

**BOPA Executive Committee Meeting
MINUTES Sunday 3rd & Monday 4th December 2017**



Succinct Offices, The Toffee Factory
Newcastle upon Tyne,

Hotel Du Vin,
Newcastle Upon Tyne,

DAY 1 Sunday

Number	Agenda Item	ACTION																														
	<p>Early Bird Session: Brain storming Part 1– Developing a short medium and long term vision</p> <p>In attendance SW, CB, OC, EG, SM, FM, KW SW led a session discussing what BOPA looks like in 5 to 10 years' time and what are potential priorities. The group agreed that having a strong role in advocacy was important. The role of oncology pharmacists needed to be highlighted when the NHS was looking at workforce planning including; advanced practitioner role and looking at how specialisation with related training and evaluation develops.</p> <p>The group agreed that the role of BOPA was to support specialisation, to work alongside professional bodies to provide standardised training and help set and monitor standards. There was also a PR role in ensuring members voice is heard. Supporting members in this journey was identified as key, including actively mentoring and supporting members and ensuring's link with chief pharmacists.</p> <p>Being inclusive of technicians, encouraging further development of technician's role was discussed. The group agreed that the symposium was important, and would like to see the symposium continuing for the next 5 to 10 years, but being supplemented by an increasing catalogue of digital education and publications.</p> <p>ACTION: SM & CB to look at A&R mentoring framework and set up general framework for BOPA members to use to be mentors and mentees</p>	SM & CB																														
	<p>In Attendance</p> <table border="0"> <tr><td>Steve Williamson (Chair of Meeting)</td><td>SW</td></tr> <tr><td>Richard Allen</td><td>RA</td></tr> <tr><td>Carl Booth</td><td>CB</td></tr> <tr><td>Netty Cracknell</td><td>NC</td></tr> <tr><td>Olga Crehan</td><td>OC</td></tr> <tr><td>Susanna Daniels</td><td>SD</td></tr> <tr><td>Robert Duncombe</td><td>RD</td></tr> <tr><td>Emma Foreman</td><td>EF</td></tr> <tr><td>Emma Groves</td><td>EG</td></tr> <tr><td>Islam Elkonaissi</td><td>IE</td></tr> <tr><td>Fiona MacLean</td><td>FM</td></tr> <tr><td>Seonaid McLachlan</td><td>SM</td></tr> <tr><td>Bryn Thomas</td><td>BT</td></tr> <tr><td>Kirsten Wicke (succinct)</td><td>KW</td></tr> </table> <p>Apologies</p> <table border="0"> <tr><td>Pinkie Chambers</td><td>PC</td></tr> </table>	Steve Williamson (Chair of Meeting)	SW	Richard Allen	RA	Carl Booth	CB	Netty Cracknell	NC	Olga Crehan	OC	Susanna Daniels	SD	Robert Duncombe	RD	Emma Foreman	EF	Emma Groves	EG	Islam Elkonaissi	IE	Fiona MacLean	FM	Seonaid McLachlan	SM	Bryn Thomas	BT	Kirsten Wicke (succinct)	KW	Pinkie Chambers	PC	
Steve Williamson (Chair of Meeting)	SW																															
Richard Allen	RA																															
Carl Booth	CB																															
Netty Cracknell	NC																															
Olga Crehan	OC																															
Susanna Daniels	SD																															
Robert Duncombe	RD																															
Emma Foreman	EF																															
Emma Groves	EG																															
Islam Elkonaissi	IE																															
Fiona MacLean	FM																															
Seonaid McLachlan	SM																															
Bryn Thomas	BT																															
Kirsten Wicke (succinct)	KW																															
Pinkie Chambers	PC																															
17/18-001	<p>Formal start of meeting Apologies/Not in Attendance</p>																															
17/18-002	<p>Welcome to BOPA committee (SW) a) History (How BOPA works)</p> <p>SW opened the meeting welcoming everyone to the committee. SW gave a brief overview of how BOPA works, including its history as a practice interest group that had developed a long standing relationship with Succinct (now Open Health). BOPA is was a registered charity and is a non-corporate organisation, meaning it cannot easily employ people, so is different to organisations such as UKCPA.</p>																															

