**BASES Annual General Meeting (AGM)**

Tuesday 27 November 2018 at 17:30-18:30, King’s Suite, Harrogate Convention Centre.

**Board Attendees:** R Tong (BASES Chair), T Holden (BASES Executive Director), Z Knowles, A Hawkey and A Grainger.

**BASES Attendees:** K Tolfrey, A Gledhill, M Duncan, C Harwood, J Saxton, R Davison, C Mahoney, K Fox, Z Knowles, C Sellars, D Sellars, D Stensel, D Broom, C Williams, H Collins, A Duncan, F Hettinga, F Mulloy, S Kolimechkov, A Mitchell, M Murphy, J Gonzalez

**Minutes:** E Forsyth

The Chair welcomed everyone to the meeting.

1. **Apologies**: V Tolfrey, D Kingsbury, R Brougham, N. Spurway, M O’Brien, J Katz, G Howatson, J Tantawy, S Gilchist, J Flyan, M Botting, S Wolfson, J Lomax, H Kilani, J Steele, R Denis, S Bird and B Baltzopolous.

**Minutes of the previous meeting dated 28 November 2017**

These were accepted as a true record of the meeting.

**Matters Arising**The Chair thanked the Board and all BASES staff for their support and contribution to the Association over the past year and thanked the out-going Board members for their hard work and commitment to BASES: Dr Keith Tolfrey FBASES, Prof Chris Harwood FBASES, Prof Mike Duncan FBASES and Ruth Brougham.

1. **Brief report on the activities of BASES including BASES financial statements 2017-2018**The Chair gave an overview of BASES activities since the previous AGM, which can be found in the BASES Annual Report.

**BASES Annual Conference**

2018 – held at Harrogate Convention Centre, 27-28 November.

Scientific Programme Chair is Prof John Saxton FBASES and Deputy Chair is Prof Keith Stokes. Total delegates this year is 329 (- 29.5% (443) vs 2017).

2019 – new venue will be King Power Stadium, Leicester; 19-20 November. Scientific Programme Chair: Prof John Saxton FBASES. Expansion of programme to include 16 parallel symposia sessions and 100 oral presentation slots.

**BASES Student Conference**2018 – hosted by Northumbria University on 12-13 April with 246 delegates from 38 institutions. The Chair thanked Stuart Goodall for organising the event.

2019 – will be held at University of Dundee / Abertay University on 17-18 April entitled *“Sport and Exercise Science - Transforming Lives”*. Organiser: Dr Audrey Duncan. Audrey has asked for the Student Conference Twitter handle to be promoted @BASES2019.

**BASES Statistics 2018**

The Chair thanked Emma Forsyth, BASES Marketing and Communications Officer for the increase in membership and social media figures. Membership now (Oct 2018) = 2,578 (+5.9% vs. last year), Twitter followers = 26,900 (+11%), Facebook likes = 4,493 (+12%), LinkedIn followers =2,193 (+28%).

Six new BASES Fellowships have been awarded, three International Conference Grants, two BASES Conference Grants and two Early Career research grants had been awarded.

Four new BASES Expert Statements were funded and published in 2018. Each expert statement will be featured in a copy of The Sport and Exercise Scientist.

**Events**

The 15th Heads of Department (HoD) forum was held at Staffordshire University with 52 attendees from 33 institutions (2017 = 66 attendees from 44 institutions). A new format was trialled with positive delegate feedback. The Chair thanked the HoDs Advisory Group for their contribution. The 16th HoDs forum will be on Wednesday 20 March 2019 at Coventry University. Themes include research-led teaching and curriculum internationalisation.

BASES held eight Division Days and events: over 400 delegates attended across all eight events (2017 - four Division Days with over 350 delegates attending).

**Professional Standards**

* 17 workshops – 170 delegates; 10 webinars – 1,490 live attendees
* 307 Accredited members; 172 on Supervised Experience, 202 Chartered Scientists; 41 Certified Exercise Practitioners and 31 High Performance Sport Accreditation
* 56 BUES endorsed courses; 20 BASES Accredited laboratories
* Supervised Experience: 160 registered supervisors and 123 reviewers.

**Key Developments**

The new BASES website and members’ area launched in June 2018, a major internal IT systems overhaul to reduce administrative workload took place to drive efficiency and improve service to members. Key changes include:

* new CRM/member database
* updated payment processing systems
* new event booking portal.

New criteria and revised documentation for BASES Undergraduate Endorsement Scheme (BUES) has been developed and is currently in a pilot phase, with the new scheme being rolled out in 2019.

Memorandums of Understanding (MoU) have been agreed and signed with:

* Canadian Society for Exercise Physiology (CSEP)
* Sport and Exercise Science New Zealand (SESNZ)
* Chartered Institute for the Management of Sport and Physical Activity (CIMSPA).

BASES nominee Prof Marie Murphy FBASES was appointed the Chair of REF 2021 sub-panel for Sport and Exercise Sciences, Leisure and Tourism.

**HCPC Update for SEPAR Route**

Chris Harwood explained how the BASES Division of Psychology welcomed a panel representing the Health and Care Professions Council (HCPC) on 14-15 November for the 'Sport and Exercise Psychology Accreditation Route' (SEPAR) approval event.

