

**BOPA Executive Committee Meeting  
Minutes OF Monday 16<sup>th</sup> April 2018 12.00 till 14.00**



Number	Agenda Item	Lead
17/18-057	<p><b>Formal start of meeting</b></p> <p>Steve Williamson (Chair of Meeting) SW            Carl Booth CB            Pinkie Chambers PC            Olga Crehan OC            Robert Duncombe RD            Emma Groves EG            Islam Elkonaissi IE            Fiona MacLean FM            Seonaid McLachlan SM            Emma Foreman EF            Bryn Thomas BT            Kirsten Wicke (succinct) KW</p> <p><b>Apologies</b>            Netty Cracknell, Richard Allen and Susanna Daniels</p>	
17/18-058	<p><b>Minutes of 5<sup>th</sup> March</b></p> <p>Immediate Actions from previous Meeting were reviewed, Minutes not yet available.</p>	
17/18-059	<p><b>FOCUS on SUBGROUPS</b></p> <p><b>SW noted the majority of the meeting would be to focus on subgroups and that each subgroup leads have been asked by 11<sup>th</sup> April to:</b></p> <ol style="list-style-type: none"> <li>1. Sent Final Terms of Reference for the subgroup (once agreed) to exec for review and sign off</li> <li>2. Complete subgroup Action Log AND OR Annual workplan, SW noted that each group once established probably need a more formal annual workplan, as well as action log.</li> <li>3. Send an Outlook email contacts list for you group members to secretary (NC) Prepare a membership list that can go on website – once subgroup pages created</li> <li>4. Submit minutes of last 2 meetings – in agreed BOPA standard format please</li> <li>5. Check details in the committee structure document</li> <li>6. Think about what you want from BOPA website for your subgroup –</li> </ol>	
17/18-060	<p><b>Audit and Research Sub Committee Update</b></p> <ul style="list-style-type: none"> <li>• Governance, work-plan will be agreed at sub-committee meeting on April 24<sup>th</sup> then circulated to exec committee.</li> <li>• Abstract submission deadline – succinct have been prompted to send communications.</li> <li>• Tweet chat: successful event and themes to be drawn from transcription.</li> <li>• BOPA/PRUK: A few expressions of interest have been received.</li> </ul>	PC/CB
17/18-061	<p><b>Community Pharmacy Sub Committee Update *</b></p> <p>London meeting brought through lots of ideas, FM will follow up plans via email.</p>	FM
	<p><b>Education and Training Sub Committee update</b></p> <ul style="list-style-type: none"> <li>• Study days Intro to oncology: It was agreed that as a standard BOPA will not provide honorarium to speakers unless there is an exceptional circumstance.</li> <li>• Filming agreed and a new quote to be received for Advanced study day.</li> <li>• Velindre may be hosting a study day on current topics – this is to be confirmed.</li> </ul>	BT/OC

**BOPA Executive Committee Meeting  
Minutes OF Monday 16<sup>th</sup> April 2018 12.00 till 14.00**



Number	Agenda Item	Lead
	<ul style="list-style-type: none"> <li>David Thompson to host a webinar.</li> <li>NMP: group discussing the educational requirement for this group</li> </ul>	
17/18-062	<p><b>Advocacy &amp; Publications &amp; Consultations Sub Committee</b></p> <ul style="list-style-type: none"> <li>Renamed the GAP committee</li> <li>Workplan and membership circulated</li> <li>Working with CPA leads to develop a website for better management of patients with multiple issues i.e. diabetes /cancer/mental health.</li> <li>Workforce comments sent to NHS England for wider workforce review.</li> </ul>	RA/IK
17/18-063	<p><b>Bursary Sub Committee</b></p> <p>ASCO winners will meet and discuss agenda and topics. SW will circulate date and venue and all exec are invited to attend if they wish to.</p>	EG/SW
17/18-064	<p><b>Digital Sub Committee</b></p> <p>Email update from NC</p> <ul style="list-style-type: none"> <li>Brandcast have a list of things to work through.</li> <li>Brandcast are working with, Whyhealth to update site to create page to host Bursary Scheme content from ASCO.</li> <li>Asked for quotes from 3 suppliers regarding data storage.</li> <li>New email is contact@bopa.org.uk</li> </ul>	OC/NC
17/18-066	<p><b>2017/18 Log and Review of Actions</b></p> <p>Actions reviewed and updated as necessary</p>	ALL
17/18-067	<p><b>Membership / Succinct Secretariat Business</b></p> <p>No issues to report Corporate membership changes not signed off and agreed</p>	ALL FM/SD/YB
17/18-068	<p><b>Treasurer &amp; Financial Business</b></p> <p>Man-Chie continuing the accounting role until transfer has been confirmed by the bank.</p>	SW/RD
17/18-069	<p><b>Symposium</b></p> <p>No issues with the draft agenda and this was approved. Pharma sponsored satellites were discussed and agreed.</p>	KW/SD
17/18-070	<p><b>ISOPP 2019</b></p> <p>RD and EF discussed the vision for ISOPP 2019/ BOPA London</p>	RD/EF
17/18-071	<p><b>Committee Governance</b></p> <p>Technician Rep – SW updated the group that he will ask the membership to vote for the technician role. SOPs to be finalised at the face-face meeting.</p>	NC RD/FM
17/18-072	<p><b>Partnership and Representation (All)</b></p> <ol style="list-style-type: none"> <li>POP – membership fee reduced</li> <li>ESOP / HOPA / - no update</li> <li>SOPPG /IPHOS - SM updated that there will be an annual event and this link is beneficial for both parties.</li> <li>NHS England Chemo CRG – update via email</li> <li>UK Chemo Board: Immuno Oncology safety guidelines – update in June</li> </ol>	All All SM SW PC/SW

**BOPA Executive Committee Meeting  
Minutes OF Monday 16<sup>th</sup> April 2018 12.00 till 14.00**



Number	Agenda Item	Lead
17/18-073	<b>Dates for 2018 Meetings Mondays 12-2pm (T-Con unless stated)</b> 14/05/17 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 Aug TBC Sept TBC	
	<b>Wrap up and Meeting close</b>	