**BOPA Executive Committee Meeting
MINUTES Sunday 3rd & Monday 4th December 2017**



Succinct Offices, The Toffee Factory
Newcastle upon Tyne,

Hotel Du Vin,
Newcastle Upon Tyne,

Number	Agenda Item	ACTION
17/18-002	<p>This means that BOPA has had to have an arrangement to allow corporate activity to be undertaken on its behalf so BOPA can remain a volunteer based organisation.</p> <p>a) Constitution The group discussed the agreed changes to the constitution that had been tabled and discussed at the AGM, that SW had an action to update post AGM. The group noted points for clarification regarding co-opted members. SW agreed to add clarification to the new constitution and circulate after the meeting to Exec for final approval. The group noted that in future sufficient time needed to allocated to AGM for discussion, SW highlighted that this was due to lack of any written committee procedures on how AGM should work and that guidance on AGM is needed to help future new committees as part of improving governance See 15a below.</p> <p>Action SW to finalise constitution and publish on website.</p> <p>Fellowship The committee noted the fellowship certificate and discussed the process for awarding fellowship, noting that the constitution did not specify the process. It was felt that it should be an open and transparent process, therefore should committee should produce guidelines on nominating people for fellowship and guidelines for the creation of a panel to discuss applications and award fellowships. The committee agreed that they should be no more than 2 fellowships awarded each year, for example; outstanding contribution to oncology pharmacy and/or unsung hero. Details to be agreed.</p> <p>Actions SW to produce some draft fellowship guidelines SW to work with Succinct to deliver certificates to fellows.</p> <p>b) Committee roles (introduction) SW noted it was traditional that committee roles were allocated early on in the planning meeting however given there was a large number of new members who were not fully aware of how the executive works, allocating roles would be left till the end of 2 day meeting to allow everyone a chance to talk and think about their interests. SW noted he aimed for a win-win solution where everyone got to do a role that was their choice however this may not be the first choice so encouraged everyone to have 2 or 3 choices. SW noted he would try and speak to everyone individually regarding their preferences over the next two days. SW noted that people would do more than one role as we had an ambitious potential work plan</p> <p>c) Format of committee and subcommittee meetings SW noted that there was a need to improve committee governance so had developed a standardised agenda, minutes template and work plan format to be used by all committee subgroups. The advantage of standardised format was it lent itself too quick and easy production of agendas and minutes by using a set agenda and a rolling action log. Limiting the discussion recorded in minutes by recording actions in action log would speed up production of documentations. They have a section at end where the key bullets points for Exec committee to be aware of were noted. The group discussed need for standardised terms of reference for sub groups</p> <p>ACTION subcommittee chairs to introduce new format ACTION SW & NC to develop standardised terms of reference</p>	<p>SW</p> <p>SW</p> <p>subcommittee chairs SW & NC</p>

**BOPA Executive Committee Meeting
MINUTES Sunday 3rd & Monday 4th December 2017**



Succinct Offices, The Toffee Factory
Newcastle upon Tyne,

Hotel Du Vin,
Newcastle Upon Tyne,

Number	Agenda Item	ACTION
	<p>d) Succinct Secretariat and Symposium SW noted the rolling contract / agreement that BOPA has with this Succinct highlighting that this is signed for the next 2 years, it had previously been a 3 year contract, but had been changed in 2017.</p> <p>e) Other formal relationships – website/e-learning/bursary & digital SW noted that BOPA needs to develop the formal relationships with multiple providers to ensure best value in use of membership fees. The previous committee had gone with Succinct for website and E learning, leading to dependency on a single provider. It was noted that this perhaps was not ideal and in future BOPA would have multiple relationships with different providers. See item 016</p> <p>f) Technician Representative SW noted that no technician had volunteered to be part of the committee. So a call had gone out for interested technicians to be co-opted to the committee and two expressions of interest had been received.</p> <p>ACTION SW to follow up post meeting, committee to select technician to be a co-opted member of the exec committee.</p>	SW
17/18-003	<p>2017 review (selected conference AGM slides for info) (SW) The AGM slides and minutes were presented and discussed in order that. The committee were aware of last year's committee's activities.</p>	
17/18-004	<p>Treasurers Report RD presented the treasurers report that had been tabled by Man-Chie at the AGM, noting that he was in process of being handed over signature authority for the BOPA accounts. This meant that Man-Chie was still one of the legal signatures; therefore Man-Chie continued to be on Committee as a co-opted member until such time as the handover had been completed. It was noted this required face to face discussion signing forms. In future SW, RD and immediate past Treasurer Man-Chie will be authorized signatories.</p> <p>RD noted BOPA has a healthy bank account and commented that as a charity BOPA should not be accruing funds and should look to for ways to spend for the furtherance of the charity aims e.g. to provide education for all members.</p> <p>SW noted the charity statement (annual report of BOPAs accounts) that is legal requirement needs to be uploaded to the charity commission website each year as part of the treasurer duties.</p>	RD RD
17/18-005	<p>2017 Minutes of previous committee meetings (for info only) SW noted minutes of previous meetings were for information and that September's were outstanding when received will be checked by SW and uploaded in due course. SW noted a frustration with the functionality of the website; in that documents such as minutes could not be organised in a chronological fashion, but appeared only when uploaded, this had implications for management of documents for download by members. http://www.bopawebsite.org/publications/committee-documents</p>	

