

# BOPA Executive Committee Meeting Minutes Monday 23rd January 2017 T-Con



## Present:

Man-Chie Chow MC  
 Steve Williamson SW  
 Liz Breen LB  
 Jackie Lewis JL  
 Stephen Kelly SK  
 Netty Cracknell NC  
 Simon Purcell SP  
 Carl Booth CB  
 Bryn Thomas BT  
 Rob Duncombe RD  
 Penny Daynes PD  
 Sophie Harding SH  
 Kirstie Wicke KW Succinct for item 5

**Apologies:** Jackie Lewis JL

16/17-016. Welcome and apologies	Lead	Deadline
Apologies from Jackie Lewis		
16/17-017. Minutes from the last meeting	Lead	Deadline
<p>Reviewed and accepted prior to meeting and had been published on website for members.                      (Note its was agreed any commercially sensitive information will be removed from future minutes published on public website).</p> <p>Further to Last minutes SW explained plan to have an annual cycle for meeting agenda items and actions that will link to the action log in future.</p> <p>I.e. BOPA's annual cycle is from 1<sup>st</sup> November (post conference) up until end of October. So we are now in the 2016/17 cycle.</p> <p>Agenda items will be numbered consecutively and a rolling programme, throughout the year starting at 16/17-001, i.e. only the first meeting of the year will be 001, all other meetings numbers will follow on from last number of previous meeting.</p> <p>This is to allow accurate tracking from minutes of actions and link actions in future action log back to minutes for full clarity.</p>		
16/17-018. Chairman's business -Steve	Lead	Deadline
<p>Feedback from Meeting with Succinct- SW/ SP /SK met with Succinct to agree a way forward for future working. It was agreed that the partnership was successful and to continue.</p> <p>The on-going costs of website, study days and conference fees will be reviewed and optimised into a single agreement.</p> <p>SW has been asked to speak at BPSA and CPC and is making links with HOPA</p> <p>Biosimilar document almost ready to distribute after consultation</p> <p>In discussion with LCA to host some content on BOPA website if their website is not supported in future after regional changes.</p>	<b>KW/RB</b>	

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<b>16/17-019. BOPA Website Progress</b>		<b>Lead</b>	<b>Deadline</b>
Weekly progress meetings still operating. Most E&T modules up and running after a review – awaiting final Breast Module . Still some snagging to sort such as forum pings . MC requested finances to be sorted by end March		<b>MC</b>	
<b>16/17-020. BOPA 2017 Symposium Planning</b>		<b>Lead</b>	<b>Deadline</b>
Kirstie in attendance. Discussion around making the conference more affordable to members to drive up numbers and increase sponsorship. Proposal to reduce fees by 50% for 20 <sup>th</sup> anniversary to increase numbers. KW presented slides of conference plan so far Glasgow 2017 SECC – working towards 600 delegates. Over previous years membership attendances have been decreasing and industry numbers increasing, average revenue from registration fees is £161,000. Different cost models discussed involving increasing price of exhibition stands and attracting more sponsorship. Travel/accommodation is still an expensive issue, particularly for Glasgow. Motivational speaker and other options discussed. NC is leading Symposium Planning Committee who is meeting in Glasgow next week with a team to plan agenda. This will be the only F2F meeting, then will be virtual		<b>SW</b>  <b>NC</b>	
<b>16/17-021. Review of BOPA Constitution Action</b>		<b>Lead</b>	<b>Deadline</b>
In progress – needs to go to AGM for approval. Committee to review, send comments tracked changes to SW, SW to update and send to membership for consultation, final version to be signed off at AGM in October.		<b>SW</b> <b>ALL</b>	<b>End Mar</b>  <b>End Jun</b>
<b>16/17-022. Education and Training Committee update</b>		<b>Lead</b>	<b>Deadline</b>
Intro to Oncology Course organised – communications to go out F2F meeting at the Marsden next week arranged		<b>KW</b>	
<b>16/17-023. BOPA Representation at Specialist Groups Action</b>		<b>Lead</b>	<b>Deadline</b>
Medicines Optimisation CRG – SW to look at organising biosimilar study day similar to dose banding study day. Chemotherapy CRG – SW attending National Chemotherapy Board- HF/ SP attended and feedback – discussing SACT, Innovation, new Drugs, treatment algorithms, Dose banding study day arranged for 15/3/17 national workforce survey, biosimilar, carter report and aseptic manufacturing, hand held chemotherapy record		<b>SW</b>	
<b>16/17-024. Audit and Research Committee Update</b>		<b>Lead</b>	<b>Deadline</b>
CB reported that funding for research awards are now open – details on website. Applications by 3/5/17. Abstract publication quotes received and committee agreed to take this forward at BOPA 17			

<b>16/17-025 Community Pharmacy Update</b>	<b>Lead</b>	<b>Deadline</b>
<b>Action</b>		
JL sent apologies – update via email as below In East Devon I am working with the local Macmillan GP and CRUK (CRUK have worked with Camden pharmacies) and we are bringing in interested parties such as the local secondary care centre and charities to look at a study evening for up skilling community pharmacists (I think this will be in the face to face minutes). So this could be a test and I can feed back to the committee? 'it would be useful to have some BOPA endorsed community guidelines written (and Steve you mentioned updating oral chemo guidelines at one point I think) as well as a community section on the website'		
Action: SW to add updating oral chemo RPS guidance to action plan	<b>SW</b>	
JL to attend Symposium planning committee and E+T committee. Netty in discussions with CPPE	<b>NC</b>	
<b>16/17-026 Consultations / Reference sub-group</b>	<b>Lead</b>	<b>Deadline</b>
<b>Action</b>		
Publications page set up on new website. Steve has reference material from old website – needs reviewing.	<b>SW</b>	
Steve to set up new group to review this	<b>SW</b>	<b>April 17</b>
<b>16/17-027 BOPA representation at Conferences</b>	<b>Lead</b>	<b>Deadline</b>
<b>Action</b>		
CPC – SW, JL, RD, PD to attend – Man stand, speak & promote BOPA ECHO and ESOP – MC Oncology Forum – BOPA to support and have Face to face meeting HOPA SW declined invite		
<b>16/17-028. AOB</b>	<b>Lead</b>	<b>Deadline</b>
<b>Action</b>		
MC prepared slides on latest finances- to hand over to RD	<b>MC</b>	
HF reported that RPS looking for faculty assessors. SW to invite Geoff to a future meeting to update and SP to attend RPS meeting	<b>SW/SP</b>	

**Date of next meeting(s)**

Monday 27<sup>th</sup> February 12pm- 2pm Teleconference