

# BOPA Executive Committee Meeting Minutes 4<sup>th</sup>-5<sup>th</sup> December 2016 Leeds



## Present:

Man-Chie Chow MC  
 Steve Williamson SW  
 Liz Breen LB  
 Jackie Lewis JL  
 Stephen Kelly SK  
 Netty Cracknell NC  
 Simon Purcell SP  
 Carl Booth CB  
 Bryn Thomas BT  
 Rob Duncombe RD  
 Penny Daynes PD  
 Kirstie Wicke (Succinct) KW  
 In attendance Monday 5<sup>th</sup> only - James Turnbull JT, Emma Hinshelwood (Succinct) EH

## Apologies

Sophie Harding ( in attendance on telephone for part) SH  
 Susan Hull

### 16/17-01. Welcome and apologies

Action	Lead	Deadline
MC welcomed the new committee and gave a brief history of BOPA, apologies noted Conflict of Interests – SP and SK declared conflict of interest regarding biosimilar position statement see item 13		

### 16/17-02. Action log from the last meeting

Action	Lead	Deadline
Previous minutes accepted no matters arising not on agenda		

### 16/17-03. New Committee Positions

Action	Lead	Deadline
Chair –Steve Williamson Vice Chair –Man-Chie Chow Treasurer - Man-Chie Chow until 2017 then Rob Duncombe – MC start handing over to RD .NC and RD to be new signatories Secretary Penny Daynes / Sophie Harding Education and Training Lead: Simon Purcell, Deputy: Penny Daynes. Jackie Lewis , Liz Breen and Netty Cracknell also to attend Audit and Research Lead -Carl Booth, Man-Chie Chow, Bryn Thomas and Steve Williamson also attend Symposium lead- Netty Cracknell BOPA IT sub group Lead – Stephen Kelly	MC	Oct 2017
Susan Hull – technician member has resigned from committee. Agreed to advertise vacancy on website and Yvonne to email list of technician members .	PD to contact Yvonne	Jan 17
POP group Link with BOPA – Lucia from Marsden invite to next meeting	SW	End Dec

# BOPA Executive Committee Meeting Minutes 4<sup>th</sup>-5<sup>th</sup> December 2016 Leeds



<b>16/17-04. Communication with Membership</b>		
Action	Lead	Deadline
Discussion around how to engage with members and improve communications. KW to send membership renewal to MC to review . Agreed we need to establish demographics of membership ie job title / RPS member. Minutes of meetings to be uploaded onto website for transparency to members	<b>KW</b>	<b>End Dec</b>
Agreed to work towards a monthly newsletter via the website – SW to produce first one in Dec	<b>SW</b>	<b>End Dec</b>
<b>16/17-05. Introduction to Oncology Course Feedback</b>		
Action	Lead	Deadline
Review of October Introduction to Oncology Course Successful with good feedback . Agreed to stay in current format ie 1 day pre-symposium and 2 day course in spring. Communication to go out to members to explain the difference and the two courses to be advertised together to offer choice and outline differences Action SP/KW to agree dates and communications	<b>SP/KW</b>	<b>End Jan</b>
<b>16/17-06. BOPA 2016 Symposium Feedback and planning</b>		
Action	Lead	Deadline
2016 feedback reviewed -positive and excellent feedback Suggestion to review pre-conference sessions to reduce number as low attendance Comment around industry sponsored session not answering questions as conflict of interest Action – Symposium planning committee to have BOPA Committee input for editorial content to link in to ensure quality Planning Committee to organise a F2F meeting then an email /online group.  Discussion of ideas to celebrate 20 <sup>th</sup> – to involve ex chairs, memorabilia . Also discussed improving accessibility	<b>NC</b>	<b>End Jan</b>
<b>16/17-07. Review of BOPA Constitution</b>		
Action	Lead	Deadline
Constitution reviewed and discussed. Voting for new committee members to go back to postal vote rather than survey monkey Ensure 1 vote per 1 vacancy The Chair and Vice to be NHS Employees 8 committee members are coming to end of their duty next year –may need to retain some of these for continuity Wording of membership to be amended to “No less than one industry member”. (Discussed that have two committee members from industry SK as elected industry rep SK, and SP who changed roles to industry after being elected as NHS member. Agreed both SK & SP to continue on committee until outcome of constitution review as SP not representing industry.) To add that chair and vice chair will monitor the make up of the committee to ensure it reflects the membership. All to review constitution and feedback to SW	<b>End Jan</b> <b>SW</b>	<b>End Jan</b>