**BOPA Executive Committee Meeting
MINUTES Sunday 3rd & Monday 4th December 2017**



Succinct Offices, The Toffee Factory
Newcastle upon Tyne,

Hotel Du Vin,
Newcastle Upon Tyne,

17/18-006	<p>2017 Action Log Review (including actions from minutes) The action log from 2017 previous committee was discussed. It was agreed which actions needed to be carried forward for the new committee and added to a new action log to be tabled and discussed at the January T-con.</p> <p>ACTION SW to update action log</p>	SW
17/18-007	<p>Membership / Succinct Secretariat Business (KW & SW)</p> <p>a) 2017 Renewals Fee's The group discussed the membership fees, both corporate and personal. The group agreed that there should be no change or increase in personal membership fees and debated if given the healthy bank account they could be reduced. On balance the group agreed the money in the bank account should be used to support development of digital education so fee's should remain the same (but not increase) and the committee should ensure that BOPA delivered excellent value for money</p> <p>b) Corporate members review SW tabled paper on review of the corporate membership explaining how corporate membership currently worked showing the decline in numbers of corporate membership and issues around the email/mail shot facility that was offered to corporate members. It was noted that this had an additional charge. The Committee agreed that the additional charge should be dropped, fees remain same and corporate membership reviewed going forward.</p> <p>SD noted that some companies were restricted in using the mail shot facility as BOPA had non UK members and therefore no promotion material could be sent if cannot guarantee that will go to UK based members only</p> <p>ACTION KW to facilitate UK based members list to be used on request in mail shots ACTION: SD and FM to survey current and previous corporate members to ask what they wanted from membership ACTION SW to communicate to corporate members the value of being in BOPA and improvements to corporate membership based on survey and feedback from SD & FM.</p> <p>c) Co-ordination of membership surveys SW noted in the run up to the meeting that various members of the new committee and subcommittees had discussed the need to survey members to seek relevant information to help develop work programs. SW noted that they should all be coordinated so members not bombarded with multiple surveys, therefore SW as chair should review all surveys to avoid duplication. SW noted that there was an immediate need to survey members habits regarding learning and digital media in order to ensure that outputs of the ASCO reprogram were targeted appropriately.</p> <p>Action SW to work with WhyHealth on survey and coordinate questions with E&T committee and R&D committee</p>	<p>KW</p> <p>SD and FM</p> <p>SW</p> <p>SW</p>