Following two days of meetings with the programme team, the HCPC decision was to approve the route, albeit with some minor conditions.

The conditions are to be confirmed within the letter that BASES will receive in the next 28 days. Once the conditions have been addressed, the approval will need to be confirmed at the next HCPC Education Committee meeting.

Once approval is granted in full, BASES will then be able to confirm the process for rolling out the SEPAR and time frame for applications.

Students will now have an alternative pathway (to existing BPS route), via BASES, to gain the title ‘'Sport and Exercise Psychologist’ and we hope to attract new members to BASES through offering this new pathway.

The Chair thanked Chris and the team for all their hard work.

**Journal of Sports Sciences**The latest impact factor (IF) is 2.73 (vs. 2.54 in 2016) and ranked 19 out of 81 sports-related journals.   
1,827 papers were submitted in 2017 (+28% vs 2016) with 9% of submissions accepted for publication (25% previously).

**BASES Publications**

Three BASES Expert Statementshave been published in the last 12 months:

i. BASES Expert Statement on the Process and Outcomes of Developing Exercise Guidelines for Adults with Spinal Cord Injury - *Prof Vicky Goosey-Tolfrey FBASES, Dr Jan van der Scheer, Dr Kristen Clements, Prof Jan Lexell and Prof Kathleen Ginis*

ii. BASES Expert Statement on Exercise Training for People with Intermittent Claudication due to Peripheral Arterial Disease - *Dr Garry Tew FBASES, Dr Amy Harwood, Prof Lee Ingle, Prof Ian Chetter and Prof Patrick Doherty*

iii. The BASES Expert Statement on The Role of Breakfast-Physical Activity Interactions for Energy Balance and Metabolic Health - *Dr Javier Gonzalez, Prof Emma Stevenson, Dr Lewis James, Dr James Betts and Dr David Clayton*

The Chair thanked the review panel.

BASES published the new BASES career guidein September 2018 - *A Guide to Careers in Sport and Exercise Science*, there are two online versions available. BASES members receive access to the full unrestricted version which includes 16 job profiles written by professionals working in the sector.

**Financial Statements 2016-2017**

End of financial year 2017-2018 (to 31 March 2018) - Surplus/(Deficit) for the year = + £29,410 and total reserves = £317,560.

As a not-for-profit organisation, BASES operates on the basis that surplus reserves should be re-invested to support the activities of the Association.

In 2017-18, investments have been made into BASES communications and IT infrastructure; and towards preparation for an application to HCPC for a BASES psychology accreditation route.

Further investment is planned for 2018-19, as the Association seeks to build capabilities and develop new opportunities and benefits for members.

**4. Amendments to the Rules of the Association** New membership category - Affiliate Organisation.

**5. Announcement of Chair Elect and Division Appointments**   
Professor Richard Tong FBASES has now commenced his three-year term as Chair of the Association, which will run until November 2021.

Dr Keith Tolfrey FBASEShas stepped down upon the completion of his three-year term as Chair and a total of eight years serving on the BASES Board. He was thanked for all his work and support by The Chair.

On behalf of the Association, the Board would like to express its gratitude to Dr Tolfrey for his significant contribution to BASES and acknowledge his achievements in growing and developing the Association during his time on the Board.

Dr Keith Tolfrey FBASES gave an expression of thanks to the BASES Board, the BASES staff and to all BASES members.

**Division Chair Appointments**

**New Division Chairs:**

Division of Physical Activity for Health: Dr David Broom FBASES, Sheffield Hallam University

Division of Psychology: Prof Zoe Knowles FBASES, Liverpool John Moores University

**Division Chair re-appointments:**

Division of Biomechanics and Motor Behaviour: Adam Hawkey, Solent University

Division of Physiology and Nutrition: Dr Mike Price FBASES, Coventry University

Division of Sport and Performance: Dr Adam Grainger, Hockey Ireland

**6. Any Other Business**

**Questions from the members**

How can we get BASES Fellows more involved/engaged with the association and to attend the Conference?

Some ideas included: option to meet the Fellows, sit at a table with a Fellow, first time delegates to have a different colored badge so fellows can recognise them to speak to. The Chair agreed there was scope to involve the Fellows more closely with the Association and he included this in his manifesto.

Membership numbers look like it has stayed fairly similar, what is the target we are looking to reach and have we looked into retention?

The Director and Chair commented that membership is at it highest it has been since we could record any data (2010) and we hope to carry on seeing this positive growth. With the new Customer Relationship Management systems in place we are now able to focus on retention, we will be doing this in the next year especially looking to increase retention rates of professional members. Additionally, the re-introduction of the membership survey has provided BASES with valuable feedback.

Can you do more promotion on BASES Undergraduate Endorsement Scheme and make it a fundamental job requirement?

The Executive Director and Chair explained promotion will take place following the launch of the new scheme which is scheduled for January 2019.  
  
The Journal of Sport Sciences might offer to publish the UK guidelines when they are ready for release later in 2019 (in the same way that Med Sci Sports and Exercise publish the US guidelines) – Dr Charlie Foster to look into this.

**Date of the next meeting:** Tuesday 19 November 2019 17:30 at King Power Stadium, Leicester.