

Number	Agenda Item
17/18-040	Apologies/Not in Attendance Steve Williamson, Carl Booth and Islam Konaissi
17/18-041	Minutes of 8th Jan 2018 - delay in sending. Action for all committee to read and comment on any corrections by Feb 12th.
17/18-042	<p>Specific Matters Arising</p> <ul style="list-style-type: none"> a) Digital Committee NC will chair the digital subcommittee which will have a representative from each BOPA sub-committee as members e.g. A&R, E&T, Community. b) Technician Representative (on action log) : Check with SW c) Vision for 2018/19 (on action log) - Check with SW d) Oncology Forum Liverpool (face to face) PC will act as link with Athena and establish numbers of attendees and let RD know costings by Feb 22nd.
17/18-043	2017/18 Committee happy with action log
17/18-044	<p>Membership / Succinct Secretariat Business</p> <ul style="list-style-type: none"> a) 2017 Renewals Fee's (POP fees structure) Reduced fee agreed at last meeting. BT commented that POP members should access free learning resources and not be charged additional for developmental costs. Committee agreed that this would be beneficial as POP members will be paying fees. b) Corporate members new agreement to be discussed at next meeting. c) Membership surveys-will be discussed at the next meeting.
17/18-045	<p>Symposium</p> <ul style="list-style-type: none"> a) 2018 Planning Committee SD provided an update that they will be meeting tomorrow to discuss the plans and will update at the next meeting or via email.
17/18-046	<p>ISOPP 2019</p> <ul style="list-style-type: none"> a) Update on Actions Emma F and Rob confirmed to attend ISOPP 2018. Sponsorship for ISOPP 2019 will be sought August 2018.
17/18-047	<p>Education and Training Sub Committee update</p> <p>Advance Practice Day: early bird registration ends Feb 28th. Please encourage registration.</p> <p>Intro to oncology new format update : Committee discussed organisation fees charged by both RMH and the Christie. It was agreed that for this year we would pay for the planning and organisation by the trusts for these meetings. A registration fee was discussed SM commented that it may be better to charge a nominal fee upfront than chase non-attendance cancellation fees. The committee believed that a "free" course will attract new members and the course should be free of charge to members and a fee to non-members that is higher than the membership fee.</p> <p>Janssen Study Day BT outlined discussions to date. Concern was raised about BOPA badging a pharma sponsored study day. Prior to progressing communication should go to the whole membership so that members that have concern can raise. It was agreed that for this particular</p>

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	<p>study day we obtain more information guided by SD and FM that will inform future decisions. This day may be used to gain understanding but it was agreed that this should not be BOPA badged.</p> <p>RPS Accreditation task and finish group BT gave an update of the accreditation process and sign off will be imminent. CPC Congress April 2018 BT will attend on Friday but is looking for committee and sub-committee reps to help with the stand. Please contact all sub-committees.</p>
17/18-048	<p>Audit and Research Sub Committee Update Email sent to all members regarding updates. Abstract submissions earlier than usual. Lay members have been invited to take part in marking this year. PRUK / BOPA award open for 3rd round. Committee are coaching people through applications to improve applications. Tweet chat around research planned in March. Research day planned next March.</p>
17/18-049	<p>Community Pharmacy Sub Committee Update FM updated the group that the first meeting will take place this week.</p> <p>RD will liaise directly with Nishali regarding invoices. Face to face meetings should be restricted to 1 per year for sub-groups.</p>
17/18-050	<p>Advocacy & Publications & Consultations Sub Committee RA updated the group on ToR. An email invitation will be sent to all members when ToR is agreed. RPS meeting on Feb 22nd needs BOPA representation : EG volunteered.</p>
17/18-051	<p>Partnership and Representation (All)</p> <ul style="list-style-type: none"> a) POP - discussed b) ESOP /HOPA - No update c) SOPPG /Irish Group - FM, SM and SW to update next meeting. d) NHS England Chemo CRG - next meeting e) UK Chemo Board: PC will send IO discussion via email
17/18-052	<p>Improving committee governance</p> <ul style="list-style-type: none"> a) SOP's for committee business - NC to update via email once document is complete. Committee agreed that a secure cloud based platform was appropriate. b) Financial Instructions - RD circulated a form, committee to iteratively change if necessary. c) Business Development - To discuss next meeting.
17/18-053	<p>Bursary and Applicants & Judging OC gave an update – between 50-10) applications received many postal. (<i>post meeting note final number 34- initial count included duplications email + post</i>) The marking form will be re-circulate. The committee agreed that it was inappropriate for WhyHealth to be judges for this award. OC will ask Callum Polwart as a lay member to help with judging. Denise Blake and Simon Purcell have also been approached.</p>

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	<p>Digital Strategy Digital Assets Account Management (twitter, you tube etc) PC commented that although she was negative about the commercial style advertising for the bursary, the World cancer day was very well received by followers. NC commented that the committee should investigate communication linking – twitter, facebook and linkedin. BT commented it would be useful to have face-face twitter training. This will be on the agenda in Liverpool.</p>
17/18-054	<p>Website future management a) Choice of technical provider –NC updated the group on short term quotes received and preferred supplier. It was agreed that a 2 year quote should be obtained prior to finalising the agreement.</p>
17/18-055	<p>Dates for 2018 Meetings Mondays 12-2pm (T-Con unless stated) 05/03/18 16/04/18 14/05/17 ASCO 18 30/05 to 06/06 14/06 & 15/06 Face to Face at Oncology Forum Liverpool (Arrive wed evening 13/2 then 8.30am till 12.00 14/06/18) July TBC</p> <p>Bursary Planning/Training Dates Tuesday 24th April – London Monday 21st May - London</p>
	<p>Wrap up and Meeting close</p>