadmap. There had been an enormous amount of work around this project and the Institute was indebted to those members of the Tele dermatology Working Group and to Jane Tovey and Becky Lee who, together had been the driving force behind this. So, thanks Becky and Jane for your major contributions. One more thing of great note was that Becky Lee, as Tele dermatology Lead for the Institute had been asked to join the Tele dermatology stakeholder group at the National Institute for Health and Care Excellence (NICE). This was the first time ever that IMI had that sort of level of representation and that was more than NICE – it was excellent.

Whilst on the subject of tele dermatology, Nick also congratulated Ceri Llewellyn and her team for winning the Award for Excellence in Diagnostics at the Advancing Healthcare Awards in Wales last month. This followed hot-on the heels of picking up a Quality in Care Dermatology Award where their Teledermoscopy Patient Pathway was the overall winner of the 'Dermatology Digital & Technology Solutions for the treatment of Skin Conditions' category. It was great to see members of our profession receiving prestigious awards at such a high level. So, congratulations Ceri and everyone involved – it was lovely to be able to bask in your reflected glory.

Nick had referred earlier to our profession not being large enough to cope with the demands of the tele dermatology roadmap and the Institute was conscious that many departments had been experiencing difficulties appointing qualified clinical photographers for a number of years now. To help address this and ensure an on-going feed of qualified staff into the profession IMI had worked closely with Health Education and Improvement Wales (HEIW) to support them in establishing a Level 7 Diploma in Clinical Photography

and Nick was pleased to say the first cohort of 9 students on this course was now ensconced and had commenced their training. Congratulations to Amy Lake and her colleagues for all the work involved in achieving this.

Similarly, IMI continued to work closely with the University of Gloucester in establishing their Level 6 degree in Clinical Photography which, it is hoped, will run both as a fulltime degree course and also as an apprenticeship. Stephanie Rowe and Shay Gunstone had been appointed into part-time roles to help with this and were currently engaging with potential students in schools and colleges. IMI was waiting to hear whether the University would give its approval for the course to commence in September 2024 or 2025. Nick thanked all those departments that had engaged with the University to help confirm the viability of the courses, all of those members who took the time to complete the workforce survey and Kathy McFall for taking the lead on this on behalf of the Institute and Steph and Shay for their never-ending enthusiasm.

The Clinical Photography graduate and post graduate certificate course at Staffordshire University continued to go from strength to strength with a record intake of 41 students this year. Simon Brown had agreed to continue as coordinator for next year's course.

Dr Caroline Erolin continued to lead The University of Dundee's MSc Medical Art course, now in its nineteenth year, and it had a full cohort of 13 students. The number was capped at this level to ensure employability and student experience remain high.

The MSc in Medical Visualisation & Human Anatomy Glasgow School of Art & The University of Glasgow led by Dr Matthieu Poyade saw 15 students pass through in 2022-23 with a comprehensive curriculum and significant efforts made to support student's learning and experience. Further details of this could be found in the annual report of the Education and Training Team circulated with the AGM papers.

The Annual Report document, available online as part of the paperwork for this AGM, contained further information about these courses in great detail so, Nick suggested that members should have a look at that if needing to know more about course content and structure.

June this year saw the much-anticipated return of the IMI Summer School which was held in Birmingham. Led by Jason Candlin and Katie Owen, fourteen students attended three days of talks, practical sessions and instruction. It was very well received by all the students and plans are already underway for the next one. It was fantastic to see the summer School back on the agenda and Nick thanked Jason, Kate and everyone else involved for all their much-appreciated efforts and hard work.

Lucy Tinniswood continued to lead CPD team on behalf of the Institute and IMI was awaiting confirmation from the AHCS of the changes to this process. In the meantime, we will continue to follow the current IMI CPD process.

Although applications had been slow, the Mentorship scheme run by Caroline Erolin continued to make successful matches and a number of early matches have now ended with positive feedback provided. Nick considered that this scheme could be very beneficial and he encouraged anyone thinking of seeking guidance and mentorship to apply for he was sure that they would benefit from the experience. He thanked Caroline for leading on this.

Nick went on to thank to Beth Flowers for continuing to answer students' and potential students' queries about the profession. The careers brochures had been recently updated to reflect changes in the education courses available.

Work on national guidelines was on-going with updates for established guidelines and new ones under way. The latest of these was the Alopecia and Hair loss National Guidelines which was being launched at conference by Emily Arthur who was presenting

a paper in Saturday's programme. Existing national guidelines are being gradually reviewed and updated accordingly and IMI had professional editorial input into the process to ensure continuity and a high standard of content.

