

BOPA Annual General Meeting AGENDA

Saturday 13thth October 2018



We hereby give notice that the annual general meeting of the British Oncology Pharmacy Association will be held at the 21st annual symposium of the British Oncology Pharmacy Association at the International Convention Centre (ICC), Birmingham

On Saturday 13th October 2018, 10.00 – 10.40 hours (40mins)

All members of the British Oncology Pharmacy Association are welcome, and encouraged, to attend.

Steve Williamson, BOPA Chair

AGENDA

Item Number	Agenda Item	Lead	Time allocated
1	Introduction, welcome and apologies	SW	1 mins
2	Annual Report including Subcommittee Reports Audit and Research Education and Training Guidelines Audit and Publications Community Digital (including website)	SW SW for PC SW for BT SW for RA/ IK SW for FM SW for NC	9 mins
3	Financial Report	RD	3 mins
4	Approval of motions from the committee to amend constitution (previously circulated) 1. electronic voting for election process	SW/SM	3 mins
5	Election results and Fellowship award	SW	3 mins
6	Presentation of Executive priorities for the coming year for membership to discuss(see below)	All	3 mins
7	Questions and Discussion		18 minutes
	Close		

Proposed Priorities for 2018/2019 for discussion (see item 6 above)

- Standardised national oncology pharmacy training program (Passport /Booklet/ Curriculum)
- Build digital educational content (linked to digital strategy, e-learning and reflecting on what is most valuable use of sponsorship)
- Website functionality review and potential upgrade
- ISOPP19 Conference
- Due diligence review of congress and secretariat business model
- Develop financial planning process and maximise income generation
- Develop basic business infrastructure, e.g. liability insurance, legal advice, standard contracts etc
- Complete 'organisation with a memory workstream' e.g. committee SOPs, cloud storage etc

Further information on 2017/18 exec committee activity, minutes, work plans etc. is available on Committee documents page <http://www.bopawebsite.org/publications/committee-documents>