



British Association of Cosmetic Nurses

The British Association of Cosmetic Nurses  
(Limited by Guarantee)  
One Temple Quay, Temple Back East, Bristol, BS1 6DZ  
Telephone: 01179 595 530  
Web address: [www.bacn.org.uk](http://www.bacn.org.uk)

## **MINUTES OF ANNUAL GENERAL MEETING**

Held at Bevan Brittan office, 2 Fleet Place, London EC4M 7RF on 10<sup>th</sup> December 2018 at 2pm  
Order of business

### **1. Welcome and apologies**

The Chair of the BACN welcomed everybody to the AGM.

#### **It was noted that those in attendance were:**

Sharon Bennett

Sharon King

Sharron Brown

Melanie Recchia

Anna Baker

Lisa Niemier

Paul Burgess – BACN CEO

Tara Glover – BACN Events Manager

#### **The following people were in contact via remote conferencing:**

Jonathan Bardolph

Emma Davies

Constance Campion

Michelle McClean

Sarah Greenan – BACN Operations Manager

Gareth Lewis – BACN Membership and Marketing Manager

Lou Sommereux

## 2. Management Committee Report

Sharon Bennett as the existing Chair of the BACN delivered a review of the year (see Appendix1). The review was noted and welcomed. Sharon Bennett asked for any comments. The following points were noted

Constance Campion – supported the need for a review of the governance structures for the BACN. Sharon Bennett said this would be an open and comprehensive view and welcomed support on this from members.

Emma Davies – commented that the membership was changing rapidly and that there was a need to be more informed in this area by an extension of the Annual Survey. It was agreed that this would be actioned.

Lisa Niemier asked that the process of consulting with regional leaders be continued and that this should be facilitated through two meetings of the leaders per annum – Agreed.

The work proposed on the development of the 'Specialist Aesthetic Nurse Career Structure and Competency Framework' was welcomed by all and Sharon Bennett indicated that this would be led by the new BACN Education and Training Committee which would report regularly back to the BACN Management Committee and to members.

## 3. Annual Accounts – available in the Members area of [www.bacn.org.uk](http://www.bacn.org.uk)

Jonathan Bardolph – BACN Treasurer – presented the accounts and noted the following:

- Income had grown
- The BACN showed a small profit so a limited amount of corporation tax was due.
- The BACN had following advice, registered for VAT in 2017/18 so it was difficult to compare years in the accounts.
- The annual conference was now showing a profit.

Constance Campion asked for clarification on the staffing costs in the accounts. Jonathan answered that they represented the three staff at BACN Headquarters. Constance Campion asked about the consultancy fees shown in the accounts. Jonathan replied that they were the costs of the services provided by PBA for Paul Burgess the part-time BACN CEO. Constance Campion asked that the BACN not be exposed to any issues re the tax status of the CEO. Jonathan confirmed that this had been reviewed and that PBA had confirmed that following accountancy advice his status had been accepted.

## Resolution

That the members of the British Association of Cosmetic Nurses (limited by guarantee) (BACN) hereby note the approval of the accounts for the year ended 31 March 2018 by the Directors of BACN at the meeting held on 15 October 2018. The accounts are available for inspection in the members area of <http://www.bacn.org.uk>.

Agreed unanimously by all in attendance and via conference link.

That J Bardolph Accountants Limited are appointed as accountants to BACN for the year ended 31 March 2019.

Agreed unanimously by all in attendance and via conference link.

#### **4. Confirmation of Management Committee Members:**

Sharon Bennett outlined that the BACN had gone through a full process of inviting 'Expressions of Interest' to sit on its Management Committee and to take up the 4 key officer posts with notices placed on the BACN website, Face Book Pages and Newsletters. Following this invitation, the BACN had received 10 Expressions of Interest in sitting on the Management Committee for 10 vacancies.

In addition, there was one application for each of the Officer Posts required by the BACN Constitution. In this context the following resolution was proposed:

### **Resolution**

To elect Management Committee Members. The applications for the board are as follows:

Anna Baker  
Claire Amrani  
Corrine Hussain  
Jonathan Bardolph (Treasurer)  
Lisa Niemier  
Melanie Recchia  
Michelle Mclean  
Sharon Bennett (Chair)  
Sharon King (Vice chair)  
Sharron Brown (Secretary)

As there are 10 spaces on the Management Committee and 10 applications of interest to be on the Management Committee there is no requirement for a formal election by the membership. The proposed Management Committee will remain in office until the next AGM, however the Chair, Vice Chair, Secretary and Treasurer will remain in office for four years.

