

BOPA Executive Committee Meeting MINUTES
Monday 17th July 2017 T-Conference



Item Number	Agenda Item	Lead	Deadline
	<p>Attendees Steve Williamson (SW) , Rob Duncombe (RD) , Bryn Thomas (BT) , Netty Cracknell (NC) , Helen Flint (HF) , ManChie Chow (MC) , Kirstie Wicke (KW) , Jackie Lewis (JL) , Sophie Harding (SH)</p>		
16/17-087	<p>Apologies/Not in Attendance Stephen Kelly (SK) ,Simon Purcell (SP) , Carl Booth (CB) ,</p>		
16/17-088	<p>Minutes of 16 June 2017 a) Accuracy check & Sign Off - agreed</p>		
16/17-089	<p>ACTION LOG REVIEW 004 Website Automatic newsletter – James from succinct states this technically possible, but not achieved yet – SK to follow up with JT 006 Review of Constitution – Circulated but no comments 008 Chemotherapy patient booklet – taken forward at NCB 010 Mentoring scheme – aimed at helping with research – on A&R committee action log – A&R committee to publish information on website 011 Complete website Functionality and Maintenance. MC paid for website completion. On-going hosting/ maintenance fees have not been agreed and appear excessive. NW/SW/MC to meet to review and escalate these. Issues with expectations from Succinct on website delivery (development and service) 012 CRUK – JL has delivered evening sessions 013 CPPE – NC taking forward 015 Cancer Vanguard – can close this as project due to complete and has delivered 018 CPC- agreed to support again in 2018 021 Succinct annual partnership agreement – agreed with SW and Rob Barker Succinct reduced to 2 years 022 LCA website SW to chase Pinkie 031 RPS faculty portfolio review HF to meet with GS 035 RPS accreditation – SP to submit 038 Abstract marking – taking place 039 Newsletter SW to produce</p>	<p style="text-align: center;">SW</p> <p style="text-align: center;">SW/NW</p> <p style="text-align: center;">SW</p> <p style="text-align: center;">SW</p>	
16/17-090	<p>Specific Matters Arising Since Last Meeting a) <u>BOPA Conflicts of interest Statement & ABPI declaration</u> Has been updated and circulated, sent to Succinct team for comments. b) <u>Workforce Survey</u> HF to chase Mark Evans. NCB have actioned BOPA to lead on this – in progress – underway at the Marsden c) Constitution consultation – see action log 006 d) Draft NEWSLETTER - SW to publish in August see action log 039</p>		

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16/17-091	<p>Updates from recent Email correspondence</p> <p>a) UKCPA biosimilars Event 1st Nov 17 - invited SW to speak</p> <p>b) Managing workload – working smarter options for committee ‘manager’ & in future professional secretary .BOPA workload would benefit from a professional secretary .SW has made links with UKCPA secretary to see how other organisations operate. SW would like help with keeping track of action log. Agreed to divide action log between workstreams. Discussion around how to view and update action log – BT to investigate how BOPA committee can access and update document</p> <p>c) Bursary scheme – BOPA17 & ASCO18 Not enough time for BOPA 17 – but potential for 2018 and ASCO 18 .Tender to go out to interested companies.</p> <p>d) ISOPP hosting in UK in 2019 - ISOPP have asked BOPA to host ISOPP in the UK . Symposium Planning Committee NC,SK to consider</p>	BT/SW	
16/17-092	<p>Membership / Succinct Business</p> <p>a) Committee Elections – deadline 1st September</p> <p>b) Treasurer Update - deferred</p> <p>c) Membership update – 844 members (515 direct debit)</p> <p>d) Financial Agreement/ Contract with Succinct – action log 021</p>		
16/17-093	<p>Website</p> <p>a) Functionality / Usability – action log 011</p> <p>b) Maintenance Contact</p>		
16/17-094	<p>BOPA 2017 Symposium Planning</p> <p>a) Planning Update – 66 registered, Succinct advertising widely. Early bird until 18th August</p> <p>b) Agenda Update – Top Secret World Record plans in place . A few gaps in the agenda due to be filled. Identified sessions which would be recorded</p>	NC/SK	
16/17-095	<p>Education and Training Sub Committee update</p> <p>a) Face to face meeting in July – Immunotherapy webinar held last week and recorded .Minutes to be circulated</p>	SP	
16/17-096	<p>Audit and Research Sub Committee Update</p> <p>a) 100 Abstracts received – Marking arranged</p> <p>b) Conference Abstracts to be published in JOPP</p>	CB/MC	
16/17-097	<p>Community Pharmacy Sub Committee Update</p> <p>c) JL to discuss taking forward but not in progress yet . To discuss at E&T committee whether can be progressed through this sub group</p>		
16/17-098	<p>Publications & Consultations Sub Committee Update</p> <p>a) Formation of group and chair – still work in progress</p>		

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<p>16/17-084</p>	<p>Partnership and Representation a) Agreement for reciprocal attendance/ stands etc. b) POP having stream at BOPA c) RPS Partners meeting 9th August – HF/GS attend – BT asked to attend if HF/GS cant attend RPS Accreditation task and finish group – in progress d) Irish Group – Liz to link with e) ESOP / ISSOP/ HOPA / SOPPG /</p>	<p>All SK/SW SP ALL</p>	
<p>16/17-085</p>	<p>Chemo CRG and Chemo Board a) Updates since last meeting – no meeting to update</p>		
<p>16/17-086</p>	<p>Dates of Next Meetings Monday 21th Aug T-CON 12-2pm Monday 11th Sept T-CON 12-2pm TWO DAY MEETING FINAL DECISION Sun 2/12 & Mon 3/12 confirmed</p>	<p>KW/All</p>	