

Irish Head and Neck Society, Virtual General Assembly

30 September 2020

By ZOOM

Attendance:

Prof Patrick Sheahan (Chair), Dr Ed Cotter, Mr Paul Lennon, Mr Liam Skinner, Dr Linda Feeley, Dr Eleanor O'Sullivan, Dr Bijal Shah, Mr Andrew Dias, Mr Tom Barry, Dr Ciara Lyons, Mr Tom Moran, Dr Osama Omer, Mr John Kinsella, Mr Habib Khan, Mr Thava Kumar, Mr Fiachra Martin, Prof Conor Barry, Mr Sean T O'Sullivan, Dr Sinead Brennan, Mr Mark James, Dr Simon Blake, Prof J Paul O'Neill, Noreen O'Regan (Affiliate), Maire Ring (Affiliate), Deirdre Callanan (Affiliate)

Apologies:

Dr Mary Toner, Ms Orla Young, Mr Barry O'Sullivan, Mr Mick Gilbride, Ms Shirley Potter, Mr Stephen Ryan, Dr Esther O'Regan, Prof Helena Rowley

Minutes:

1. Presentation of accounts by treasurer

Accounts were presented by Mr Conor Barry. Balance of €5615 includes €3000 given by sponsors (€1000 each) for purpose of annual meeting; one of these has requested return of this. Remainder is subscription fees from members.

2. Motions to change constitution

The following motions to change the constitution were passed

1. Insert: "In extraordinary circumstances where it is not possible to hold a physical General Assembly, a virtual General Assembly may be held. In such situation, voting may take place electronically".
2. Change "The term of office for Council members will be 2 years" to "The term of office for Council members will be 3 years"
3. Change: "The IHNS shall be governed by a Council, which will be formed by 9 full members, inclusive of President, Secretary, and Treasurer, plus one affiliate member" to "The IHNS shall be governed by a Council, which will be formed by 9 full members, exclusive of President, Secretary, and Treasurer, plus one affiliate member"

3. Election of Council

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email: [secretary@theihns.com](mailto:secretary@theihns.com)



The following members were elected to council with terms beginning immediately

|            |   |
|------------|---|
| President: | Prof. Patrick Sheahan (ENT) (Elected as President Elect 2019) |
| Secretary: | Dr. Linda Feeley (Pathology)                                  |
| Treasurer: | Prof. Conor Barry (Maxillofacial)                             |
| Council :  | Mr. Fiachra Martin (Plastics)                                 |
|            | Mr. Paul Lennon (ENT)   |
|            | Mr. Tom Moran (ENT)   |
|            | Mr Liam Skinner (ENT)   |
|            | Mr. Tom Barry (Maxillofacial)                                 |
|            | Dr. Sinead Brennan (Radiation Oncology)                       |
|            | Dr. Cliona Grant (Medical Oncology)                           |
|            | Dr. Esther O'Regan (Pathology)                                |
|            | Ms. Noreen O'Regan (SLT) (Affiliate)                          |

One position for a Radiologist remains unfilled. This position will be held open and a member may be elected by the Council during the term of the Council as per provisions in Constitution

#### 4. Plans for Annual meeting

It was agreed that it is currently not feasible to plan a physical annual meeting, due to COVID-19 restrictions.

PS will arrange monkey-survey of members to survey thoughts regarding virtual meeting, and format of same.

#### 5. Other activities of IHNS

It was agreed that the IHNS would endeavour to engage with other activities. These include educational activities, which may include organization of webinars, development of educational materials, electronic H&N updates / Journal club; Research activities; Patient care activities, including liaising with patient groups, the Irish Cancer Society, and development of patient information materials; Advocacy and provision of expert voice on matters related to H&N nationally; and national and international collaboration.

It was agreed that subcommittees would be formed comprising small groups of members who would work on furtherance of these activities. Volunteers for such subcommittees were sought from the membership. Part of the role of members of the subcommittees would be to liaise with all the specialties within the IHNS to ensure a multidisciplinary approach.

The following subcommittees / leads were nominated:

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email: [secretary@theihns.com](mailto:secretary@theihns.com)



Educational subcommittee: Dr. Ciara Lyons, Dr. Mary Toner, and Mr. Thava Kumar.  
Research subcommittee: Dr. Sinead Brennan, Mr. Mark Adams, Ms Cherith Semple\*  
Patient Care subcommittee: Dr. Eleanor O'Sullivan, Ms Deirdre Callanan\*, Ms Cherith Semple\*  
International liaison: Prof. J Paul O'Neill\*, Dr Sinead Brennan\*

\* Nominated / volunteered after meeting

Positions on the subcommittees remain open for members to volunteer by contacting the Secretariat. It was also agreed that Affiliate and Associate (NCHD) members should also be encouraged to join these subcommittees.

With respect to Advocacy and Expert Voice, it was agreed that now that the IHNS is properly constituted, it would write to National Regulatory Bodies, and Colleges to introduce itself.

Among advocacy issues, it was agreed the IHNS should advocate for KPIs in H&N cancer.

With respect to International Collaboration, the IHNS has already applied for membership to the European Head and Neck Society (EHNS). The application met with preliminary approval by the EHNS Board at its meeting in Munich on November 20, 2019, and was awaiting formal ratification at the Council meeting which was to take place during the ECHNO meeting in Brussels in May 2020. This meeting has been postponed for 1 year due to the COVID-19 pandemic.

It was agreed that the IHNS would immediately also formally apply for membership to the International Federation of Head and Neck Oncological Societies (IFHNOS).

#### 6. Role of IHNS in COVID pandemic

A discussion was had regarding the role of IHNS during the COVID-19 pandemic. It was agreed that previous guidance had been very useful during the first wave, but acknowledged that development of guidance would be very difficult during the second wave. It was agreed that development of some principles that the IHNS would advocate for during this time would be very useful. A group will be formed to consider this.

#### 7. Communication

It was agreed to further develop the IHNS website, which will also be critical to support the activities of the IHNS. Mr Tom Moran and Mr Thava Kanalingam will oversee website development.

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email: [secretary@theihns.com](mailto:secretary@theihns.com)



It was agreed that with the IHNS now properly constituted, communication would be sent to Colleges, Professional bodies, and MDTs, to reach out to prospective members from all the component specialties, affiliate specialties, and nursing. Prospective members would be directed to the IHNS website for information and for joining of the society.

8. Engagement with Affiliate members

A subcommittee will be formed led by Ms Noreen O'Regan to develop a strategy to engage Affiliate specialty members and prospective members. It was also agreed that Affiliate members should be sought for membership of Education, Research, and Patient Care subcommittees.

9. Engagement with Associate members (NCHDs)

A subcommittee will be formed led by Mr Thava Kumar to develop a strategy to engage NCHDs from all the component specialties. It was also agreed that NCHDs should be sought for membership of Education, Research, and Patient Care subcommittees

ENDS