**Agreed unanimously** that all ten members who had expressed the interest to join the Management Committee are formally elected and that those persons expressing an interest in each of the officer posts be elected.

#### **5. Any other business**

No matters were raised.

Sharon Bennett thanked everybody for their time and contribution and closed the meeting at 14.40.

## Appendix 1 – Review of BACN 2017/18

Dear Members,

As Chair of the BACN it gives me great pleasure to report that 2017/18 was a hugely successful year for the BACN. We saw an ever-increasing growth in our membership which is at just under 800. We are the largest and fastest growing Association in aesthetics.

We delivered over 30 regional events spanning the UK as well as in Ireland. To this we added a number of special BACN training events designed to upgrade our skillset – the most notable being our Cadaver Training Programmes of which we are working on more. 2018 also saw the introduction of GDPR and the BACN delivered a unique awareness raising programme working with one of our strategic partners Hamilton Fraser.

We held our biggest and most successful Annual Conference ever in Birmingham with over 300 delegates and 50 exhibitors. Our income has grown, and this has and will be earmarked and reinvested to deliver the members more support from the office to you our membership.

2018 has seen huge issues emerge around regulation and the BACN has been heavily engaged across the UK and at all levels as government, professional associations and individuals all make the case for more regulation. The BACN will always champion the case for mandatory and statutory regulation. There is progress being made and BACN nurses in Scotland led a successful campaign to enable nurses to hold POM's overnight. Legislative change is difficult, solutions are required, and this is our focus.

It has become very apparent that we need to take further steps forward and concentrate more to develop the BACN's role in the education and training of aesthetic nurses. 2018 saw the establishment of the BACN Education and Training Committee and this body in 2019 will lead on a major project to develop a structure and

competency framework for the 'Specialist Aesthetic Nurse'. This project will have major implications for our membership structure. Alongside this very important project they will also develop and manage the BACN Bursary Awards Programme which has been initiated following a very generous donation by Church Pharmacy.

As the BACN has grown and changed the issue of its governance and how it communicates with its members becomes more important. 2019 will see a major review of its governance structure and its constitution. This exercise will be open and transparent and will involve all of you. Any changes proposed will then have to be approved formally by the membership at a 'Special AGM'.

There are exciting times ahead and this will be managed by our newly elected Management Committee, but I must take a moment to pay special thanks to a number of our nurses who have decided to stand down. Frances Turner Traill has been on the BACN Board for many years and has championed the causes for our nurses in Scotland. Andrew Rankin our Vice Chair has played a huge role in helping me to continue the work in developing and growing the BACN. We also said goodbye to Julie Brackenbury. To those members who are staying on for another term a big thank you and to those new faces welcome.

The BACN regional structures are where there is the opportunity for you all to get together to develop your skills and to mentor each other. A critical element of the success of the regions is the role that our amazing Regional Leaders play. These are voluntary unpaid roles and we are privileged to have some of our most talented nurses engaged on a daily basis working to help you our members at the local level.

I would also like to place on record a huge thank you to our Chief Executive – Paul Burgess and our great team at Head Quarters – Sarah, Gareth and Tara. They have come together as a close-knit team and have worked tirelessly to deliver the services we know you all appreciate across the length and depth of the UK and its membership. The BACN has been built on the principle of partnerships and associations at all levels and 2017/18 saw a record number of 'Strategic Partnership' agreements with major sponsors, many of whom have been the backbone for our success as an association from the start. We can only deliver the services we provide with the help of these partners so another big thank you to all of them is in order.

So, to conclude, it has been another successful and challenging year for the BACN and 2019 will be no different. Aesthetic Nurses are the bedrock of the aesthetics sector and the BACN are represented across the board at every level within the aesthetic sector.

We will continue to champion the role of aesthetic nurses and be at the forefront of developing that role with as ever patient safety and public protection at its heart.  
Sharon Bennett – BACN Chair.