**BOPA Executive Committee Meeting
MINUTES Sunday 3rd & Monday 4th December 2017**



Succinct Offices, The Toffee Factory
Newcastle upon Tyne,

Hotel Du Vin,
Newcastle Upon Tyne,

17/18-008	<p>Symposium (KW and All)</p> <p>a) 2017 Review and feedback KW provided the feedback from the Symposium which was generally excellent. Most speakers getting high scores. Very few negative comments. In particular, the reduced fees seem to have been a big success with members.</p> <p>b) 2017 Accounts It was noted that no accounts for conference had been received from Succinct regarding costs of symposium, income raised from sponsorship and income raised from membership fees. The committee expressed concern at the lack of financial transparency.</p> <p>c) 2018 Planning Cycle KW introduced the 2018 symposium to be held in Birmingham noting the need to form a symposium subcommittee and have two leads from main committee to work with KW on agenda development.</p> <p>Symposium lead noted as SD & EF with support from NC (as was involved in previous planning of Symposium but Netty gradually stepping back once Emma and Susanna are up to speed).</p> <p>ACTION: Need a symposium committee to form, therefore send a call to action to members particularly those in midlands so suggest targeted approach to people at Birmingham</p>	SD, EF
17/18-009	<p>Education and Training Sub Committee update (BT)</p> <p>a) Update on recent activities Recent activities as highlighted in the AGM slides /minutes were noted and discussed. BT outlined plans for advanced practitioner study day.</p> <p>b) Plans for 2017 (see also developing digital strategy on Monday) SW raised BOPA presence at Clinical Pharmacy Congress in April at Excel. IE had been asked to speak, so outlined his proposed session which committee agreed to. Discussion of other potential session undertaken, suggested that acute oncology, oral chemo drugs on general wards or management of IO toxicity were potential. EG suggested pharmacogenomics in cancer and agreed to potentially speak.</p> <p>ACTION BT and OC to co-ordinate ideas and confirm speakers with CPC.</p> <p>SW noted that BOPA had signed agreement for stand and would require members attending congress to man BOPA stand.</p> <p>ACTION BT and IE to co-ordinate getting speakers, and stand and manning stand at congress</p> <p>Intro to oncology course SW noted that Roche had sponsored (as hands off non promotional education grant) BOPA £20,000 last year for succinct to deliver the introduction to oncology course – the money went directly to Succinct. The old committee agreed to review this and see what alternatives BOPA could deliver and had also funded Succinct to film the intro course last May. The videos need to be developed into e-learning package which will require further funding.</p>	BT and OC BT and IE

**BOPA Executive Committee Meeting
MINUTES Sunday 3rd & Monday 4th December 2017**



Succinct Offices, The Toffee Factory
Newcastle upon Tyne,

Hotel Du Vin,
Newcastle Upon Tyne,

	<p>SW also highlighted that the BOPA website needs to develop more professional standards documents and position statements on key issues, e.g. last year's biosimilar position statement and guidance. This would be a new group looking at key issues that affect oncology pharmacy practice.</p> <p>ACTION SW to share bullet list of workplan ideas for group with IE, RA and support them recruiting members and developing term of reference</p> <p>c) Political Advocacy Role See discussion above</p>	<p>SW, IE,RA</p>
<p>17/18-013</p>	<p>Partnership and Representation (All)</p> <p>a) Review of status with current affiliated groups</p> <p>b) RPS: Accreditation task and finish group Geoff Saunders as past chair has been link; agreed that RD and IE as already involved in RPS groups should also be links and work alongside GS.</p> <p>c) POP Lucia (POP link) expressed concern that the Paediatric Oncology module was still not available on the BOPA website, as this was previously a key resource for the group.</p> <p>ACTION BT to prioritise transferring Paediatric Oncology module to new website as part of E&T work plan.</p> <p>Group noted the reduced fee's for POP members to bring combined POP and BOPA fees to no more than BOPA alone, £70, so that individuals are not disadvantaged by being members of both. POP link to advise KW to process for checking that applications bona fide, give small number of POP members this could be done by POP providing a list of their paid members and Succinct cross checking.</p> <p>ACTON: KW to develop process from reduced membership fees for members of paediatric oncology pharmacists group.</p> <p>d) ESOP / ISSOP/ HOPA The group agreed that there should be attendance from BOPA over next two years at HOPA, ESOP and ISOPP. To be further discussed. . Group noted that oncology pharmacy practice in European countries very different to UK and that mean less able to share initiatives, practice in Australia thought to be closest to UK so need to build links with Australia.</p> <p>e) SOPPG /Irish Group The group discussed the current status of relationship with all groups listed above e, f & g noting where there were gaps in representation and further work on strengthen partnership needed on UK links.</p> <p>f) NHS England Chemo CRG: SW to continue as representative</p> <p>g) UK Chemo Board Membership of the Chemo Board was discussed and agreed that current commit member is needed. Agreed that this should be ideally Vice Chair.</p>	<p>IE,RD</p> <p>BT</p> <p>KW</p> <p>SW</p> <p>PC</p>

