

BOPA Executive Committee Meeting June Liverpool.



Number	Agenda Item	Lead																														
17/18-089	<p>Formal start of meeting SW noted this meeting of exec was open to sub-committee members and welcomed all to the meeting</p> <p>In Attendance</p> <table border="0"> <tr><td>Steve Williamson (Chair)</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>Pinkie Chambers</td><td>PC</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>Islam Elkonaissi</td><td>IE</td></tr> <tr><td>Elizabeth Hodgkinson</td><td>EH</td></tr> <tr><td>Jennifer Laskey</td><td>JL</td></tr> <tr><td>Emma Foreman</td><td>EF</td></tr> <tr><td>Seonaid McLachlan</td><td>SM</td></tr> <tr><td>Bryn Thomas</td><td>BT</td></tr> <tr><td>Wasifa Webb</td><td>WW</td></tr> </table> <p>Apologies Emma Groves EG, Fiona MacLean FM</p> <p>Members declared their declaring conflicts of interest verbally</p>	Steve Williamson (Chair)	SW	Richard Allen	RA	Carl Booth	CB	Pinkie Chambers	PC	Netty Cracknell	NC	Olga Crehan	OC	Susanna Daniels	SD	Robert Duncombe	RD	Islam Elkonaissi	IE	Elizabeth Hodgkinson	EH	Jennifer Laskey	JL	Emma Foreman	EF	Seonaid McLachlan	SM	Bryn Thomas	BT	Wasifa Webb	WW	
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17/18-090	<p>Minutes of last meeting ACTION: NC to send these to the group for sign off.</p>	NC																														
17/18-091	<p><i>Background and discussion of BOPA committee vision and strategy</i></p> <p>SW gave a presentation of direction of travel of current committee noting that many of committee had joined after an ambitious modernisation programme had been undertaken. This included working on developing more digital outputs, trying new initiatives (Bursary), working with different partners and raising sponsorship.</p> <p>SW summarised finances and overview of digital strategy of BOPA. Background was given on monies spent on website and reasons for a push for more digital outputs. The role of succinct working with BOPA was discussed and their role for the symposium. There was a discussion around SOPS and their value In providing a memory for the committee.</p> <p>All members of the group were given the opportunity to voice their views on the current direction of travel in moving to digital educational outputs and on the annual BOPA symposium and whether this was an essential output. The model with Succinct is still for discussion after 2019 but the majority of committee members agreed that this was important to hold a 2020 symposium and learn from model of working with ISOPP congress providers. It was agreed that there would be need to tender for 2020 congress provision.</p> <p>ACTION : TRANSITION COMMITTEE to produce an options appraisal</p>	RD/FM/SM/SW																														

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17/18-092	<p>Digital Strategy</p> <p><i>a. Reflections of ASCO</i></p> <p>SW discussed ASCO and showed a video of the delegates and their outputs. The committee and subcommittee members acknowledged the value of the bursary scheme however voiced the following concerns regarding value for money.</p> <ul style="list-style-type: none"> - Twitter was the main communication method and many BOPA members do not use this media for professional updates - Financially a more cost effective model would be without a 3rd party provider - Uncertainty of the educational value of the scheme for wider community. - Financial risk as scheme was funded through independent grants from pharma companies, whilst companies had made commitment some invoices had yet to be paid. <p>Moving forward, future initiatives cannot be progressed without the funding transfer prior to project. For this reason it is currently unachievable to host a bursary scheme in 2019 but monies should be raised to support members in future.</p> <p>ACTION SW and bursary committee to prepare a more detailed report on scheme with learning and recommendations for future to present to future committee meeting.</p> <p><i>b. Website</i></p> <p>NC discussed the new quote from Brancast to enable the website to be functional and adaptable by committee members. There was concern whether Broadcast should be given this contract.</p> <p>ACTION A specification will be developed by Netty and the group will decide how to pursue this.</p>	<p style="text-align: center;">SW/OC/EG</p> <p style="text-align: center;">NC & ALL</p>
17/18-093	<p>ISOPP 2019</p> <p><i>a. Update on Plans</i></p> <p>RD, EF and SD will be planning this event. Boat party is currently planned. RD will prepare video tours of hospitals with round table discussion</p> <p><i>b. Finances</i></p> <p>RD discussed the challenges of Finance with ISOPP 2019 and risk sharing. Membership money is essential in the coming year.</p>	<p style="text-align: center;">FM/SM/RD</p>
17/18-094	<p>Other Committee Business</p> <p><i>a. SFI and endorsement policy sign off</i></p> <p>Standing Financial Instructions SFI were signed off. It was discussed that more guidance was needed on how to prepared contracts to be used for project's activities that BOPA commissioned and Legal advice was likely needed as part of this process.</p> <p>ACTION Transition Committee to explore options</p> <p>The group also discussed need for annual financial planning cycle for all projects in future and need to align this to annual income from membership fees (income usually received May/June).</p>	<p style="text-align: center;">RD/FM/SM/SW</p>

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	<p>ACTION: RD & FM to prepare proposal for Annual Financial prioritisation/Budget setting.</p> <p>b. Endorsement Policy</p> <p>SD presented the implications of pharma supported study days endorsed by BOPA. The group acknowledged that study days supported by pharma are valuable but there seemed little benefit in BOPA endorsing these. BOPA involvement will be restricted by pharma compliance rules.</p> <p>c. SOP list – Deferred till next meeting</p> <p>d. Availability of Locums – deferred till next meeting</p> <p>e. Membership to AOS ERG – For discussion via email – to go to membership</p>	RD/FM/SM/SW