

## Annual report and annual plan template

### BDA Specialist Groups and Branches

Groups and Branches are integral to the BDA; providing a huge variety of benefits and services to members, representing dietitians at a national and local level and developing the profession. The BDA is hugely grateful to all those members who serve on a committee to ensure this work continues. On an annual basis, we ask that each Group and Branch complete an annual report reflecting on past achievements and an annual plan to ensure the success of the next year. We use this information to celebrate your achievements to the membership, BDA Council and staff and also to ensure we can fully support each Group and Branch in their aims and workplan for the next year. We also hope it helps the committee reflect, celebrate and plan.

Please complete the following template to report on your Group or Branch activities in the past year and to outline your plans for the coming year, returning to us.

The annual report will cover all activities from 1<sup>st</sup> March of the previous year to the 28<sup>th</sup> February of the current year. The annual plan will cover activities planned from 1<sup>st</sup> March of the current year to the 28<sup>th</sup> February of the following year.

### Thank you

<b>Name of Group/Branch</b>	<b>BDA North East Branch</b>
<b>Date of report</b>	<b>February 2017 to March 2018</b>
<b>Date of plan</b>	<b>March 2018 to February 2019</b>
<b>Completed by</b> (Name and committee position)	<b>Lucy Winter (Chair up to 1.2.18)</b>
<b>Date</b>	<b>27.2.18</b>

### Committee information

**Please list any changes in your committee, state who has replaced who and any other structure changes, e.g. the development of new committee roles.**

- Chair: Carol Springett, replaced Lucy Winter
- Treasurer: Claire Jenkins-Bassett, replaced Elaine Dickson
- Secretary: Elaine Dickson, replaced Carol Springett
- PR and communications officer, social media role: Emily Harkleroad, replaced Kirsty Maclean
- PR and communications officer, Website coordinator: Fiona Vause replaced Claire Jenkins-Bassett
- Meetings organiser:
- Meetings organiser:

### Membership details (16/17 data)

<b>How many members, in total, do you have?</b>	322
<b>Please break down the membership into sections – Full, Dietetic Support Workers, Students, etc.</b>	Full- 298 Students- 6 Support workers- 8 Affiliate- 1 Retired – 5 Non practicing – 2 Affiliate /overseas- 2
<b>Please detail any membership recruitment activities that you carried out in the past year and if carried out, did you measure the success of these activities?</b>	N.A

### Meetings and Events

<p><b>Please list the dates of group/branch events that you held in the past year with the number of attendees and topic/title.</b></p> <ol style="list-style-type: none"><li>1. Cows Milk Allergy (including AGM) 11<sup>th</sup> March 2018 Attendees: 21 dietitians plus other medical staff.</li><li>2. Managing the eating disorders patient in a non specialist setting 28<sup>th</sup> June 2017 Attendees: 59/60</li><li>3. Nutrition in Oncology 7<sup>th</sup> October 2017 Attendees: 35/39</li><li>4. Update on supplementary Prescribing (Including AGM) 27<sup>th</sup> February 2018 Attendees: CANCELLED DUE TO SNOW</li></ol>
<p><b>Please list the dates of group/branch committee meetings held in the past year.</b></p> <p>March 13<sup>th</sup> 2017 March 22<sup>nd</sup> 2017 April 26<sup>th</sup> 2017 May 25<sup>th</sup> 2017</p>

July 12<sup>th</sup> 2017  
August 16<sup>th</sup> 2017  
September 6<sup>th</sup> 2017  
November 7<sup>th</sup> 2017  
December 12<sup>th</sup> 2017  
January 17<sup>th</sup> 2018  
March 22<sup>nd</sup> 2018

**Please state the date of your AGM and the number of attendees.**

27<sup>th</sup> February 2018  
Attendees: 22

**Did you have any sponsors or 'in kind support' for any events? Please detail here.**

1. Cows Milk Allergy: Nutricia
2. Eating disorders: Sponsored by Prosource
3. Prescribing update: AYMES

### **Group or Branch activities**

**What have been the key activities and achievements in the year?**

We have held three successful events. Each event has focused on a different topic to meet the needs of our various BDA members. We ensured that these were held both on evenings and weekends to try and make it as accessible as possible for members.

One of our main successes was our Oncology event where we raised £242.15 for Macmillan cancer services. This event was held at one of our local NHS trusts and included a coffee and cake break to help raise funds.

Another success was our eating disorders event which was extremely well attended. The event received good feedback and was a very informative event.

Finally, we had an honorary BDA member attend our cow's milk allergy event – Dr Trevor Brown

**What went well and why it was successful?**

All of our events went well due to the good team work from the branch committee as we were able to coordinate resources and responsibilities well. We were able to host quarterly events as proposed in our annual plan.

One of the reasons we were successful with our events was because we organized key speakers and interesting topics which attracted good numbers of members to the events. For example, for our Eating disorders event we had a renowned dietitian come to present, who is well established in her specialist area.

**What was not achieved and what lessons can be learned?**

Unfortunately, we did not receive sponsorship from BDA legal for our November event which had been arranged. This therefore meant that the Branch lost £200 of sponsorship money from their funds to ensure that all of the profit from the event went to charity as previously agreed. In the future we will chase up our sponsors and ensure that we use alternative sponsors if errors occur.

We had to cancel an event due to snow on the day (27.2.18) it was difficult to ensure we had informed everyone as we did not have access to all email addresses, as applications had been made thro event bright. It has been difficult to reschedule and to save costs from event bright we are managing in house. Some people asking for refunds.  
Event bright costs have increased to 99p per ticket and as we have a very tight budget we will be dropping to the basic level at 69p.

**Resources produced**

**E.g. newsletters for members**

Promotion leaflets for events  
Facebook page updates  
Website updates including event presentations  
Mangers supplements  
Post event surveys

**External contractors/consultants**

**Did the Group or Branch use paid for services for a project or resource, from an individual or a company, e.g. event management, administration resources, website development, project management, design, etc? Please detail here.**

N.A

## Annual plan

We ask that each Group and Branch align their activities to the vision, mission and themes within the BDA Strategic Plan (<https://www.bda.uk.com/about/corporate/strategicplanfull>), when planning the work of the Group or Branch.

Please outline your planned activities for next year according to the appropriate Strategic Plan theme, please refer to the BDA Strategic Plan to help you.

### 1. Supporting our members

To provide up to date information to members via social media and branch website.  
To deliver events to members offering networking and CPD opportunities.  
To deliver a range of topics for specialist interest with experienced presenters at the events.  
To provide members with a professional contact to link to the main BDA.  
To offer information to services in the area as requested for example job adverts

### 2. Leading the profession

To promote the importance CPD and evidenced based practice and assist members in these areas.  
To encourage members to promote dietetics as a profession.

### 3. Building for the future

To manage resources robustly and cost efficiently.  
To engage with all members including students, dietetic assistants, non- NHS workers.

### Thank you Section

Thank you to the BDA North East branch committee for all their hard work this past year.

Thank you to all of our guest speakers at events who have given informative and engaging presentations at our regional events.

Thank you to our event sponsors who have helped support the branch and CPD events.

Please return this completed template, via e-mail, to:

Laura King, Membership Officer (Groups and Branches) on [l.king@bda.uk.com](mailto:l.king@bda.uk.com)