**BOPA Executive Committee Meeting
MINUTES Sunday 3rd & Monday 4th December 2017**



Succinct Offices, The Toffee Factory
Newcastle upon Tyne,

Hotel Du Vin,
Newcastle Upon Tyne,

<p>17/18-014</p>	<p>ISOPP 2019 Proposal</p> <p>a) Implications of hosting ISOPP for 2019 Symposium /Secretariat</p> <p>The committee discussed the request from ISOPP to submit a proposal for consideration by their executive committee to host ISOPP conference in UK in 2019. SW and RD were in discussions with ISOPP’s partner agency that run the conference for ISOPP (a Canadian company, Sea to Sky). A draft proposal had been prepared with three potential locations London, Manchester and Edinburgh. The group discussed the detail of the proposal and the impact on BOPA’s ability to host its own conference in 2019.</p> <p>b) Review decision on how to proceed</p> <p>The committee decided unanimously to submit a bid to host the 2019 ISOPP conference. The committee agreed that regardless of if the conference is held in Edinburgh, London or Manchester BOPA will be able to deliver an excellent conference, attract speakers and shape agenda, therefore the committee were happy to submit bid with three options and leave choice of venue with the ISOPP committee.</p> <p>[REDACTED]. The committee agreed to strongly recommend that the ISOPP conference be held in October 2019 – and given UK school holidays would suggest the first 2 weeks of October. RD requested to lead on working with ISOPP and to be the conference chair on behalf of BOPA. Group agreed. RD noted that if successful this would mean attendance at 2018 ISOPP which is in China for two people. The group agreed pending review of potential costs.</p> <p>ACTION SW/RD to inform ISOPP of agreeing to take forward bid. ACTION: SW to inform Succinct of bid and if successful to discuss with Succinct options for secretariat support for 2019 and conference in 2020. ACTION: RD and one other to discuss attendance at ISOPP and review costs to BOPA and present at future meeting.</p>	<p>SW/RD</p>
<p>17/18-015</p>	<p>Improving committee governance (SW &RD & All)</p> <p>a) SOP’s for committee business</p> <p>Agreed needed for wide range of committee business as committee relied on organisational memory and verbal hand overs.</p> <p>ACTION NC & SW to produce list of potential SOPs and standards for discussion at next meeting ACTION: NC (as secretary) to lead on co-ordinating SOP production.</p> <p>b) Financial Instructions</p> <p>RD tabled a draft generic financial instruction to inform committee of what BOPA needs, RD highlighted that agreed sign off limits are needed for what can be agreed to spend and at what level committee seeks formal tender, e.g. above £100,000. Process for informal tender below this limit needed, i.e. seek 3 quotes and have frame work for making decision, need guidance on how decisions made, i.e. not just best value in terms of cost, but reliability, timeliness and on-going support etc. Also need clear guidance on managing committee expenses and process for making final decisions for lower amounts e.g. cover situation like recent £2000 fee for additional video editing of 2017 conference videos just agreed by chair. FM agreed to support RD and look at business SOPs from her organisation and what could be applied to BOPA.</p>	<p>NC & SW</p>