Laura Jackman had taken on the lead role for QAS, following the retirement of Bolette Jones and audits were being undertaken virtually and the team had worked hard to make these as robust as face-to-face visits. Audits would begin in earnest this autumn, with those departments delayed due to Covid contacted as a priority.

Nick was very pleased to report that two Fellowships had been awarded in the last year and congratulated Tim Zoltie and Simon Brinkworth on achieving these. Achieving a Fellowship was no mean feat and demonstrated a hard work and a major commitment to the profession.

In February this year Luke White stepped into the role of Student Representative on Council and had done sterling work in that position. His work included working alongside Amy Lake for various university talks introducing students to the world of IMI and the profession, and how they could benefit from it.

Members of the Marketing group had met online several times over the last year under the guidance of Jane Tovey (Lead) and Jane Fallows (Secretary). Over the past year Sarah Devaney had investigated the use of a virtual gallery facility in which to host the Images in Medicine exhibition and Nick looked forward to the launch by the end of 2023.

Rob Grant had been working hard on a short animation aimed at increasing the number of volunteers within IMI and completion of this was anticipated very soon.

The social media team focus had revolved around promoting job vacancies, sharing IMI news and letters from the Chair, and promoting regional meetings and the IMI Awards.

Christina Knights had done a great job with IMI News and a structured approach to deadlines had resulted in more regular publication. The Myebook format would be dropped after the December edition as IMI did not benefit from its use as much as anticipated.

The website had been looked after by Craig Harper and Matt Wood and regular maintenance was continuing; updating information including membership details and Stripe payments, sending all-member emails, updating the news and jobs pages, managing access to IMI.org email addresses, etc. There was now a dedicated 'Careers' page that is shown prominently on the website navigation bar and the information on this page had been fully updated. Other updates included the Journal information page, the volunteers page, and the meet the team page. Further improvements were planned over the next 12 months. The website was a vital central platform for IMI and Nick thanked Craig and Matt for their efforts. Craig was taking a secondment for 12 months and Nick wished him well with this too.

Membership numbers had seen a modest increase since last year and Nick thanked Melvin Bond as Membership Secretary and Ceri Llewellyn for supporting him on this role. The membership process had not been without its technical problems, and Nick reported that he planned to continue to work on this with Carol Fleming and Kathy McFall along with design Monkey to review the whole process until all issues were resolved.

This year the Awards saw over 520 submissions and although work with Design Monkey resolved a number of administrative issues experienced last year, further work would make next year's process easier for the team to manage. Many, many thanks to Bethan Flook for all her work and patience with this and also to Kate Owen and Kathy McFall. It was worth noting, that all the emails sent out to winners were sent out manually which took a lot of effort on Bethan's part. It is planned this will be an automated process next year.

IMI's Chair Elect, Cat Lamoon, had led a team setting up and planning a stand at the NEC Photo and Video Show 16th–19th March 2024. The plan was to raise the profile of the Institute and profession with particular emphasis on students to encourage greater intake and interest in the courses available. The show will run over four days and will mean a lot of effort from the team looking after the stand and running the demonstrations. Thanks to Laura Abbatiello, Lucy Tinniswood, Andrea Jones, Michelle Corrie, Katie Owen, Beth Flowers and Luke White for joining Cat on the team and also to the others who will be joining them on the stand over the four days.

Tim Zoltie had continued as Editor of IMI's professional Journal, The Journal of Visual Communication in Medicine and had made some changes to the team supporting him. There have been some challenges which have led to a delay to the publication of the latest edition and Tim was working hard to encourage Taylor Francis to resolve these and to get the hard copy out to members as soon as possible.

The Innovation and Technical Group published the second part of their article on the use of mirrorless cameras and had been involved in discussions around researching an article on AI technology. The Governance group continued to monitor the Medical Practitioners Tribunal Service's (MPTS) case against Dr Christopher Valentine and had reviewed the IMI website data privacy policy. Thanks to members of both those groups.

Nick wished to flag up that IMI Code of conduct had been reviewed and updated and was available on the website along with downloadable posters for display in departments. One important change was the addition that it is expected that individuals will be expected to be AHCS registered where appropriate.

The conference Team this year had clearly done an outstanding job and those present were already enjoying the results of their hard work. Thanks were made to Amy Lake and the rest of the team. Nick was sure they would be glad when it was all over but he hoped they were able to enjoy it as much as the delegates already were. Next year's conference is to be held in Nottinghamshire just by East Midlands Airport and would be chaired by Roddy McColl and Christina Knights. Nick thanked the permanent conference team for sorting this out and for looking head for future venues. They were currently looking at Belfast as a potential venue for 2025.

