

Number	Agenda Item
17/18-123	<p><b>Formal start of meeting:</b>                      KW, YB, SW, SM, NC, RD, FM, SD, RA, BT, PC (at 12:40), OC (at 13:00)                      Apologies IS, CT, EF</p>
17/18-124	<p><b>Minutes of 7th July</b>  <b>Minutes of 20<sup>th</sup> August</b>  <b>ACTION:</b> NC to send to SW once done. 1 week to feedback any issues then upload</p>
17/18-125	<p><b>Matter arising from emails not on Standing Agenda items</b></p> <p>a) SPS Yellow Document: ‘Handling Cytotoxic’: Exec noted concern that document resulted from meeting hosted and sponsored by Vygon (device manufacturer) SW confirmed (from speaking to QA colleague) that document had been generated by safer needles group and not promoted or facilitated by company.</p> <p>BOPA needed to have to be consulted as an expert reference group, <u>before</u> and not after it had been published. It is not compulsory and is guidance, has big implications so BOPA cannot endorse at this stage.</p> <p><b>ACTION: BOPA to step back from this document for reasons above.</b></p> <p>b) Any other email discussion not covered on Agenda - none</p>
17/18-126	<p><b>Symposium and Conference Sub group</b></p> <p>a) Update on actions needed and progress:  <b>Registrations:</b> 18 days left to go. Delegate update – 316 registered delegates. Down by about 40/45 people compared to last year. Still getting registrations through (3 or 4 a day). More people getting individual sponsorship from industry this year. Pfizer and Amgen are sponsoring more delegates.</p> <p>Abstract book has gone to print and will be in delegates bags. People presenting a poster will be emailed in the next few days with details. Oral abstracts will be voted by members. PC is judging the posters.</p> <p><b>Motivational speaker</b>, speaker has pulled out due to health reasons, discussed alternatives. Like the idea of cancer theme or overcoming adversity. Someone who has been through a difficult experience.</p> <p><b>ACTION: KW needs ideas ASAP, RD to ask the local charity</b></p> <p><b>ACTION: EF &amp; SD as conference leads to make decision</b></p> <p><b>Filming Costs:</b> Need a decision who and what is to be filmed. Expensive as want more sessions filmed due to parallel sessions, over £7.5K so need to tender? KW suggested VJOncology to do some filming? SW noted do not have insight (due to lack of website statistics) on how many views last year’s videos have had on our website and therefore unknown value of funding similar this year.</p> <p><b>ACTIONS: SW to send email from EF about filing and vote on line.</b>  <b>NC to approach VJOncology for a quote.</b></p> <p>SW noted Twitter flyer can be signed off for approval £214 by treasurer only. RD formally approved.</p> <p>Ally McMurray would like to 2 mins on agenda to promote charity activities. Agreed to do this on friday night session at the posters as he is one of the judges and has donated one of the prizes.</p> <p>ISOPP 19 – RD will do a plug for this at the end of the conference.</p> <p>Thursday industry meeting – <b>ACTION: SW to give Agenda to KW.</b></p>