**BOPA Executive Committee Meeting
MINUTES Sunday 3rd & Monday 4th December 2017**



Succinct Offices, The Toffee Factory
Newcastle upon Tyne,

Hotel Du Vin,
Newcastle Upon Tyne,

	<p>DAY TWO</p> <p>Steve Williamson (Chair of Meeting) SW Richard Allen RA Carl Booth CB Netty Cracknell NC Olga Crehan OC Robert Duncombe RD Emma Foreman EF Emma Groves EG Islam Elkonaissi IE Seonaid McLachlan SM Bryn Thomas BT Kirsten Wicke KW</p> <p>Apologies</p> <p>Pinkie Chambers PC Susanna Daniels SD Fiona MacLean FM</p> <p>In Attendance</p> <p>Murdoch Ferguson (Succinct) MF Darren Fergus (WhyHealth) DF Calum Polwart CP* Lucia Van Bruggen (POP) LVB</p> <p>* Calum Polwart was been asked to attend meeting on Mondays digital session to discuss his utube video training output. CP was unable to attend monday session so joined committee for dinner on Sunday evening.</p>	
17/18-017	<p>Recap Day One , (All)</p> <p>a) Capturing key discussion points from evening CP had updated committee on the process of developing his bite sized animated YouTube video training on two new breast cancer drugs, how long it takes. Committee agreed it's a model BOPA can potentially use and train our members to produce similar outputs (with support from digital experts) as part of digital strategy. CP invited to join new digital education Subgroup.</p> <p>ACTION: OC as digital lead to ensure taken forward</p> <p>b) Outstanding Business from Day 1 SW and all reviewed the previous afternoons discussions and clarified some actions for minutes and completed discussion on sub groups (see above)</p>	OC
17/18-018	<p>Team building Exercise –(All)</p> <p>a) Introduction to making us an effective team (SW) SW noted that the committee was new and had a potentially very ambitious action plan and that required everyone to understand how we all worked, particularly as business was done via email often quite quickly and that could lead to misinterpretation or feeling of lack of consultation. SW noted for example that, as chair he generates lots of long emails quickly when has time for BOPA– a reflection of being time poor, and too much to do for BOPA so prefers to not spend lots of additional time carefully proof reading.</p>	

**BOPA Executive Committee Meeting
MINUTES Sunday 3rd & Monday 4th December 2017**



Succinct Offices, The Toffee Factory
Newcastle upon Tyne,

Hotel Du Vin,
Newcastle Upon Tyne,

	<p>FM suggested an approach to emails to highlight if for INFO or ACTION in Subject heading and BLUF – Bottom Line Up Front, i.e. The first line should clearly state why you are sending the email. For example: <i>'I would like your decision on whether we can move ahead with project X by Friday this week please.'</i> The group agree to adopt this approach.</p> <p>b) Committee geographical buddy system SW presented a map noting where committee members were based and noted that it made sense to have committee members working on projects where they were geographically near to facilitate face to face for projects as needed. The group agreed with this approach.</p> <p>c) Insights Discovery Workshop Lead By Graeme Ryder, NHCT Learning & Development Services Manager SW had arranged for a team building session with some basic personality typing, showing which of the team members were most comfortable in different colour type roles. See https://www.insights.com/products/insights-discovery/</p> <p>The group was shown to have a good mix of colour types and knowing each other's colour type was thought to be useful for future meetings.</p>	<p>ALL</p> <p>ALL</p>
<p>17/18-020</p>	<p>Bursary and Digital Strategy</p> <p>a) Update on Bursary Actives -Darren Fergus DF presented the bursary scheme work plan, highlighting this was available on a live google docs sheet that members could access to review progress. It was noted that SW was bursary lead for committee but a second person was needed, EG was accepted as joint bursary lead.</p> <p>SW Clarified who will attend ASCO18; 11 BOPA, at least 2 agency support from WhyHealth. BOPA numbers will include one committee member as link person – committee discussed and agreed that for year 1, this will be SW as Chair and bursary lead, but someone else will have chance in 2019. This means 9 applicants to bursary plus 2017 poster presentation winner who has chosen to use his £2000 prize to join Bursary party. Discussed if in future years prize winner should automatically be offered bursary place, but agreed that winner will have choice join bursary trip or get £2000 to go to own choice of conference. Noted that committee were not excluded from applying.</p> <p>ACTION; Process for judging and selecting to be developed by EG, SM and SW to presented to committee in January</p> <p>DF noted they will be launching publicity campaign soon to get people applying – traditionally BOPA members leave applying for things to last minute (as evidence by conference registration, poster submission etc.), so not worried by lack of applicants yet.</p> <p>b) Sponsorship DF confirmed that we have approximately £80K sponsorship commitment to cover two years congress ASCO in 2018 and second congress in 2019. Sponsorship money will come to BOPA not to WhyHealth. BOPA then pay WhyHealth in instalments or reimburse significant outlay, e.g. flights hotels</p>	<p>EG, SM, SW</p>

