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**Board of Directors Meeting**

**Action Notes of the meeting held Wednesday 18<sup>th</sup> April 2018, 8-9:30pm via Skype**

**Attending:**

President – Tess Fenn (TF)

Secretary – Gail Hall (GH)

Professional Development Director - Dalgeet Puaar (DP)

Policy & Standards Director- Julie Mathieson (JM)

Director of Communications - Andrea Ashton (AA)

**Apologies:**

Financial Director – Diane Meech (DM)

		To action
1.	<p><b><u>Minutes of the previous meeting</u></b></p> <p>A change had been made to the spelling of McKensey in the minutes of the 24<sup>th</sup> March 2018, following feedback.</p> <p>Minutes were proposed by AA and seconded by DP.</p> <p><b>Actions:</b> <b>Upload minutes to SharePoint</b></p>	<b>GH</b>
2.	<p><b><u>Update from Communications Workstream</u></b></p> <p>AA gave an update on the Communications workstream. The conference was discussed in detail and judges for the awards were confirmed along with the timeline for judging. The Board</p>	

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	<p>discussed modernising the toasts at dinner. The vacancies for the Communications workstream were reviewed in light of recent advertisement and receiving applications.</p> <p><b>Actions:</b> <b>Update action logs for Communication workstream</b> <b>Remove the toast to the Queen at conference</b> <b>Update recruitment and selection spreadsheet for communication workstream</b></p>	<p><b>AA</b> <b>AA / TF</b> <b>AA</b></p>
3.	<p><b><u>Update from Professional Development Workstream</u></b></p> <p>DP gave an update on the Professional Development workstream. The Board discussed the vacancies in the Professional Development workstream. DP reported on the work being undertaken by the Associates.</p> <p><b>Action:</b> <b>Update action logs for the Professional Development workstream</b> <b>Update the recruitment and selection spreadsheet for professional development workstream.</b> <b>Monitor work being completed by Associates</b></p>	<p><b>DP</b> <b>DP</b> <b>DP</b></p>
4.	<p><b><u>Update from Policy and Standards Workstream</u></b></p> <p>JM gave an update on the Policy and Standards workstream. The Board discussed the advisory group and devolved country Associates meetings.</p> <p><b>Action:</b> <b>Update action logs for the Policy and Standards workstream.</b> <b>Arrange meeting dates for advisory group and devolved countries Associates</b></p>	<p><b>JM</b> <b>JM / TF</b></p>
5.	<p><b><u>Update from Financial workstream</u></b></p>	



	<p>DM had produced an update on membership, including an update on Day Lewis membership. PTPT application forms were needed for the CPC as these are not completed online</p> <p><b>Action:</b> <b>Update action logs for the Financial workstream</b> <b>Ensure paper forms for PTPT application are with CPC attendees</b></p>	<p><b>DM</b> <b>DM</b></p>
6.	<p><b><u>Strategy</u></b></p> <p>The Board discussed the quotations obtained for producing the strategy from the Horizon Scanning event in Jan 2018. A third quotation was required.</p> <p><b>Action:</b> <b>Obtain a 3<sup>rd</sup> quote for this work</b></p>	<p><b>TF</b></p>
7.	<p><b><u>Decision on Robotics article</u></b></p> <p>TF gave an overview of a pharmacy in Peterborough using a new community pharmacy robotic system.</p> <p><b>Action:</b> <b>Add to a later agenda for work with new National Officers / Associates to visit and write an article.</b></p>	<p><b>GH</b></p>
8.	<p><b><u>Decision on Fellow nomination criteria</u></b></p> <p>The Board had reviewed the nomination criteria for Fellow membership that had been produced by five current Fellows. It was agreed some of the questions needed weighting and to remove the requirement for 5 years as a member from the criteria as this could be challenged under the Equality Act 2010.</p> <p><b>Action:</b> <b>Make changes to the criteria to weight answers and remove 5-year membership, upload to website and circulate to members for nominations.</b> <b>Feedback to the Fellows team working on the criteria the changes and reasoning.</b></p>	<p><b>GH</b> <b>GH</b></p>



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9.	<b><u>Professional Committee Meetings</u></b> The Board agreed the dates for the PC meeting. <b>Action:</b> <b>Venue and invites to be arranged for the next PC meeting</b>	<b>DM / GH</b>
10.	<b><u>Agreement of attendance at meeting</u></b> TF sort Board agreement to attend the CPPE contract review meeting at the invite of the Deans. Agreement was given by the Board.	
11.	<b><u>AOB</u></b> JM gave apologies for the pre-conference meeting due to travel timings.	

**Dates of the next meeting: Skype 26<sup>th</sup> June 2018.**

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