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	<p>AGM Notice has been posted on forums, news and twitter to ensure give 21 days' notice as per constitution. Agenda discussed see below.</p> <p><b>ACTION: SW to get the AGM slides to KW</b> and upload final agenda</p> <p>Exhibition floorplan was shown. All stands have been sold. BOPA stand to be set up as last time. Need a PC or laptop so can pull things up on website if needed. Bursary team are thinking of doing a twitter workshop to help people get on twitter. Plan: Identical to 2014 space. Final agenda compete with industry sponsored session. To put onto website once finalised.</p> <p><b>ACTION: SW to ask Bursary team what they need. NC upload floorplan</b></p> <p>RPS has stand 10 reserved not had any contact from them, do they still want a stand? <b>ACTION: RA to ask IE asap as need to go to print this afternoon.</b></p> <p><b>ACTION: BT to confirm with KW what is needed for NMP workshop, KW send list of attendees to BT.</b></p> <p>b) <b>Jansen Request Filming:</b> Jansen wanted access to film posters which are presented on Friday night that reference their products. Will go on their website. SD advised can only do things within license and will need to contract each of their pharmacists. Noted that. digital committee already filming and tweeting posters, plus overlaps with VJOncology</p> <p><b>DECISION:</b> Do not proceed; too short notice to work through compliance and understand how could fit with activities already planned.</p> <p>c) Latest Symposium Agenda – covered above</p> <p>d) Motivational Speaker – covered above</p> <p>e) Draft AGM Agenda: standard format. SW presented format as per previous years, e.g. each subcommittee chair have 3 mins, 2 slides, plus activity/achievements and plans for next year. Noted lacked time for membership discussion.</p> <p><b>ACTIONS: SW to revise agenda to allow greater time for discussion of next year's key objectives. Subcommittee leads to send SW slides.</b></p> <p>Notification of resolution &amp; draft amended constitution: Typo need to take out the word 'immediately' as not needed towards the end before posting on website. <b>ACTION: SW.</b></p>
17/18-127	<p><b>Membership / Succinct Secretariat Business</b></p> <p>a) Update on IG governance and email list update: Members are saying they do not receive emails. Need to opt in. Some members have not re-registered as they have not given consent. BOPA emails are possibly not getting out to all due to a secretariat/GDPR issue. SW noted this has large implications for coms. <b>ACTION: YB to get the numbers who have not replied and those who have opted out to committee.</b></p> <p>Corporate membership survey to go out asap <b>ACTION: YB to support FM</b></p>
17/18-128	<p><b>Committee Governance</b></p> <p>a) Election Options: 3 applicants in total, 2 pharmacists and 1 technician. Technician applicant had responded to previous committee call for technician representation and had been agreed as a co-opted member until next election could take place. Due to a misunderstanding this application was received shortly after the deadline. As there is only one vacancy on the committee and the constitution requires a technician member, this applicant would be automatically elected if the late application is accepted.</p>

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	<p>A vote was held with full committee agreement to accept the late application (11 for, 0 against, 0 abstain).</p> <p><b>ACTION: SW to talk to both unsuccessful candidates and encourage them to get involved with one of the BOPA subcommittees and to consider putting themselves forward for election in subsequent years. ACTION: Steve to inform successful candidate.</b></p> <p>ALL PLEASE NOTE: Confidential until AGM (published on website November 2018).</p> <p>b) Fellowship judging panel: One application. Panel needs to ratify that the person meets the criteria. No scoring system in place but next year to have scoring system in advance so people know what evidence they need to submit.</p> <p><b>ACTION: SW &amp; SM to follow up.</b></p> <p>SW reminded everyone that Seoniad (SM) is membership liaison officer and as such has to question and challenge our decision making and is doing a great job the committee noted its thanks.</p> <p>c) BOPA ambassadors proposal follow up. Discussion on how formal to do this?</p> <p><b>ACTION</b> To discuss at face to face in Dec.</p>
17/18-135	<p><b>2017/18 Log and Review of Actions</b></p> <p>SW noted feedback from previous meeting that Action Log was too large and has revised and presented log with 2018/19 top priorities highlighted in blue. Need to inform members at AGM around new business plan</p> <p><b>ACTIONS All to check their actions and send updates to SW by 28<sup>th</sup> Sept. SW to publish and send out with AGM Agenda</b></p> <p>Will discuss action log in greater depth in Dec meeting.</p>
17/18-129	<p><b>Audit and Research Sub Committee Update</b></p> <p>a) Update on recent activity – not discussed</p> <p>b) Agreement for funding commitment for PRUK: last 3 years have gone into partnership and put in £5k for a research project. Proposed to PRUK rather than 2 x 5K to have 1x10K. Are BOPA willing to contribute 5K this year?</p> <p>Agree to support 1x10K award rather than 2 x 5K.</p> <p>RD discussed finances, Next year need 15K for Succinct and 30K for website and running Intro to Oncology Course 6K a time. Can do PRUK but does it represent the best use of our money for the benefit of our members? SW noted difficult to make decision on t-con as need to ideally look at as part of annual financial planning so asked if we can wait till December? PC confirmed could not and need to know in next month for PRUK. RD advised that we may have to make some difficult choices and that might mean prioritising what we want to do.</p> <p>Unable to make decision Suggest pause for a year and then reassess.</p> <p><b>ACTION: Pinkie to talk to PRUK.</b></p> <p>c) Work plan / action log items update– not discussed</p>
17/18-130	<p><b>Community Pharmacy Sub Committee Update</b></p> <p>a) Update on recent activity: Melanie Dolby has a training programme for community pharmacist and has asked for endorsement. Holding a face to face at conference.</p>

