

Minutes of the 2019 Annual General Meeting

Thursday 21st November 2019 @ 12.40

The Studio, Birmingham B2 5EP

1. ASPCP Committee members

Committee Member	Current Role	Present or apologies	Committee tenure
Louise Seager	Chairman	Yes	Up for re-election Nov 2019 See agenda item 3.
Kath Mitchell	Vice Chair	Yes	2018-2021
Fiona Dorrington	RPS Faculty & Clinical Governance	Yes	Current tenure extended to Nov 2020.
Liz Miller	Treasurer & Web Site	Yes	Nov 2018-Nov 2021
Ray Bunn	Corporate Sponsorship & Web Site	Yes	Up for re-election Nov 2019 See agenda item 3.
Gwen Klepping	RPS Faculty, Professional Curriculum, & Conference Organisation.	Yes	Retiring member from AGM 2019 – post vacant - for election Nov 2019 See agenda item 3.
Andrew Dickman	Research & International Relations	Yes	2017-2020
Sara Bernstein	Membership Secretary	Yes	2017-2020

In addition, Ronika Patel & Elizabeth Heard had been co-opted onto the committee to assist with conference planning & various other key tasks.

2. Minutes of the ASPCP AGM 2018

Agenda item 2.1 Committee Membership – there were to be FOUR posts up for election in 2019 NOT five as stated in the minutes.

Apart from this, the minutes which are posted on the ASPCP web site, were agreed by the membership as an accurate record of proceedings.

3. ASPCP Committee membership & outcome of elections to the four posts vacant from Nov 2019 (Louise Seager, Chairman)

- A huge vote of thanks was given to Gwen Klepping who was stepping down from the committee due to retirement from her Consultant Pharmacist, Palliative & End of Life Care at OUH. She had made a significant contribution to the ASPCP and palliative care generally. A big thank you was passed on to her on behalf of all palliative care pharmacists nationally and other healthcare professionals with whom she had worked.
- The following FOUR pharmacists with a special interest in palliative care had been successful in the 2019 election to committee posts:
 - Melinda Presland, Consultant Pharmacist, Palliative & End of Life Care, Oxford University Hospital.
 - Emyr Jones, Consultant Pharmacist, National Lead for Wales: Community Healthcare, University Hospital of Wales.
 - Ray Bunn, Lead Palliative Care Pharmacist, Kamsons Pharmacy; Medicines Management Pharmacist, St Catherine's Hospice, Crawley, West Sussex & St Peter & St James Hospice, Lewes, East Sussex.
 - Louise Seager, Lead Clinical and Divisional Pharmacist for Medicine, George Eliot Hospital NHS Trust, Warwickshire.

Their tenure would last until November 2022.

Louise thanked the two co-opted members Roni & Liz most sincerely for the sterling effort they had both made into the planning and organisation of the conference today!

- Louise announced that as things currently stood and in accordance with the ASPCP constitution, there would be three committee posts up for re-election in 2020 (**See above, item 1.**)

4. Treasurers report (Liz Miller)

- Liz informed members that the Association had three Pharma sponsors at the moment – Kyowa Kirin, Ethypharm & Becton Dickinson - 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. Liz encouraged members in attendance, to engage with the companies who were informing about their products at the conference.
- In addition, The Pharmaceutical Press had contributed a PCF as a poster competition prize.
- Liz informed members that a number of previous regular sponsors had dropped out this year and that Association 'sponsorship' was getting harder to secure. Obtaining a sponsorship commitment for more than a year at a time was now proving the exception rather than the rule. It seemed that Brexit uncertainty was clouding Pharma strategy which seemed to be having a knock on effect on most of their business planning, including sponsorship. **The committee would need to review the way forward in the light of this for 2020.**
- Liz concluded by informing members that the Association's balance sheet was 'healthy' at the moment and that a copy of the ASPCP accounts and treasurer's report was available via a link on the Association's web site.
- The principle areas of expenditure in the past year had been the web site, conference and the two committee meeting (early and mid year).

5. Education & governance update (Gwen Klepping & Fiona Dorrington)

- Collation of responses had been made to NICE in their EOLC guidelines & use of cannabis based medicinal products.
- Members were reminded that the ASPCP was an affiliated partner to the RPS.
- ASPCP members were advised to become members of the RPS.
- Gwen told the meeting that RPS affiliation was in flux at the moment. 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.
- The meeting was also informed that the Association had given valuable input into the Clinical Pharmacy Congress programme.

6. Membership report (Sara Bernstein)

- Membership of the ASPCP had increased from 208 last year to 245 currently.
- 169 of the 245 were also RPS members.
- Most members' home address was in England, Scotland, Wales and Northern Ireland. The Channel Isles, Australia, USA, Singapore, Japan and New Zealand also contributed members.
- Pharmacy technician's member numbers were up on the 5 reported last year. The ASPCP would like to see a greater membership from this group of pharmacy staff.

7. Any other business

- There were no further items of business raised.
- The Chairman thanked all committee members for their efforts. She also reminded delegates to record any topics they felt would be of interest to ASPCP members for the 2021 conference, on today's Conference Feedback sheets.
- A date for the diary for the 2020 conference was announced as 19th November.
- The meeting was closed at ~13.00

Minute taker: Ray Bunn 21/11/2019