

BOPA Annual General Meeting MINUTES
Scottish Events Campus, Glasgow
Saturday 07 October 2017, 12.05 – 12.35 hours



Item Number	Agenda Item
1	<p>Introduction , welcome and apologies</p> <p>Steve Williamson (SW), BOPA Chair</p> <p>SW opened the 20th Annual General Meeting of the British Oncology Pharmacy Association by welcoming the committee members and the attendees in Audience.</p>
2	<p>Annual Report 2015/2016</p> <p>SW outlined some of the key successes for BOPA and its members in the past 12 months</p> <ul style="list-style-type: none"> • BOPA committee member Jackie Lewis has been recognised for her work leading the community pharmacy agenda by being awarded a Fellowship of the RPS • The BOPA bursary scheme has been launched • A record number of abstracts have been submitted (100) and accepted for presentation (75) at the Annual Symposium • Symposium abstracts are now published in JOPP • Liaison with community pharmacy to bridge the gap between the disciplines • The granting of the first BOPA/PRUK awards • BOPA has demonstrated leadership in biosimilars, providing guidance, presentation and joint working initiatives • An expert oncology day has been organised for 2018 • BOPA is acting as joint chair of the National Chemotherapy Board with UKONS in 2017 • The new online platform has been implemented • The continued strength of the conferences, and the 50% reduction in conference fees • BOPA's partnership with Cancer Research UK and Macmillan to train 150 community pharmacy staff • The application to be an education provider has been submitted to RPS <p>The challenges the committee had met during the year were also summarised</p> <ul style="list-style-type: none"> • Ensuring that educational content was developed, maintained and updated • Using the full potential of the BOPA website, especially with the loss of previous support and the need to find a new host • Ensuring that BOPA is keeping pace with changes in digital communication • The changing climate of sponsorship and the need to remain transparent when working with industry • Extending BOPA best practice sharing into primary care • Maintaining affordability for all members • Time constraints on committee members preventing delivery of planned projects

BOPA Annual General Meeting MINUTES

Scottish Events Campus, Glasgow

Saturday 07 October 2017, 12.05 – 12.35 hours



3

Financial Report

Man-Chie Chow, BOPA Treasurer

Income (£)	2017	2016
Membership subscriptions	45,169	47,719
Corporate subscriptions	17,500	23,625
Interest	222	335
Expenditure (£)	2017	2016
Executive Travel	4,068	4,849
Committee Meeting Costs	3,950	3,525
Newsletter	0	666
Website Development Costs	41,070	108
Poster and Travel Awards	2,000	2,000
Symposium Costs	13,142	22,478
Indemnity	631	627
eLearning Centre	17,646	63,773
Study Days	52,350	9,059
PRUK Prize	2,175	0
National Chemotherapy Board	3,122	0
Other	300	358
Total	140,453	107,443

Website costs are the most significant change this year, and more will be spent to complete the improvements. New costs relate to the new PRUK prize and BOPA's current involvement in the National Chemotherapy Board secretariat (with UKONS)

In summary:

• Funds at 1 st April 2016	£205,373
• Net receipts / payments	£11,438
• Funds at 31 March 2017	£216,820

There will be no change to membership fees in April 2018:

• Corporate members	£700
• Individuals paying by Direct Debit	
○ New members	£35
○ Existing members	£63
• Individuals paying by any other method	
○ New and existing members	£70

	2010	2011	2012	2013	2014	2015	2016	2017
Individuals	526	657	675	656	730	901	898	933
Corporate	49	47	39	26	32	32	23	20

MC noted that anyone interested in group membership for a number of colleagues should approach the committee.

In response to a question, it was noted that the costs for the symposium in the financial report did not include the cost for holding the meeting, which was funded independently to BOPA fees; costs reported are for Chair travel costs, filming fees, and related costs.

BOPA Annual General Meeting MINUTES
Scottish Events Campus, Glasgow
Saturday 07 October 2017, 12.05 – 12.35 hours



4	<p>Education & Training Sub-Committee</p> <p>Penny Daynes, Education & Training (E&T) joint Committee Lead</p> <p>On behalf of the education and training committee, Penny reminded the attendees that BOPA's principal objective is to promote excellence in the pharmaceutical care of patients with cancer, thereby improving their quality of life. BOPA is committed to providing education through its eLearning centre, online interactive modules and webinars, the Introduction to Oncology course, and educational study days.</p> <p>PD summarised the achievements on the subcommittee in 2017, including:</p> <ul style="list-style-type: none"> • Over 80 delegates attending the Introduction to Oncology Course in London and Glasgow • The Community Pharmacy Cancer Event, attended by over 40 community pharmacies • Two World's colliding (for multiple myeloma) • The Clinical Pharmacy Congress in April 2017 • The UK Oncology Forum in June 2017 • UKCPA / BOPA Biosimilars joint study day planned for November 2017 • The NMP Forum at the 20th Annual BOPA Symposium • RPS Accreditation, which was submitted in July 2017 • The webinar programme: <ul style="list-style-type: none"> ○ Complex immunotherapies, with over 50 attendees, in July 2017 ○ Molecular Characterisation of Tumours and the Development of Personalised Cancer Therapies, in Sept 2017 • The Breast Module, with lessons 1–3 available now and lessons 4–5 coming soon • The BOPA Clinical Update course, scheduled for April 2018 <p>PD closed by thanking all the members who had volunteered during 2017, and asked other members to get involved.</p>
5	<p>Audit & Research Sub-Committee</p> <p>Carl Booth, Audit and Research (A&R) Committee Lead</p> <p>Carl reminded members of the availability of the BOPA Survey Monkey account, which can be used for member research. He also summarised the role of the subcommittee, which includes managing the PRUK/BOPA award (with £10,000 in funds available, half of which is provided by BOPA), responsibility for abstract marking and publication in JOPP, and providing leadership in audit.</p> <p>To develop skills supporting audit and research, the PRUK/BOPA award for 2017 has been awarded to Terry Ng from UCL, for 'An acceptability study for the use of web based video consultations in patients receiving lifelong treatment for chronic myeloid leukaemia'. Terry's co-applicants are Hiba Abu al-Robb, Ian Bates and Felicity Smith. For year 3 (2018), the BOPA A&R committee hope to improve the calibre of applications receive, generate greater diversity in geographical applications, and provide mentorship support (through PRUK).</p> <p>Further training will involve webinars to improve critical appraisal skills and abstract writing (among other webinars to be planned) and a manuscript-writing workshop.</p>

