

**Annual General Meeting 1996**

**Minutes of the Annual General Meeting of the Cochrane Collaboration Adelaide, Australia, 2.00 p.m., 24th October 1996**

(Minutes approved on 16th October 1997)

Present: Hilda Bastian, Lisa Bero, Iain Chalmers, Henrica de Vet, Edward Dickinson, Carolyn Doughty, Cindy Farquhar, Monica Fischer, Peter Gøtzsche, Emma Harvey, William Hersh, Jini Hetherington (minutes), Jean Jones, Jos Kleijnen, Peter Langhorne, Alessandro Liberati, Andy Oxman, Rochelle Seifas, Bev Shea, Chris Silagy (chair), Peter Smith.

1. Welcome: Chris Silagy, Chair of the Collaboration, welcomed those present to the Annual General Meeting of the Cochrane Collaboration. He explained that the last such meeting had been held of the then members of the Steering Group. Members of all registered entities had been admitted as eligible to vote in the election of candidates to this Group. Only the named contact person in each entity had a vote, unless they had arranged for a proxy vote.

2. Apologies for absence: Zarko Alfirevic and Jeremy Anderson.

3. Minutes of the 1995 Annual General Meeting: These were made available to those who attended that meeting. Andy Oxman moved the adoption of these minutes, the motion was seconded by Peter Gøtzsche, and the motion was carried.

4. Annual Report of the Collaboration to the Charity Commission: Several errors in this report had been noted, namely, that on page 2 Ms H Bastian and Dr I Chalmers were shown as having resigned on 26 February 1996: this was incorrect and should be deleted. Dr RB Haynes and Dr A Liberati should be shown as having resigned from the Steering Group on 26 February 1996. Also, on page 3 'Cochrane' had been misspelt as 'Colchrane'. A letter had been sent to the Commission on 21 October 1996, pointing out these errors and asking for them to be corrected. Monica Fischer moved approval of this Report, as amended, the motion was seconded by Beverley Shea, and the motion was carried.

5. Financial statement for the year 1995/96: Iain Chalmers moved the adoption of the financial statement of the Collaboration, with several minor amendments. After taking into account these amendments (itemised above), the motion was seconded by Peter Langhorne, and the motion was carried. Chris Silagy pointed out that the Collaboration?s bank account to date amounted to about 15,000 pounds sterling, the bulk of which would be used to register the Cochrane logo as a trademark; however, this would leave the Collaboration with no funds to maintain its Secretariat functions.

6. Steering Group elections: Chris Silagy explained that Edward Dickinson had been elected during the year to fill a vacancy in representing Fields. He also explained that Dan Deykin had been a co-opted member of this Group during 1996, and that in view of his extensive experience in dealing with policy makers, the Steering Group would be inviting him to continue in a key liaison role. In the latest elections to the Steering Group, Iain Chalmers, Peter Gøtzsche and Peter Langhorne had been replaced by Zarko Alfirevic, Lisa Bero and Jos Kleijnen, who had also been elected as Treasurer. In addition, he advised that Monica Fischer and Beverley Shea had been re-elected.

7. Appointment of auditors for 1996/97: Edward Dickinson moved that the chartered accountants, Neville Russell, be reappointed as the Collaboration?s auditors, the motion was seconded by Beverley Shea, and the motion was carried.

8. Cochrane Collaboration Secretariat: Ian Fullerton Smith had tendered his resignation from the position of Executive Officer to the Collaboration in June 1996 to accept another post, allowing some restructuring and the establishment of a Secretariat. Jini Hetherington has accepted a full-time position as Administrator to the Secretariat, on a three-year secondment from the UK Cochrane Centre, effective immediately. Dr Muir Gray has been appointed Company Secretary. It is planned to appoint a part-time business manager in due course.

9. Standing Sub-Committees of the Steering Group: Chris Silagy listed the various sub-committees as follows:

Colloquium Organising Group (chaired by the host organiser) Editorial Group (chaired by Jos Kleijnen) Executive Group (chaired by Chris Silagy) Handbook Group (convened by Andy Oxman) Publishing Policy Group (chaired by Chris Silagy) Registration Group (chaired by Jean Jones) Software Development Group (chaired by Monica Fischer) Trials Registers Development Group (co-convened by Kay Dickersin and Jean-Pierre Boissel)

10. Other business: None.