



Board of Directors Meeting

Unconfirmed Action Notes of the meeting held Monday 20th August 2018 8-10:30pm

Attending:

President – Tess Fenn (TF)
Secretary – Gail Hall (GH)
Policy & Standards Director- Julie Mathieson (JM)
Communications Director – Rachel Raybould (RR)
Director of Human Resources - Andrea Ashton (AA)
Financial Director – Diane Meech (DM)
Professional Development Director – Joanne Nevinson (JN)

Apologies:

None

		To action
1.	<p><u>Minutes of the Previous Meetings</u></p> <p>The minutes of the Board of Directors (BoD) meetings of the 21st July 2018 were proposed by TF and seconded by JN.</p> <p>Actions: Minutes to be moved from Draft and uploaded into BoD SharePoint</p>	GH
2.	<p><u>Objectives and Business Planning</u></p> <p>The Board reviewed the business plan for 2018-19 for on-going and completed objectives. Objectives were categories as Core or Business plan.</p>	



	<p>Actions: The core and business plan objectives are to be reviewed against the strategy document for accuracy and ensure the numbering of the objectives fit with prioritise. This will be completed via email. Once checks are complete the strategy document and business plan will be shared with members.</p>	<p>TF TF</p>
<p>3.</p>	<p><u>Attendance at external events 2018-19</u></p> <p>RR presented a spreadsheet of annual events that APTUK usually attend for promotional activities. It was agreed that the date of Branch day (13th Oct 2018) would be altered to avoid clashing with a CPPE annual meeting. The new proposed date is Saturday 20th October 2018. The Board felt the annual events spreadsheet was not currently complete and that more events / dates needed adding before agreement with finance for funding attendance and then to APTUK Directors, Professional Committee or Associates to volunteer for attendance.</p> <p>Action: RR to update the annual event spreadsheet and recirculate to the Board for accuracy and then financial approval. Once approved RR to circulate the event dates to APTUK Directors, Professional Committee and Associates for volunteers.</p>	<p>RR RR</p>
<p>4.</p>	<p><u>Recruitment and Selection</u></p> <p>JN gave an overview of the recent interviews for posts. Offers were to be made for: Branch Liaison Officer Foundation Practice Officer Advanced Practice Officer Events Officer Revalidation Officer</p> <p>A recent Associate post has become vacant for Foundation Practice due to resignation. The Board agreed this could be offered to</p>	



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	<p>an unsuccessful applicant for another post as they met the criteria and the requirements for the post. Resignation of the PTPT National Officer meant this has gone out to advert and interviews were scheduled for the 29th August 2018 in the evening via Skype.</p> <p>RR reported on the applicants for the Website National Officer post and how this would be interviewed for early September. The Board discussed the recruitment of a PTPT as PTPT Associate. It was agreed this would be valuable, however the Standing Orders required updating to allow a non-full member to apply and the job specification would need to be checked.</p> <p>Action: Directors to inform GH when references are received and appointments approved, for recruitment documents to be sent. GH to inform Directors when recruitment documents are received and inductions can be arranged.</p>	<p>All</p> <p>GH</p>
5.	<p><u>AOB</u></p> <p>TF requested attendance at the Skype meeting 2-3pm on 29th August 2018 with the RPS. AA agreed to attend with TF. RR highlighted her workload due to the number of vacancies in Communication workstream and the delays in recruiting. AA agreed to discuss how she could help and GH agreed to take over management of the Mailjet system until further notice. GH reported issues with obtaining completed recruitment documentation and annual documentation of continuing Officers and Associates. It was agreed to chase them for the third time before TF followed this up. RR reported that she was chasing updating email addresses on the Office 365 system and getting addresses for new users. The Board agreed not to participate in the #Medslearn social media campaign as it wasn't clear what the group were or their agenda. RR agreed to inform them of the Board decision.</p>	<p>TF / AA RR / AA / GH GH / TF</p> <p>RR RR</p>

Dates of the next meeting: 12-4pm Saturday 8th September 2018, London.