Regional activity had started to step up which was lovely to see and there had been a number of meetings across the UK. IMI had a full team of regional reps for the first time in a long time which was both heartening and exciting. Jo Culley as Graphics lead, supported by Kelly Cassidy had put together a virtual Study Day which was scheduled for later in November and would run at lunchtime and again at the end of the working day for those who were unable to attend the lunchtime session.

It was hoped that members of the Association of Medical Illustrators (AMI) based in the USA would also be able to log into the Graphics Virtual Study Day and IMI was in the process of fostering closer working relationships with the AMI as well as a number of other related professional associations. These included; the British Association of Retinal Screeners (BARS). The Ophthalmic Imaging Association (OIA), the Biological Communications Association (BCA), the Medical Artists' Association (MAA) and the Ophthalmic Photographers' Society (OPS). IMI was looking into the possibilities of sharing educational events and perhaps providing reciprocal opportunities for members although these discussions were in very early stages.

As Nick began to close, he said that this was his second, and final AGM as Chair and he took the opportunity to thank everyone who had supported and guided him through his tenure. Carol Fleming and Geoff Gilbert would get a formal thanks later in the meeting in their roles as Honorary Secretary and Honorary Treasurer respectively, but he wanted to add more personal thanks to them both. Their vast experience, level-headedness and

sound advice had made his two-year stint proceed much more smoothly than it might otherwise have done and he thanked them and joked that the role had been almost enjoyable. He assured Chair Elect Cat Lamoon that it had really been enjoyable and that He was sure that Geoff and Carol would help make the experience the same for her too. Nick also thanked two other old friends, Kathy McFall and Jane Tovey. Both past Chairs, they also had vast experience and unstinting enthusiasm and had provided Nick with huge amounts of support and encouragement and again, without them Nick considered that it would have been a much more challenging role.

Nick concluded his address by thanking everyone who had worked for the Institute over the last year in whatever role or roles. Almost everyone had busy jobs and fitting in the extra Institute work could sometimes be tricky but he stated that all efforts were greatly appreciated and for the membership and the wider profession it was very worthwhile. One more note of thanked went to all members of Council, especially those stepping down from their roles after the AGM: Sharon Sutherland, Ceri Llewellyn, Jo Culley and Paddy Comiskey as reps for the four nations. Again, their input was much appreciated.

7. Statement of Accounts for the period ending 31st December 2022 as circulated

The Statement of Accounts for the period 31 December 2022 had been circulated and, on a proposal by Kathy McFall and seconded by Amy Lake these were approved as circulated. There was a unanimous vote in favour of the proposal.

8. Appointment of Auditors and Accountants to the Institute

In accordance with the recommendation of Council, it was agreed that Messrs. Lemans, Chartered Accountants, Nottingham be re-appointed as Auditors and Accountants to the Institute at a fee to be agreed by Council. Proposed by Lucy Tinniswood and seconded by Nyree Roxburgh. There was a unanimous vote in favour of the proposal.

9. Appointment of Honorary Treasurer

In accordance with the recommendation of Council, it was agreed that Geoffrey Gilbert was re-appointed as Honorary Treasurer to the Institute on a proposal by Jane Fallows, seconded by Mark Foster There was a unanimous vote in favour of the proposal.

Chairman Nick White reported that Geoffrey had been absent from the previous AGM because he was testing the services of the local NHS A&E department but he was pleased that Geoff was present for the 2023 AGM. Nick repeated what he had said the year before when Geoff was absent and described Geoffrey as his longest serving, active IMI colleague and said that when he thought about all that Geoff had done in his long-standing role as Treasurer it made him quite emotional though not quite as emotional as when something hadn't gone according to plan when Nick was a trainee and Geoff his boss. He proposed a heartfelt vote of thanks to Geoff on behalf of the Institute.

10. Appointment of Solicitors and Legal Advisers to the Institute

In accordance with the recommendation of Council, it was agreed that Grant Meyrick c/o William Sturges and Co., Burwood House, 14-16 Caxton Street, London be re-appointed as Solicitor and Legal adviser to the Institute at a fee to be agreed by Council. Proposed by Emma Burns and seconded by Gemma Meredith. There was a unanimous vote in favour of the proposal.

11. Appointment of Honorary Secretary

In accordance with the recommendation of Council, it was agreed that Carol Fleming was re-appointed as Honorary Secretary to the Institute on a proposal by Jane Tovey, seconded by Brenda Asanti. There was a unanimous vote in favour of the proposal.

Nick White told those present that he was not going to repeat what he had said the previous year for Carol because she had heard it before and she was not present to hear it anyway. He said that as most of those present were aware, IMI would not be what it was nor have achieved half as much as it had without Carol's steadfast guidance support and masses and masses of hard work. He proposed a vote of thanks to Carol on behalf of the Institute.

