

# Minutes of the 2018 Annual General Meeting

15<sup>th</sup> November at 12.40

The Studio, Birmingham B2 5EP

## 1. Committee members in attendance

Louise Seager (Chairman); Kath Mitchell (Vice Chairman); Liz Miller (Treasurer & Web Team); Ray Bunn (Corporate sponsorship & web site), Andrew Dickman (International Liaison), Fiona Dorrington (RPS Faculty & Governance); Gwen Klepping (RPS Faculty & Governance); Sara Bernstein (Membership Secretary).

## 2. Minutes of the ASPCP AGM 2017

Agreed by the membership as an accurate record of proceedings.

## 3. Committee membership (Louise Seager)

- Louise gave a huge thanks to all committee for work undertaken to organise this annual conference, especially as the road leading up to today had been rocky to say the least.
- Kath Mitchell's and Liz Miller's committee posts up for re-election this year. Both Kath and Liz agreed to continue on the committee in their current roles. Members voted by a show of hands for both Kath and Liz in turn to be re-elected to the Committee for a further term of office.
- Lisa Nicholson had sadly resigned from the committee during the year. Louise gave her thanks for the work she had undertaken in the initial stages of this year's conference organisation. This means that there is a post of joint conference co-ordinator vacant. **Replacement needed.**
- Gwen Klepping will be retiring from her job in April 2019 and will also be stepping down from membership of the committee. Louise thanked her for all the work she had undertaken for the committee and wished her well in her retirement. **Replacement needed.**
- A request for a show of hands from the membership for those interested in the current and soon to be vacant committee posts was requested. **Nobody raised their hand. Consequently and with immediate effect, the committee decided to actively provide information to members on what's involved in being an ASPCP committee member and at the same time, seeking members to fill the afore mentioned committee posts as soon as possible.**

## 4. Treasurers report (Liz Miller)

- Members were informed that a copy of the ASPCP accounts and treasurer's report was available via a link on the Association's web site.
- The Association had three sponsors – Kyowa Kirin, Qdem and Ethypharm - each providing sponsorship via education grants for the conference. Sincere thanks was expressed for their continued sponsorship of the ASPCP which, in part, meant that Association membership could continue free of charge. It was also reported that Association 'sponsorship' is getting harder to obtain.
- The treasurer reported that it had been necessary to charge a £10 admin charge for invoice requests for conference tickets.
- Changes in the Data Protection Act would have implications for the way member's details were stored on the web site.
- A committee expenses policy had been drafted and would be agreed at the next committee meeting.

## 5. Membership report (Sara Bernstein)

- Membership of the ASPCP had increased from 160 last year to 208 currently.
- Most membership came from UK but with the Republic of Ireland, Singapore and Japan contributing registered members.
- Membership was made up of 202 pharmacists and 5 pharmacy technicians.
- Hours of employed pharmacist time by palliative care organisations ranged from no pharmacist at all to full time roles.

- Activities members undertook were reported as a percentage of the membership, included the following: prescription monitoring 67%; Ward round participation 56%; Clinical governance 62%; MI 71%; non-medical prescribing 25%.

## 6. Activities undertaken by committee members

These included:

- Work on FM Directive.
- Ambitions partnering.
- CQC partnering.
- RPS affiliation. RPS affiliation was reported as being in flux. The person leading affiliation at the RPS had left her post and two new persons were undertaking parts of her role. A meeting is upcoming and members will be updated on RPS affiliation subsequently. A key part of the affiliation was looking at issues around curriculum frameworks.

## 7. Any other business

- **Andrew Dickman** – reported on his work on linking with palliative care practitioners in other countries. Countries had much to learn for practice in other countries. As an outcome to his work, Bridget Scullion was speaking at the conference today on the roles of palliative care pharmacists in palliative care organisations in the USA. Andrew was also investigating the possibility of interchanges between pharmacists in USA and UK.
- **Liz Miller** – told the membership that there were free tickets available via link on the web site to attend June 2019 Clinical Pharmacy Congress. There was also a call for a palliative care presenter if anybody was interested in putting their name forward.
- **Natalie Fasham** – asked to link with anybody currently engaged with the development of electronic prescribing in their hospice. She outlined her experience to date saying that electronic prescriptions for syringe driver administration was still problematic.

**There was no further business and the AGM was closed at ~13.00**

Minute taker: Ray Bunn 15/11/2018