# BOPA Executive Committee Meeting Minutes 4<sup>th</sup>-5<sup>th</sup> December 2016 Leeds



<b>16/17-08. BOPA Representation at Specialist Groups</b>		
Action		
<p>Chemotherapy CRG – SW National Chemo Board- BOPA/UKONS are chairing for 1 year Helen Flint to chair with SP as deputy SW - looking at badging the Lily Patient-held treatment diary through the NCB- your chemotherapy record – with UKONS. All in agreement to take this forward but ideally not with pharma company badging but through NHS printing Action – SW/MC take to NCB and agree a way forward Geriatric oncology expert reference group – Pinkie Chambers RPS Affiliated Partner Group – Geoff Saunders. PD to attend next meeting as Geoff unable.</p>	<b>SW/MC</b>	<b>Feedback next Meeting</b>
<b>16/17-09. Education and Training Committee update</b>		
<p>F2F meeting arranged in February at RMH. New volunteers recruited. KW to request funding for Intro Course Planning another method Study day if funds available – Mark Doyle from the method has contacted BOPA. To discuss in February.</p>	<b>KW</b>	<b>End Jan</b>
<b>16/17-10. Audit and Research Committee Update</b>		
Action		
<p>Working to publish abstracts on RPS website. Reviewing quotes for publishing in journals supplement. CB to feedback progress of this Kirstie to contact Amy Boon re poster award</p>	<b>CB</b>	<b>End Jan</b>
<p>Working on mentoring scheme and increasing use of survey monkey</p>	<b>KW</b>	<b>End Jan</b>
<b>16/17-11. BOPA Website Progress</b>		
Action		
<p>Discussed progress of website Need to ensure external assurance and careful management of contract EH and JT from Succinct/Open Health in attendance to discuss progress of website Superuser training delivered -Brief introduction to Drupal and how to edit /post news and forums. ?How to set up group email members – action JT Committee to decide headings for resource tabs – SW/MC /SK/SP Forum pings going live – members will be automatically subscribed to forum posts and then can opt out if they wish JT to screenshot simple instructions on how to opt out – SP to email member to inform them of this and how to opt out if needed . Competition to win free BOPA registration – Terry Ng won this –action LB to contact Agreed end December deadline for bug fixes and re design End Jan for all e modules complete and access granted Two modules ready by 9.12.16 Document tab and forum functionality is a priority</p>	<p><b>JT</b></p> <p><b>JT/SP</b></p> <p><b>LB</b></p>	<p><b>End Dec</b></p> <p><b>End Dec</b></p> <p><b>End Dec</b></p>



**BOPA Executive Committee  
Meeting Minutes 4<sup>th</sup>-5<sup>th</sup> December  
2016 Leeds**



<b>16/17-14. BOPA representation at Conferences</b>		
<b>Action</b>	<b>Lead</b>	<b>Deadline</b>
CPC – May 2017 PD to confirm speaker slots. SW, JL and RD offered to help deliver sessions.	<b>PD</b>	<b>End Jan</b>
<b>16/17-15. AOB</b>		
<b>Action</b>	<b>Lead</b>	<b>Deadline</b>
Cancer Drug interactions – University of Liverpool new website Would like BOPA to endorse SP and SW to discuss taking this forward	<b>SP/SW</b>	
Dose reductions in renal and hepatic failure guidance NC to contact Pinkie UCL to see if BOPA can take this on and update SP to scope this.	<b>SP</b>	<b>End Feb</b>

**Date of next meeting(s)**

**MC to set up doodle poll for next meeting and organise monthly webexes**

Minutes agreed as accurate record:

\_\_\_\_\_ BOPA Chair \_\_\_\_\_ 12.12.16