**BOPA Executive Committee Meeting
MINUTES Sunday 3rd & Monday 4th December 2017**



Succinct Offices, The Toffee Factory
Newcastle upon Tyne,

Hotel Du Vin,
Newcastle Upon Tyne,

	<p>As part of seeking sponsorship SW included in the request for sponsors to the development of digital education programme so there is some freedom in how BOPA uses sponsorship provided it is used to meeting educational needs outlined in the request letter.</p> <p>c) Contract/Agreement with Why Health and financial management SW and DF confirmed that BOPA has a fixed agreement for Bursary provision with WhyHealth which includes a lot of digital development support as that is integral to the outcomes from ASCO18. WhyHealth need BOPA IT to be able to facilitate their outputs so DF noted they will putting lot of time in helping us sort our IT in year one at no additional cost.</p> <p>d) Digital Health Check DF is undertaking a Digital Health Check and liaising with NC. The committee discussed that the Bursary project has its own iterative development and we are getting idea's to add in as we go along.</p> <p>NC asked for clarity in exactly what was included in the bursary contract with WhyHealth which DF provided. DF agreed to be clear if there is something WhyHealth can do to develop new ideas and cost as additional discreet pieces of activity if do not fall into bursary agreement/ but link to bursary activities. Ideally extra activity is at fixed cost, but committee recognised the need to review if project costs grow i.e. due to natural mission creep and additional development costs. This way we will not be landed with big unexpected bills. The committee will agree each additional activity, and review the level of funding needed and make decision supplier. The development of our SFI's will help committee define what is meant by significant, i.e. how much committee is willing to sign off without tender.</p> <p>e) Digital Assets Account Management Use of Facebook, Twitter, Vimeo, YouTube accounts was discussed</p> <p>ACTION: SW and NC to develop SOP for managing access to digital assets including allowing 3rd party access to use on our behalf e.g. will write disclaimer for any non-exec committee member to sign if given access.</p>	<p>SW & NC</p>
<p>17/18-021</p>	<p>Website future management (NC & All)</p> <p>a) Handover from Succinct</p> <p>SW briefed on how the support for website had been withdrawn by Open Health (different part of succinct from conference/secretariat team) following lack of progress on discussions on hosting and maintenance fees which previous committee felt were too high. NC briefed on hand over from Succinct on website functionality. [REDACTED]</p> <p>[REDACTED] Committee discussed fact that website development was slower than promised and e-learning site had not been fully delivered.</p> <p>Addendum: Post meeting learning and discussion clarified that BOPA need to find host and maintenance contract for 12 month to buy time to develop digital strategy. Committee agreed that needed to deal directly with</p>	

