

ASPCP Committee Meeting, The Studio Birmingham

21st June 2018

Attendees: K Mitchell (Acting Chair), E Miller (minutes), F Dorrington, S Bernstein, A Dickman, G Klepping, R Bunn, L Nicholson, J Noble-Gresty

Apologies: Louise Seager

Conference:

Registrations - Jo gave an update on registrations for the 2018 conference. 10 members and 1 non-member had registered for conference tickets. Noted that some registrations related to the person who had booked the place rather than the attendee name. Would need to clarify for notifications and name badges. Committee and poster winner registrations to complete today.

Sponsorship – Ray stated that NAPP have dropped out of annual sponsorship agreement but this had been picked up by Qdem under the same conditions. KK had asked questions about the available space for conference stands also the terms of the annual agreement including dates for upcoming regional meetings. KK were to check with their compliance team on whether the stand space would be compliant with ABPI. Fiona stated she would be meeting Chugai company representative in a few weeks and would discuss sponsorship of forthcoming conferences. Gwen agreed to check with Ethypharm of their intention to sponsor. Liz stated that Ethypharm had paid twice for 2017 and so for a top up could have full stand space and 2 representatives. Andrew agreed to contact Grunenthal.

Agreed to clarify size of company stand space.

Programme of speakers – Lisa circulated the draft programme for discussion. Speaker confirmation letters had been sent to all confirmed speakers and replies received from everyone except Martyn. Lisa had sent him a reminder. Bibliographies requested, one received so far. Kath discussed the invitation sent to dementia specialist practitioner for afternoon session. She was waiting to hear back before sending confirmation letter. Lou to chase Jody/Martyn.

Andrew discussed invitation to attend be extended to Brigitte Scullion from the Society of Palliative Care Pharmacists. Requested 30-minute slot. Title of talk to be confirmed. If Lesley (dementia specialist) confirmed then to start registration at 9am, welcome at 9.30am and move all sessions down by 10 minutes to accommodate extra talk.

Poster competition – Liz to obtain vouchers x2 for poster prizes. Lisa to do the free voucher for 1st prize. Noted only 2 prizes so this would be shared if joint winner. If more than 2 then Chair will adjudicate.

Promotion/ spreadsheet – Jo had completed a handover spreadsheet of activities to do prior to conference with names of who would take forward. Committee members thanked Jo for comprehensive handover. Sara would send monthly emails to promote conference via the ASPCP membership email including 2 reminders in July before earlybird closing date. Liz to put blog on website and support notifications via social media channels including @RPS_Education @APM @BOPA with hashtag #ASPCP18. Lisa asked Sara and others to help with reminders on the spreadsheet. Liz noted that the Eventbrite confirmation email required updating from Jo's details. Fiona agreed to add to the RPS calendar via education@rpharms.com sending link to programme, booking, time and date.

Jo Handover - Jo will do an email to all membership to handover to Lisa/Sara. All membership emails to go to Sara. Sara would email non-registered members to explain they have not been approved as members so personal data can be erased in compliance with GDPR. Sara is awaiting new member to join so she can check that the new registration notifications are now directed to her.

Privacy policy and GDPR – Liz discussed the drafted privacy policy which had been circulated to committee members prior to the meeting. Data controller checklist against Information Commissioners Office (ICO) had been completed with many of the items still requiring implementation to ensure compliance. The need for members password length to be 8 or more had been implemented on the website. Committee members discussed the need to ensure all data for group contacts is password encrypted on personal computer. Ray to assess whether the group can access suitable cloud storage that would support compliance. The group felt that even though consent had been obtained for sharing data with company sponsors this had never been requested by any companies. In line with GDPR it was felt that there would need to be a legitimate reason for sharing data. It was felt that the only data that could be shared would be a list of attendees at meeting/conference which would be available on the delegate list. For name badges for conference it was suggested these could be password encrypted or delegates could complete themselves. In terms of erasure of personal data this could come via Ray through website or Sara via email. The committee approved the policy which would need to be approved by Lou before adding to link on the website. It was noted that all committee have responsibility to adhere to the policy. All members have a responsibility to inform the group if their data is wrong or if needs to be deleted. Anyone who does not wish to share their data with the group will be deleted from the website and will not receive any notifications or have access to the membership areas.

Website – Ray had updated logos on website with new sponsors. Noted that email notifications were not coming through for posts on Q&A forum. Liz wondered if it was to do with emails coming from Wordpress site being blocked by email systems. Emails need to be sent from SMTP mailbox.

