

Annual Report and Accounts

For the year ended
31 December 2010



National HIV Nurses Association

NHIVNA Executive Committee

Chair:	Nathaniel Ault
Honorary Treasurer:	Catrin Evans
Honorary Secretary:	Zoë Sheppard
Journal Officer:	Juliet Bennett
Competencies Officer:	Jane Bruton
Newsletter Officer:	Jayne Churchill
Website Officer:	Catherine Donoghue
Community Representative:	Felicity Greenham
Conference Officer:	Samantha Mabey-Puttock
Regional Audit and Research Officer:	Catherine O'Keeffe
Study Days Officer:	Kemoh Rogers



Chair's Statement

I am very pleased to summarise NHIVNA's key events and achievements during 2010, another busy and successful year.

Sheila Morris formally retired as NHIVNA Chair at the conference in June 2010, after serving a 3-year term. I would like to acknowledge Sheila's commitment and generous contribution to the Association. A warm welcome is extended to new trustees, Jane Bruton (re-elected), Jayne Churchill and Kemoh Rogers, and to co-opted member Catherine O'Keeffe; and grateful thanks are due to Jane Kennedy for her valued contribution as Midwifery Officer. Thanks also to the Officers and Executive Committee members for their all their input, and to our sponsors and conference exhibitors for their valuable support.

The 12th Annual Conference in Brighton was a great success, with over 200 delegates registered. The NHIVNA Conference Subcommittee, in liaison with the Conference Local Host, Jonathan Roberts, arranged an exciting and topical programme, with a number of eminent plenary speakers invited to share their research and experiences. The programme gave ample opportunity for debate and audience interaction and one of the highlights was the presentation of our abstract submissions, which were of an extremely high standard: the increase in both number and quality of abstracts, year on year, has clearly demonstrated the enthusiasm and commitment of our members.

The Governance Working Group continued its Constitutional review during 2010. At the AGM, members approved the following proposals:

- that the Executive Committee may initiate, alter or repeal byelaws so as to improve NHIVNA's business;
- that co-opted members appointed by the Executive Committee (maximum of two at any time) must retire at the next AGM but will be eligible to stand for election by NHIVNA members or be co-opted for a further term of 1 year (maximum 2 years in total);
- that trustees (whose work for NHIVNA is normally unpaid) may receive remuneration or be interested (other than as an Executive Committee member) in contracts entered into by the Executive Committee where this is in the Association's best interests, and at least 75% of the Executive Committee have given their agreement.

The 2010 Study Days were again based on the NHIVNA HIV Nursing Competencies, offering members the opportunity to update in their fields. In March we organised a Study Day in London, focusing on 'Working in Partnerships'. This was followed by an 'HIV Update' Study Day held in Birmingham in May. The third Study Day of the year was held in London and centred on 'Sexual Health'. These days are free of charge for NHIVNA members, and are an ideal opportunity to update knowledge and make contact with colleagues. I would urge as many members as possible to sign up for future days to benefit from these educational opportunities.

We have seen good progress on the *Advanced HIV Nursing* book, which we hope will be a useful resource. Also, new modules on HIV testing were added to the web learning programme. Following an evaluation of the Competencies, work is under way on an updated version. Education and research are at the centre of NHIVNA's work, so do look on the website for information on the range of awards available to members. I am really looking forward to the rest of my time as Chair of NHIVNA, as the Association continues to grow and develop.

Nathaniel Ault *Chair*

Treasurer's Report

Unrestricted Income

Unrestricted income excluding bank deposit interest of £1,325 (2009: £748) was £188,103 (2009: £223,294). Membership fees were £12,941 (2009: £13,915). Annual sponsorship was £69,000 (2009: £77,500), while conference income was £55,382 (2009: £69,729). Of this £28,847 was from registration fees and the balance, £26,535, from industry and other related activity.

Funding for Study Days was sharply lower at £18,750 (2009: £36,250) and the pre-conference Study Day support was flat at £16,750 (2009: £17,750). Publications and sundry income were £425 and £1,500 was received towards attendance at the ANAC conference.

Unrestricted Expenditure

Total unrestricted expenditure was £172,335, being a decrease of 5 per cent over the 2009 level. Out of this conference and Study Day expenditure amounted to £93,452 (2009: £118,473), a decrease of 21

per cent. Other unrestricted expenditure comprised *HIV Nursing* and the newsletters £12,328 (2009: £13,291), a decrease of 7 per cent.

Restricted Income

Restricted income comprised a repayment of underspend on a grant of £691 from a prior-year Boehringer fund grant.

Restricted Expenditure

Scholarships and awards made in the year from the Boehringer fund were £14,031 (2009: £12,213), leaving an unused balance of £1,071 at the end of the year, and towards the Krattinger Rennison there was £1,000. Total restricted funds at balance sheet date are £5,129.