**BOPA Executive Committee Meeting
MINUTES Sunday 3rd & Monday 4th December 2017**



Succinct Offices, The Toffee Factory
Newcastle upon Tyne,

Hotel Du Vin,
Newcastle Upon Tyne,

	<p><i>technical providers of IT in future [redacted]</i> [redacted] Agencies charges for content are a lot higher than technical development so separating them out will be advantageous.</p> <p>Action: Agreed that more members need access and training from NC, SW etc. on self admin of site, To arrange t-con in new year</p> <p>b) Future Options [redacted]. There is the need to review current functionality within the current platform or new website. BOPA are inviting companies to tender for work.</p> <p>NC to contact vendors to informally tender for hosting</p> <p>BOPA website Site objectives</p> <ul style="list-style-type: none"> • To share information about oncology pharmacy • To increase the profile of UK oncology pharmacy within pharmacy, oncology, the health service and globally • To help improve communication between members, between the committee and possibility other specialist groups (POP/NMP) • Ability to have different discussion groups. • To enable online annual payment of membership and updating of personal profiles • To enable online booking and payment for attendance at annual symposium (and other BOPA events) • To have an e-learning section containing various methods of teaching and training. Some individually paid for. • To be up to date and available to members via a variety of platforms such as website/apps/videos • Digital Document Storage 	<p>SW & NC</p> <p>NC</p>																																													
<p>17/18-022</p>	<p>Communication strategy (All) a) Building the BOPA brand Deferred for further discussion in new year</p>																																														
<p>17/18-023</p>	<p>Vision for 2018/19 a) Agreeing committee roles (All) Committee roles where agreed as below</p> <table border="1" data-bbox="309 1480 1310 2011"> <thead> <tr> <th></th> <th>Primary Role</th> <th>Secondary Role(s)</th> </tr> </thead> <tbody> <tr> <td>Steve Williamson</td> <td>Chair*</td> <td>Bursary</td> </tr> <tr> <td>Richard Allen</td> <td>AGP Lead</td> <td></td> </tr> <tr> <td>Carl Booth</td> <td>R&D Lead</td> <td></td> </tr> <tr> <td>Netty Cracknell</td> <td>Secretary*</td> <td>IT, Symposium</td> </tr> <tr> <td>Olga Crehan</td> <td>Digital E&T*</td> <td></td> </tr> <tr> <td>Susanna Daniels</td> <td>Symposium</td> <td></td> </tr> <tr> <td>Robert Duncombe</td> <td>Treasurer</td> <td>ISOPP lead</td> </tr> <tr> <td>Emma Foreman</td> <td>Symposium</td> <td></td> </tr> <tr> <td>Emma Groves</td> <td>Bursary</td> <td></td> </tr> <tr> <td>Islam Elkonaissi</td> <td>PCA Lead</td> <td></td> </tr> <tr> <td>Fiona MacLean</td> <td>Deputy Treasurer</td> <td>Community pharm</td> </tr> <tr> <td>Seonaid McLachlan</td> <td>Membership Liaison*</td> <td></td> </tr> <tr> <td>Bryn Thomas</td> <td>E&T</td> <td>NMP</td> </tr> <tr> <td>Pinkie Chambers</td> <td>Vice Chair</td> <td>R&D Lead</td> </tr> </tbody> </table> <p><i>Roles marker with* are cross cutting across subgroups</i></p>		Primary Role	Secondary Role(s)	Steve Williamson	Chair*	Bursary	Richard Allen	AGP Lead		Carl Booth	R&D Lead		Netty Cracknell	Secretary*	IT, Symposium	Olga Crehan	Digital E&T*		Susanna Daniels	Symposium		Robert Duncombe	Treasurer	ISOPP lead	Emma Foreman	Symposium		Emma Groves	Bursary		Islam Elkonaissi	PCA Lead		Fiona MacLean	Deputy Treasurer	Community pharm	Seonaid McLachlan	Membership Liaison*		Bryn Thomas	E&T	NMP	Pinkie Chambers	Vice Chair	R&D Lead	
	Primary Role	Secondary Role(s)																																													
Steve Williamson	Chair*	Bursary																																													
Richard Allen	AGP Lead																																														
Carl Booth	R&D Lead																																														
Netty Cracknell	Secretary*	IT, Symposium																																													
Olga Crehan	Digital E&T*																																														
Susanna Daniels	Symposium																																														
Robert Duncombe	Treasurer	ISOPP lead																																													
Emma Foreman	Symposium																																														
Emma Groves	Bursary																																														
Islam Elkonaissi	PCA Lead																																														
Fiona MacLean	Deputy Treasurer	Community pharm																																													
Seonaid McLachlan	Membership Liaison*																																														
Bryn Thomas	E&T	NMP																																													
Pinkie Chambers	Vice Chair	R&D Lead																																													

**BOPA Executive Committee Meeting
MINUTES Sunday 3rd & Monday 4th December 2017**



Succinct Offices, The Toffee Factory
Newcastle upon Tyne,

Hotel Du Vin,
Newcastle Upon Tyne,

	<p>b) Road map for next 2 years - refining vision</p> <p>ACTION: SW to produce vision document</p> <p>c) 2017/19 Action Log</p> <p>ACTION: SW to update action log</p> <p>d) Task list for everyone Discuss in January on review of action log</p>	<p>SW</p> <p>SW</p>
17/18-024	<p>Dates for 2018 Meetings Mondays 12-2pm (T-Con unless stated)</p> <p>08/01/18</p> <p>05/02/18</p> <p>05/03/18</p> <p>12/03/18 – Bursary/Digital Day TBC</p> <p>16/04/18</p> <p>30/04 -01/05 – Bursary planning meeting</p> <p>14/05/17</p> <p>ASCO 18 30/05 to 06/06 TBC</p> <p>14/06/18 – Face to Face at Oncology Forum Birmingham</p>	
	Wrap up and Meeting close	