

# BOPA Executive Committee Meeting MINUTES

## Monday 11<sup>th</sup> September 2017 T-Conference



Item Number	Agenda Item	Lead	Deadline
16/17-101	<p><b>Apologies/Not in Attendance</b>                      In Attendance – Steve Williamson (SW) Netty Wood (NW) , Man-Chie Chow (MC) Penny Daynes (PD) , Rob Duncombe (RD), Sophie Harding (SH), Liz Breen (EB), Stephen Kelly (SK), Kirstie Wicke (KW), Bryn Thomas (BT) ,Jackie Lewis (JL).</p> <p>Apologies – Carl Booth (CB), Penny Daynes (PD)</p>		
16/17-102	<p><b>Minutes of 21 July &amp; 21<sup>st</sup> August</b>                      a) Accuracy check &amp; Sign Off</p>	All	
16/17-103	<p><b>ACTION LOG REVIEW</b>                      This was deferred as had been just done three weeks ago at previous T-con on 21<sup>st</sup> August and to allow time to focus on upcoming symposium</p>	All	
16/17-104	<p><b>Specific Matters Arising Since Last Meeting</b>                      a) Workforce Survey - completed by Mark and will be circulated by SP to committee                      b) Newsletters - sent out</p>	All	
16/17-105	<p><b>Updates from recent Email correspondence</b>                      a) UKCPA biosimilars Event 1<sup>st</sup> Nov 17 - email correspondence sent out from BOPA advertising event                      b) ISOPP 2019 - email correspondence sent to committee for discussion.                      c) Bursary scheme - TC with two providers and committee in next few weeks to allow questions then final decision by end September</p>	SW All ALL	
16/17-106	<p><b>Membership / Succinct Business</b>                      a) Committee Elections - Election voting final reminder email sent out. KW to send election results to committee planned to be sent out on 25th Sept.                      b) Treasurer Update - Final accounts to be taken to accountant this week. Much the same from previous years. MC to hand over to new committee regarding signatures on accounts etc.                      c) AGM - SW writing slides, and agenda and will send out to committee for final editing and addition sub group sections                      d) Membership update - nil                      e) Update from Succinct - No update. Working on conference.                      f) Review of corporate membership ToR - on work plan for next year</p>	KW MCC SW KW ALL	
16/17-107	<p><b>Website</b>                      a) Update on position with Succinct                      BOPA agreed to currently pay for the maintenance and hosting only. SW needs discussion with Succinct regarding functionality, development and further costs and difference in views on deliverables should have had with site and what is being classed as new development.</p>	All	

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16/17-108	<p><b>BOPA 2017 Symposium Planning</b></p> <p>a) <b>Planning Update -</b></p> <ul style="list-style-type: none"> <li>• Committee to visit the stands and thank pharma for supporting. 100 abstracts submitted, 75 accepted and 25 declined. To be published in IJOPP. More time needs to be allowed next year for abstracts submission to ensure earlier publication. Move timelines next year.</li> <li>• GWR attempt discussion on how to be organised on the day. Money donated to MacMillan and CRUK.</li> </ul> <p>b) <b>Agenda Update</b> Agenda attendance numbers fairly even at all sessions. More streams this year than previous conferences could affect numbers. Agenda all confirmed with speakers etc.</p> <p>c) <b>Logistics' / Succinct Update</b> Agreed final song for conference. 378 delegates registered for conference as on Friday 8th sept. Intro course only 19delegates. Email sent to Chief Pharmacists and industry to boost registration to intro course. Emails to be sent out to spread the word about intro course numbers. Extra meetings outside of the agenda i.e. NMP meeting.</p> <p>b) <b>Exhibitors Stand Sessions - Roche</b> BOPA stand number = 21 and is strategically placed. Committee rota for manning the stand to be sent out this week. Plasma TV and old memorabilia on stand this year. Photo frame for BOPA members on stand and to post on twitter for best photo competition. 29 pharma stands. BMS are the major sponsor. Roche are going to present short presentations on their stand, SW noted has needed some discussion and negotiation around content approval and learning for next year to include guidance to exhibitors on allowable stand activities. BOPA committee to approval all stand presentation content in future to ensure consistent with conference educational aims.</p>	KW	
16/17-109	<p><b>Education and Training Sub Committee update</b></p> <p>a) Recent Activity &amp; Future plans SP update to follow by email</p>	SP	
16/17-110	<p><b>Audit and Research Sub Committee Update</b></p> <p>a) Recent Activity &amp; Future plans including chair No further updates. Pinkie Chambers will be deputy chair to A&amp;R next year and support Carl Booth</p>		
16/17-111	<p><b>Community Pharmacy Sub Committee Update</b></p> <p>b) Recent Activity &amp; Future plans including chair JL wants to be part of the sub-committee ongoing following stepping down from Exec. CRUK and MacMillan with Devon community pharmacy training on-going.</p>	JL	
16/17-112	<p><b>Publications &amp; Consultations Sub Committee Update</b></p> <p>a) Formation of group and chair To start next year, needs to tie into the website and E&amp;T</p>	SW	

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<p><b>16/17-1134</b></p>	<p><b>Partnership and Representation</b>  a) Agreement for reciprocal attendance/ stands etc.  b) POP - sort reciprocal membership for next year  c) RPS Partners meeting 9<sup>th</sup> August - BT attended and feedback around how the partnership works together and BOPA needs to think about collaboration in the future. Linked to the national training programme. Link to the oncology forum. BOPA needs to find out more regarding training new staff. SW and BT to discuss.  d) RPS Accreditation task and finish group - SP to update before stepping down.  d) ESOP / ISSOP/ HOPA / SOPPG /Irish Group - nil.</p>	<p>All  SW  SP   SP   ALL</p>	
<p><b>16/17-115</b></p>	<p><b>Chemo CRG and Chemo Board</b>  a) Updates since last meeting  CRG Meeting tomorrow. No update until next meeting.</p>		
	<p><b>Dates of Next Meetings</b>   TWO DAY Face to Face: 2017/18 new committee  Sunday 2/12 &amp; Monday 3/12: Hotel Du Vin- Newcastle</p>	<p>KW/All</p>	