12. Honorary Secretary's Report as circulated

The report of the Honorary Secretary had been circulated. There was no further update. The report was duly adopted as circulated on a proposal by Sharon Sutherland and seconded by Jane Tovey. There was a unanimous vote in favour of the proposal.

13. Election of Councillors

The Chairman asked Geoffrey Gilbert to announce the results of the ballot on behalf of the Honorary Secretary.

There were four vacancies on Council for representatives for England, Ireland, Scotland and Wales. This was because two roles were unfilled and therefore co-opted last year.

A call for nominations went out to the membership on June 3rd and closed on August 11th. An election followed.

The Council Representative for Wales – Gemma Meredith was nominated and was unopposed. Gemma would therefore serve for three years as Councillor for Wales.

The Council Representative for Scotland – Andrew Roddick was nominated and was unopposed. Andrew would therefore serve for three years as Councillor for Scotland.

Two nominations were received for the Council Representative for Ireland and four nominations were received for the Council Representative for England. An election took place via the IMI website. It ran from September 8th until October 27th.

75 members voted and these had been verified.

The results were as follows:

Paul Quinlan received	40 votes
Tommy Walsh received	19 votes

Therefore, Paul Quinlan would serve for three years as Councillor for Ireland.

Four nominations were received for the Council Representative for England and the results were as follows:

Emily Appleby received	20 votes
Jay Bex received	16 votes
Andrea Jones received	24 votes
Stephanie Rowe received	14 votes

Therefore, Andrea Jones would serve for three years as Councillor for England.

Proposed by Jane Fallows and Seconded by Cat Lamoon. There was a unanimous vote in favour of the proposal.

14. Report of the national Council Representatives as circulated

The report of the national Council representatives had been previously circulated. There was no further discussion and it was proposed that the report was adopted. Proposed by Andrea Jones and seconded by David Bishop there was a unanimous vote in favour.

15. Report of the Education and Training Team as circulated

The report of the Education and training Team had been previously circulated. There was no further discussion and it was proposed that the report was adopted. Proposed by Sharon Sutherland and seconded by Jane Tovey there was a unanimous vote in favour.

16. Report of the Marketing and Social Media Team as circulated

The report of the Marketing and Social Media Team had been previously circulated. There was no further discussion and it was proposed that the report was adopted. Proposed by Emily Appleby and seconded by Lucy Tinniswood there was a unanimous vote in favour.

17. Report for the Membership Secretary as circulated

The report of the Membership Secretary had been previously circulated. Chairman Nick white asked Geoffrey Gilbert to provide updated membership figures as of November 6th 2023.

Numbers Report	June 2022	July 2023	6 th Nov 2023
Professional Members			
Member	301	315	280
Maternity & Career Breaks	0	2	1
Fellow	6	10	7
Honorary Fellow	5	5	5
Total Professional Members	312	332	293
Student Members	49	45	50
Retired Members			
Member	14	11	8
Fellow	3	3	3
Honorary Fellow	12	11	10
Honorary Life	0	0	0
Total number of Retired Members	29	25	21
Affiliate	47	48	44
Corporate	4	5	5
Auditor	1	0	1
Web Developer	1	0	1
TOTAL MEMBERSHIP	443	455	415

There was no further discussion and it was proposed that the report was adopted. Proposed by Ross Milligan and seconded by Jane Fallows there was a unanimous vote in favour.

Chairman Nick White reported since the last AGM a number of members have retired. These included: Jane Tovey, Paddy Comiskey and Bolette Jones. We wished them a long and happy retirement.

Nick went on to report that sadly a number of members had died during the last year notably Nigel Pearce (October 2022), Ray Lunnon (October 2023) and Matthew Lofthouse (October 2023). Matthew was not a member but about to join and a keen trainee at Cambridge. On behalf of IMI, we would like to extend our condolences to their family, friends and all those colleagues who knew them over their careers.

Agenda items 18 to 25 were considered as one item for the purposes of voting as follows:

- 18. Report of the Permanent Conference Team as circulated**
- 19. Report of the Innovation and Technical Group as circulated**
- 20. Report of the Governance Group as circulated**
- 21. Report of the Student Representative to Council as circulated**
- 22. Report from the Journal of Visual Communication in Medicine as circulated.**
- 23. Report of the Graphics Lead as circulated**
- 24. Report of the AHCS Professional Council as circulated**
- 25. Report of the Tele dermatology Working Party**

Proposed by Kathy McFall and seconded by Cat Lamoon. There was unanimous vote in favour.

26. Any Other Business

The Chairman asked if there was any other business to be discussed.
There being no further business, the Chairman thanked those present and closed the meeting at 17.20.

Certified that the foregoing minutes represent a true account of the meeting with the addition of any amendments below the signatures.

Signed: Chairman
 Secretary
 Date