



<p>To action</p>	<p align="center"><u>First Annual General Meeting for Notetaking Professionals</u></p> <p align="center">ASSOCIATION OF NOTETAKING PROFESSIONALS</p> <p align="center">Hilton Metropole - London</p> <p align="center">Minutes of Saturday 11 November 2006</p>
<p>Various</p>	<p><u>Present:</u> Roz Chalmers (RC) Jenny Webster (JW) Catriona Crosby (CC) Louisa McDaid (LM) Meriel Michaelides (MM) Aaron Taylor (AT) Julie Forward (JF) Laura Guest (LG) Jackie Turner (JT) Linda Vaughan Jones (LJ) Eileen Bainbridge (EB) Tina Stimson (TS) Melanie Thorley (MTh) Fiona Rainolds (FR) Geoff Bennett (JB) Martin Tiernan (MTi) Nick Hobson (NH) Gill Marshall (GM) Denise Alcott (DA) Sarah Vann (SV) Veronica Kaenzig (VK) Anna Stephenson (AS) Evelyn Quinton (EQ) Sharon Green (SG) Roshini Colombage (RCo) Diane Rogers (DR) Notetaker Rachel Tagg (RT) Notetaker</p> <p><u>Agenda:</u></p> <p>1. Language Service Professionals showcase and refreshments</p>

JF	2. Welcome and Introduction to AGM
RC	3. Ethics and Dilemmas workshop
JW/LM	4. Why have as Association? Brainstorm name aims and objectives
LG	5. Know your nominees: Questions and answers. Election of officers
JF/MM	6. Constitution and Code of Practice ratification
JF	7. AGM ends
JF/MM/LM/NH	8. Convening of new committee
	<u>1. Language Service Professionals showcase</u>
ALL	1.1 Attendees were given the opportunity to view demonstrations from Electronic Notetaking software companies, such as Stereotype, Speedtext and Note-ed, along with a display by Forest Books.
	<u>2. Welcome and Introduction to AGM</u>
JF	2.1 JF opened the event, by explaining the function of the Steering Committee, what has been achieved so far and aims and objectives of the newly formed Association.
	2.2 JF discussed the current name of the Association chosen by the Steering Committee, being the Association of Notetaking Professionals, but to consider other possibilities ready for the brainstorming session.
	<u>3. Ethics and Dilemmas workshop</u>
RC	3.1 A PowerPoint presentation was given by RC covering: <ul style="list-style-type: none"> • What is meant by a 'professional'? • Professional behaviour • What is expected of a professional? • Future developments for Electronic and Manual Notetakers • Dilemmas in the workplace • Facilitating communication • Equality not advantage • Awareness of client's disability • Impartiality • Skills and knowledge

3.2 New CACDP qualifications from December 2006

- There will be no Level 2 in existence from December 2006. Trainee Notetakers will undertake the new Level 3 qualification, which will be made available early 2007.
- It is not yet known what prior learning or 'add-ons' are needed for those who already hold CACDP Level 2

4. Why have an Association for Notetakers? Brainstorm name, aims and objectives

4.1 Name options: Discussed in groups

- ANP – (Association of Notetaking Professionals)
- APN – (Association of Professional Notetakers)
- AMEN – (Association of Manual and Electronic Notetakers)
- APMEN – (Association of Professional Manual and Electronic Notetakers)

4.2 Individuals voted and the majority chose the ANP (Association of Notetaking Professionals). This will be officially used from hereon in.

4.3 Codes of Practice

Delegates agreed that the Association must have a written Code of Practice, which should include a complaints procedure.

4.4 Website/Directory

Individuals agreed that there should be a website/directory to include information on:

- Regional representatives specialising in certain areas
- Raising awareness
- Links with other organisations
- Individual member profiles
- Database hyperlink of contacts
- Contact with Notetakers from different countries

4.5 Ideas for workshops:

- Tax/Insurance (Planned for March 2007 as funding will be available for this from the London Development Agency.)
- Coping strategies for specialist topics
- Minute taking

5. Know your nominees: Questions and answers **Election of committee members**

JW/LM

<p>LG</p>	<p>5.1 LG invited the nominees to introduce themselves, explain their current activities and aspirations for the Association. Nominees were asked to leave the room whilst voting took place.</p> <p>5.2 Nominees were elected to posts with a show of hands. There were no objections.</p> <p>The following positions were agreed:</p> <ul style="list-style-type: none"> • Chair – Julie Forward • Vice Chair – Louisa McDaid • Treasurer – Meriel Michaelides • Secretary – Nick Hobson (Gill Marshall will assist NH in this position) <p>5.3 Official photographs were taken of the chosen committee members and the group as a whole</p> <p><u>6. Constitution and Code of Practice ratification</u></p> <p>6.1 Changes to written constitution:</p> <ul style="list-style-type: none"> • Timescale for trainees to become qualified was ratified to 2 years maximum. GB proposed and EQ seconded. • The word 'should' will be replaced with the word 'will' - "will keep all information strictly confidential and in line with current legislation." • Notetakers will have the right to only accept assignments they feel they have sufficient skill and experience to undertake. • The ownership of notes will be the Client(s)/beneficiary(ies) for whom they are undertaken. • Where cancellation is unavoidable at short notice, where appropriate, the Notetaker should seek a qualified replacement of equivalent skills. CC proposed and JW seconded. <p><u>7. AGM Ends</u></p> <p>7.1 JF brought the AGM to a close, thanking all participants and attendees for their contribution and input.</p>
<p>MM/JF</p>	<p><u>8. Convening of new committee</u></p> <p>8.1 JF, MM, LM and NH completed a mandate to open a bank account in the Association's name.</p> <p>The Committee of the ANP resolved that National Westminster Bank</p>

<p>JF</p> <p>JF/MM/LM/NH</p>	<p>Plc requested to act as the bankers of the organisation. The bank is requested to open an account in the name of the organisation and is authorised to accept instructions for operations on the account and to release items held in security or safe custody in the name of the organisation from authorised signatories being the Treasurer and/or the Chairperson and/or the Secretary where any two signatories are required on behalf of the organisation even if the account becomes overdrawn as a result of the instructions.</p> <p>Where the instructions to the bank are given in any form that is not in writing which means for this purpose a document bearing original written authorised signatories the bank is entitled to accept them is satisfied that the instruction is genuine. The organisation accepts that the bank may require them to enter into a separate agreement(s) with the bank and/or comply with any further conditions covering any means of providing instructions that are not in writing.</p> <p>The bank should send statements of account to the Treasurer at 102 Shurland Avenue, Barnet, Hertfordshire, EN4 8DD. The bank will be given a copy of the rules and regulations of the organisation and any amendments made thereafter, certified as correct by the Secretary and given authorised signatory sheets certified as correct by the Chairperson and Secretary. The Secretary shall notify the bank of resignations and retirements of those authorised to give instructions.</p> <p>This authority shall continue notwithstanding any change in the constitution or membership of the organisation and until receipt by the bank of a certified copy of a later resolution amending or rescinding this resolution.</p> <p>8.2 Committee members will meet again at a convenient time. January 2007 was suggested.</p>
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