Liz had updated renewal details for domain name which was due in July and would cover a further 2 years for aspcp.uk

Gwen/Fiona – agreed to put dates and minutes of SE group onto website.

Committee to ensure dates of regional meetings are on website. Ray/Liz to inform sponsors as necessary of upcoming dates.

Ray to follow up with Matt on getting the notifications from the website Q&A. Possibly a weekly bulletin of notifications.

Agreed good value to continue support from Matt.

Membership – Jo gave an update on membership – 179 members (was 145 at conference). Gwen/Sara to follow up with new pharmacist at GOS re joining group. Kath stated written into job description for Wigan post. Sara to follow up and delete duplicate emails and unapproved emails to ensure true reflection of registered members on website with exception of keymaster who is non-pharmacist. Kath/Liz to follow up duplicates and let Sara know.

Regional meetings – Kath to look at dates for a NW/N group. SE group discussed topics and practical running of group and different venues including the option of looking at RPS HQ as an affiliated group. Sara to check on numbers of RPS members, GB members, overseas including NI members to

assess percentage that are RPS. Agreed that Hospice UK venue continues to be good location and reasonable cost. Discussed whether regional meeting/conference could be used for case presentations/peer-review discussions as part of revalidation. Would need a bookable system at conference.

RPS Affiliation – new agreement for 2018. Lou to sign and send to Anna at RPS.

CPC 2019 – Gwen provided feedback on the 2018 CPC speaker slot. Awaiting feedback from CPC and audio file. Also, to request feedback on number of people who registered for CPC using ASPCP free code. Need to be prepared for speaker slot in 2019. Agreed not to have stand presence due to lack of space and time to man a stand. To request speakers at Conference.

ASPCP Elections – Process to ensure continued governance and committee elections to be put in place. At last meeting Liz, Kath and Gwen were to put forward this year. Gwen confirmed her intention to step down from the committee. Kath unsure about future commitment. Committee agreed to delay for one year at which time to reconsider position. Therefore, elections for 2 members in 2018. Liz stated her intention to re-stand for committee. Job role profiles had been completed. To check with Lou if these are complete and available to go on the website.

Ray to check with Matt whether the elections could be run electronically through the website via an app.

Timeline – Sara to send call for nominations via membership email 7th Sept. Kath will write something to send. Nominations to be received by 1st October. Voting to take place from 15-31st October. Kath to be returning officer and announce results prior to AGM to allow agreement at AGM.

Link with APM – Andrew to forward email from APM to Lou on forging links with them.

Links with American Society – Andrew discussed work with forging links with American Society and funding streams. Andrew to visit next year. Keen to work on an exchange programme/research. Noted that Bridget will visit for 4 days in November, from Harvard, Boston. Current President of American Society. Group well set up but have an annual membership fee of \$300.

Finance issues – Liz noted outstanding invoice from 2017 Conference. To follow up with Chief Pharmacist. Confirmed the attendee will not be able to attend future conference unless paid.

Next meeting

Liz agreed to do a doodle poll for next meeting in Jan/Feb 2019. To then book venue.

Actions:

Who	What	When
Fiona/Gwen/Andrew/Ray	Confirm conference sponsorship to Lisa	10 th July
Kath/Lou	Chase and confirm speaker attendance	5 th July
All	Complete actions on Jo's spreadsheet	See spreadsheet
Andrew	Liaise with Bridget confirm title and advise Lisa	10 th July
Lisa	Redraft programme once speaker slots confirmed	12 th July

Liz	Privacy policy – circulate to Lou for approval. Add to website via Matt.	2 nd July
All	Check all personal data encrypted, password protected	ASAP
Ray	Check on availability of cloud storage Check on email notifications from Q&A Check on election app e.g. election runner through website	Via Matt
Gwen/Fiona/Kath	Dates of regional meetings on website. Minutes on website	31 st July
Sara	Check membership stats and inform committee	30 th June
Fiona	Advise RPS Events team	10 th July
Lou	Sign and return RPS AP agreement	?
Gwen	Chase CPC feedback	2 nd July
Liz	FU Role profiles for addition to website	31 st July
Andrew	Forward APM email to Lou to action	2 nd July
Liz	Chase unpaid invoice	2 nd July
Liz	Doodle poll/book venue for next committee meeting	Mid-Sept
Liz/Ray/Kath	Election timeline and process to inform committee	20 th Aug