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	<p align="center"><b>ACTION: FM to send to all for comment.</b></p> <p>b) Work plan / action log items update – not discussed</p>
17/18-131	<p><b>Education and Training Sub Committee update</b></p> <p>a) Update on recent activity: Advanced oncology study day and intro course videos down to final edit and in process of checking them and need to get these on website. <b>ACTION: BT</b></p> <p>Face to face last week. Look at how to distribute amount of work to rest of subcommittee. Need a work plan and can inform groups on taking forward.  <b>ACTION: BT.</b></p> <p>BMT group formed to look at a training package.</p> <p>b) Work plan / action log items update – not discussed</p>
17/18-132	<p><b>Guidelines Advocacy &amp; Publications Sub Committee</b></p> <p>a) Update on recent activity. Islam on TC tomorrow with RPS. SOP speaker review to go out later today for comment by all. <b>ACTION: Islam.</b></p> <p>b) Work plan / action log items update – not discussed</p>
17/18-133	<p><b>Digital Sub Committee</b></p> <p>a) Update on recent activity: formed and working on the strategy but work ongoing with this. <b>ACTION: Netty to take forward</b></p> <p>b) Tenders received. <b>ACTION: CP and NC to look and feedback in detail</b> over email so an informed decision can be made at the Nov/Dec meeting.</p> <p>c) Work plan / action log items update – not discussed</p>
17/18-134	<p><b>Treasurer&amp; Financial Business</b> – not discussed further.</p> <p>a) Update on Current position:</p> <p>b) Plan for financial priority setting for 2018/19 (at Dec F-2-F)</p> <p>c) Update on Digital /Bursary sponsorship</p>
17/18-136	<p><b>ISOPP 19</b>– not discussed</p> <p>a) Opening Key note speaker</p>
17/18-137	<p><b>Partnership and Representation (All)</b> – not discussed</p> <p>a) ESOP – ECOP conference 25-27/10 Oct France ACTION</p> <p>b) International groups HOPA/ ISOPP</p> <p>c) UK groups: SOPPG /IPHOS /POP</p> <p>d) NHS England Chemo CRG (covered 09/07)</p> <p>e) UK Chemo Board: (covered 09/07)</p>
17/18-138	<p><b>Date for 2018 Planning Meeting –</b>  <b>ACTION: SW to get Succinct to organise the best time for everyone to meet.</b></p> <p>Agreed to arrive evening (social) then 1 full day meeting  <b>Venue central London – Succinct offices/ UCLH room</b>  Options below</p> <ul style="list-style-type: none"> <li>• Arrive evening Monday 3/12 All day meet Tuesday 4/12</li> <li>• Arrive evening Sunday 9/12 All day meet Monday 10/12 (note fewer transport options on sun)</li> </ul>

**BOPA Executive Committee Meeting Minutes  
Teleconference Monday 24<sup>th</sup> September 2018 12.00 till 14.00**



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	<ul style="list-style-type: none"><li data-bbox="347 280 1157 313">• Arrive evening Monday 10/12 All day meet Tuesday 11/12</li></ul> <p data-bbox="347 347 1428 414"><i>Note will need to start meeting early 8.00am and run through till 4.30pm at least in order to have sufficient time</i></p>