

Company Number: 7358100 Charity Number: 1139700

### **International Society for Gastrointestinal Hereditary Tumours**

# Agenda

#### A COUNCIL MEETING

will be held will be held 12:00 to 14:00 BST on Friday  $12^{\rm th}$  May 2023 by teleconference

#### Gabriel Capella/Nicoline Hoogerbrugge - Chairs

00.00	1.	Apologies	
	2.	Declarations of interests	
00.05	3.	Minutes of last meeting and business arising	
00.15	4.	Administration matters i. Membership ii. Accounts	Jackie Hawkins
		<ul><li>iii. Honorary life members</li><li>iv. InSiGHT policies (including draft Endorsement Policy)</li></ul>	Sue Clark
00.30	5.	2024 Biennial Meeting in Barcelona	Gabriel Capella Nicoline Hoogerbrugge
00.55	6.	2026 Biennial Meeting in Singapore	Joanne Ngeow
01.05	7.	InSiGHT subcommittees/working groups i. Membership ii. Website/social media iii. Education	Nicoline Hoogerbrugge Brandie Leach Andy Latchford
01.20	8.	InSiGHT variant databases VIC Governance	Finlay Macrae
01.30	9.	Endoscopy initiative and video vignettes	Andy Latchford
01.35	10.	Any other business	
	11.	<ul> <li>Date and venue of next meeting</li> <li>1300 BST 27<sup>th</sup> October 2023 - virtual (to coincide with CGA in Las Vegas)</li> <li>9<sup>th</sup> March 2024 face to face, London to review abstracts and programme (with St Mark's Polyposis Registry 100<sup>th</sup> anniversary)</li> <li>19<sup>th</sup>-22<sup>nd</sup> June 2024 face to face, Barcelona</li> </ul>	

## Minutes of the Council Meeting 12:00 to 14:00 BST on Friday 12<sup>th</sup> May 2023 by teleconference

Present:	Action:
Gabriel Capella (Meeting Chair, InSiGHT Co-Chair), Nicoline Hoogerbrugge (Co-Chair), Ian Frayling, Matthew Kalady, Sonia Kupfer, Brandie Leach, Finlay Macrae, Toni Seppala, Sue Clark, Jackie Hawkins.	
1. Apologies Andy Latchford, Joanne Ngeow, Allan Spigelman.	
2. Declaration of interest  No interests in addition to those already documented were declared.	
<b>3. Minutes of last meeting</b> Minutes of the meeting held on 28th January 2023 had been distributed in advance; Nicoline Hoogerbrugge proposed, Sonia Kupfer seconded, and Council unanimously agreed that they be accepted as an accurate record.	
i. Business arising None.	
4. Administration matters i. Membership Jackie Hawkins told Council that the current membership was 190; a chart showing geographical breakdown had been circulated in advance of the meeting. Nicoline Hoogerbrugge requested a list of members and contact details to assist in organising the biennial meeting in Barcelona.	Sue Clark
<b>ii. Accounts</b> Jackie Hawkins reported that the bank balance on 9th May 2023 was GBP 23 895.98 formal accounts for the year to 31st Aug 22 were with the accountant and would be presented to Council once complete.	
iii. Honorary life members Council was reminded that Honorary Life Membership is traditionally awarded at each Biennial meeting to individuals who have made a significant contribution to InSiGHT and have retired. Ian Frayling proposed, Finlay Macrae seconded, and Council unanimously agreed that that Miguel Rodrigues Bigas fulfilled these criteria and should be offered Honorary Life Membership, and that Susan Parry's situation with respect to retirement would be explored.	Sue Clark
iv. InSiGHT policies (including draft Endorsement Policy) The Patients, Privacy, Ethics, Disciplinary, Website and Interests Policies were all due for three yearly review, and had been circulated in advance; no amendments had been suggested. Sonia Kupfer proposed, Brandie Leach seconded, and Council unanimously agreed that these policies should remain in place, and be reviewed in a further three years.	Sue Clark
A draft Endorsement Policy had also been circulated in advance, and was discussed. Various small changes were agreed: Ian Frayling proposed, Sonia Kupfer seconded and Council agreed this policy be adopted provided the updated version be circulated prior to final approval.	Sue Clark
There was general agreement that endorsement and website links to associations such as GETH, CGA and EHTG should be considered in future.	
5. 2024 Biennial meeting in Barcelona	

Nicoline Hoogerbrugge and Gabriel Capella presented an outline of the meeting. This includes a patient information event the evening before; the option a hybrid format to allow patients from elsewhere to join was being explored. An educational event was being planned jointly with ESGE for the morning of the first day. Invited speakers had been approached and many already accepted. Workshops and 'flash talks' for selected posters were going to be added. A draft budget put potential costs at € 200 000; € 30 000 sponsorship had been raised, leaving € 170 000 to be covered. Registration fees were being based on a predicted attendance of 350. All agreed that these should be as low as possible, particularly for those outside the medical profession and students, and that all InSiGHT members should benefit from a reduced rate. Council also agreed that young clinicians and researchers should be incentivised to join InSiGHT by the reduced cost of registration, or by the offer of 'free' membership for some young people; the cost of this could come from InSiGHT as a donation. The abstract deadline would be about 15th Jan 2024, to allow time for marking and drafting of sessions, which would be finalised at the Council meeting on 9th March 2024; early bird registration would close around 1st April. Brandie Leach pointed out that Familial Cancer had sponsored the best poster and podium awards at the 2022 meeting; Gabriel Capella said that he was in discussions with publisher about repeating this. Joanne Ngeow had requested by email that at least one other member of the organising committee for the 2026 meeting in Singapore be involved as a panel meeting or speaker, so that they would gain exposure to an InSiGHT meeting. 6. InSiGHT subcommittees/working groups Brandie Leach There had been no further activity from the three subcommittees, though Nicoline there were plans for them to meet. Gabriel Capella and Nicoline Hoogerbrugge Hoogerbrugge asked that the Chair of each submit a report by the end of Andy Latchford June so that plans for the subcommittees could be included in the 'strategic roadmap' they were preparing. 7. InSiGHT variant databases and InSiGHT ClinGen VCEPs A report by Finlay Macrae had been circulated in advance and was Finlay Macrae discussed. An updated SoP had also been circulated, but Finlay Macrae told Council that further modification was required, and it would be recirculated once finished. The need for succession planning, and for a member of Council to have a lead role in the VCEP organisation, was raised as Finlay Macrae would be leaving Council in 2024. Gabriel Capella and Finlay Macrae both reported an encouraging increase in interested from potential biocurators, and agreed that this is support and mentorship was essential. 9. Endoscopy initiative and video vignette Gabriel Capella asked that Andy Latchford a final deadline be set for this Andy Latchford initiative. 10. Any other business None

#### 13. Date and venue of next meeting

- Gabriel Capella suggested an additional meeting in the second half of August to discuss strategic roadmap
- 27th October 2023 virtual (to coincide with CGA in Las Vegas)
- 9th March 2024 face to face in London to review abstracts and programme (with dinner night before)
- 19th-22nd June 2024 face to face, Barcelona

Sue Clark