Summary

The Association's finances during 2010 continue to be sound and a small end-of-year surplus was achieved. The net unrestricted surplus for the year was £17,093 (2009: £43,148) and as a consequence the unrestricted financial reserves of NHIVNA at the year end 2010 increased to £203,142 from £186,049 at the end of 2009. NHIVNA thus remains in a secure financial position which gives the Association the opportunity to continue with its range of activities in furtherance of its aims.

On behalf of the NHIVNA membership I wish to thank the pharmaceutical industry for their continued support, which has been a major factor in the success of the NHIVNA conference and other activities of the Association. Lastly but most importantly I wish to thank our members for your continuing and valued support.

Catrin Evans *Honorary Treasurer*

Secretary's Report

I would like to welcome all new members, and thank existing members for their continued support. Membership continues to increase in the long term, showing a rise of 26% over the last 5 years. In 2010 total membership was 292, which included members across the UK and from Africa, Australia and the USA. NHIVNA's membership spans many areas, including GU Medicine and HIV, Infectious Diseases, Community and Sexual Health, Antenatal and Paediatric, Research, Academic, Mental Health and Intensive Care.

We were pleased that in 2010 we were able to keep membership rates the same. Increasing uptake of the direct debit facility has been beneficial to NHIVNA as your subscriptions are vital in supporting the Association's independence and educational work. We hope the direct debit facility has made it easier for you to continue to be a member.

We hope you agree that being a member of NHIVNA offers you a wide range of benefits, including contact details for other members; free subscription to a range of publications including *HIV Nursing*; discounted conference attendance; free Study Day attendance; and access to various awards, grants and scholarships. Furthermore, through being a member of NHIVNA you are eligible for a discounted membership of CHIVA and BHIVA. In 2010, 18% of you took up this opportunity and broadened your membership.

Much work has gone into the NHIVNA website over the last year so that it is now a valuable asset for you. It provides you with current information about all NHIVNA's activities and publications, including the Competencies, scholarships and access to archived issues of *HIV Nursing*. The Members' area has been popular, with members able to log in to submit and retrieve documents, protocols and guidelines, and share information. Plans are in place for a further upgrade in 2011.

I am grateful to those who completed the members' questionnaire. Respondents confirmed that membership benefits are well received and that events organised by NHIVNA, as well as emails sent out to members, are both educationally useful and relevant to members' needs. A very high percentage of respondents found topics of interest in the emails sent to members; as well as in *HIV Nursing* journal (98%) and the *NHIVNA Newsletter* (97%). The Association wishes to offer you the best possible service and benefits, so your feedback will continue to be used to determine future projects and forward planning.

I am delighted that the majority of you believe your membership is of benefit to you personally and to your practice. Please continue to send me any feedback via the Secretariat. I look forward to the continued success of NHIVNA, your participation in making it the organisation it is, and hope to see you at a NHIVNA event soon!

Zoë Sheppard *Honorary Secretary*

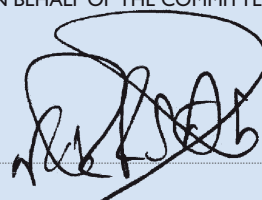
INCOME AND EXPENDITURE ACCOUNT For the year ended 31 December 2010

	2010	2009
	£	£
Income received:		
Restricted income	1,191	22,158
Unrestricted income	188,103	223,294
	189,294	245,452
Direct charity expenditure:		
Restricted expenditure	15,531	13,463
Unrestricted expenditure	172,335	180,893
	187,866	194,356
Gross surplus	1,428	51,096
Interest receivable	1,325	748
NET SURPLUS FOR THE YEAR	2,753	51,844
Accumulated fund brought forward	205,518	153,674
ACCUMULATED FUND CARRIED FORWARD	208,271	205,518

BALANCE SHEET 31 December 2010

	2010	2009
	£	£
Current assets:		
Debtors	27,325	57,398
Cash at bank	226,746	199,534
	254,071	256,932
Creditors, amounts falling due with one year:	45,800	51,414
NET CURRENT ASSETS	208,271	205,518
TOTAL ASSETS LESS CURRENT LIABILITIES	208,271	205,518
Income funds:		
Unrestricted funds	203,142	186,049
Restricted funds	5,129	19,469
TOTAL RESERVES	208,271	205,518

ON BEHALF OF THE COMMITTEE:



Nathaniel Ault, Chair

In our opinion the financial statements give a true and fair view of the state of the charity's affairs as at 31 December 2010 and of its incoming resources and application of resources for the year then ended and have been properly prepared in accordance with the Charities Act 1993.

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