BOPA Annual General Meeting MINUTES
Scottish Events Campus, Glasgow
Saturday 07 October 2017, 12.05 – 12.35 hours



6	<p>Vision for 2018</p> <p>Steve Williamson, BOPA Chair</p> <p>BOPA is planning to update its digital strategy to make the best use of developments in technology including ‘bite-sized’ learning using YouTube and Vimeo channels. The plan is to develop partnerships with existing digital providers, and modernise e-learning to be more agile and cost-effective. By maximising the use of the website, BOPA can strengthen its online community and the BOPA brand, and use digital opportunities to reduce duplication of training efforts, expand guidelines and professional standards documentation, and maximise retention of organisational memory for the committee.</p> <p>The second vision is to enhance existing and create new partner links, by become a key RPS accredited partner, strengthening cross-sector working and links with community pharmacy, championing the growth of non-medical providers, influencing national policy for chemotherapy services, and collaborating globally with other national and international pharmacist organisations. The goal is to review and transform the current business model and make the membership fee worth even more.</p> <p>SW also provided an overview of the BOPA Bursary Scheme, which has been set up to help members attend international conferences. All members will be able to apply, and up to 10 pharmacists will be supported in their travel to ASCO, then report back their learnings from the conference to their fellow BOPA members.</p>
7a & b	<p>Approval of updated constitution</p> <p>Steve Williamson, BOPA Chair</p> <p>Motions from the committee to amend constitution:</p> <ol style="list-style-type: none"> 1. Changes to length of term 2. Ability to fill all vacant positions <p>A consultation on changes to the BOPA constitution was shared with members during June and July 2017, and revisions have been made based on the replies received. One of the key reasons for a change is because 8 members are leaving the committee at the end of their term this year. At present, the constitution limits the committee to:</p> <ul style="list-style-type: none"> • ‘Not less than 6 members nor more than 13 members’ • ‘Not more than 5 members elected at the annual general meeting who shall hold office from the conclusion of that meeting for a period of up to 3 years’ <p>If only 5 new committee members were recruited, the BOPA committee would be unable to function, so the decision was made to over-recruit to the committee and to increase the maximum committee size to 14 members and the minimum to 9. This will enable the committee to support a wider portfolio and allow sharing of commitments in case a committee member is unable to fulfil their role. The proposed changes to the constitution are thus:</p> <ul style="list-style-type: none"> • ‘Not less than 9 members, not more than 14 members’ • ‘Elect as many members to the executive committee at the annual general meeting as required to fill vacancies, who shall hold office from the conclusion of that meeting for a period of up to 3 years, with potential extension by 1 year in exceptional circumstances by agreement of rest of committee in order to avoid too large turnover of committee members’

BOPA Annual General Meeting MINUTES
Scottish Events Campus, Glasgow
Saturday 07 October 2017, 12.05 – 12.35 hours



	<p>The members present voted to approve the change to the constitution by show of hands, and the amendments were passed.</p> <p>Steve also announced the creation of a new BOPA Fellowship, for members who have made significant contributions to BOPA and the development of oncology pharmacists.</p> <p>It was proposed by members of the BOPA that fellows should still be responsible for paying BOPA fees, and that Fellows should be nominated by the general membership and approved by the committee. SW agreed that these changes should be made to the process and the tabled constitution updated with this amendment.</p> <p>ACTION: SW to update and finalise the constitution document as agreed at the AGM for sign off by executive committee and publication on website.</p>
8	<p>Announcement of election results</p> <p>Steve Williamson, BOPA Chair</p> <p>The new members were welcomed to the committee. The new committee now consists of:</p> <ul style="list-style-type: none"> • Richard Allen • Pinkie Chambers • Olga Crehan • Susanna Daniels (Industry Representative) • Robert Duncombe • Emma Foreman • Emma Groves (New to Oncology Representative) • Islam Elkonaissi • Seonaid McLachlan • Fiona MacLean • Carl Booth [existing committee member] • Netty Cracknell [existing committee member] • Bryn Thomas [existing committee member] • Steve Williamson [existing committee member]
9	<p>Questions to the Executive Committee</p> <p>The following topics were raised and discussed:</p> <ol style="list-style-type: none"> 1. Although there is a place in the constitution for a Technician Representative, nobody has been elected to this role on the committee. It is a role the current committee would like to fill because their views are vital for BOPA. At present, there are not good enough data to know whether BOPA is supporting technicians sufficiently, and this is something that needs to be addressed 2. The committee chair agreed that the length of the AGM should be extended at future meetings
10	<p>Close</p> <p>The first meeting of the 2017/18 Executive Committee will be held on Sunday 3rd and Monday 4th December 2017</p>