



Board of Directors Meeting

Unconfirmed Action Notes of the meeting held Saturday 21st July 2018, The London Canal Museum.

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:

Previous Professional Development Director - Dalgeet Puar (DP)

		To action
1.	<p><u>Minutes of the Previous Meetings</u></p> <p>The minutes of the Board of Directors (BoD) meetings of the 18th April 2018 and the 26th June 2018 were proposed by TF and seconded by JM.</p> <p>Actions: Minutes to be moved from Draft and uploaded into BoD SharePoint</p>	GH
2.	<p><u>Succession Planning</u></p> <p>The BoD discussed the options for succession planning in light of the retirement of TF on 31st December 2018, and no other BoD member wishing to apply for the post.</p> <p>The BoD discussed the feedback from the Membership Business meeting survey, and the feedback from the 20th January 2018 Horizon Scanning event. It was agreed to investigate the possibility of paid posts and attendance allowance within the remit of a</p>	



	<p>Limited by Guarantee company with the Solicitor appointed through the tender process in 2013 to draft the Articles. A Listening Event to discuss these proposals with invited members, (members identified through the Membership Business meeting feedback, the BoD and representatives of the 4 home countries -Associates + Northern Ireland rep) was agreed as the way forward. The date for the next Professional Committee meeting of the 8th September 2018 was agreed for this meeting.</p> <p>Actions: Check proposals with Solicitor Invite attendees to 8th September 2018 Listening Event Book venue for 13 on 8th September 2018 in Central London</p>	<p>TF TF DM</p>
<p>3.</p>	<p><u>Briefing Papers</u> The Briefing Papers were reviewed and action discussed by the Board. Paper 1 & 2 – referred to succession planning at point 2. Paper 3 – RPS & APTUK Statement of Intent. Paper 4 – Pharmacy Management & College of Mental Health Pharmacy Partnership work. Paper 5 – Consultations Paper 6 – Well Pharmacy PTPT flyer for recruitment Paper 7 - European Association of Pharmacy Technicians (EAPT) continued membership approval. Paper 8 – Quality Mark work for Educational Programmes Paper 9 – Attendance at conferences 2018/2019 Paper 10 – Revalidation training – seeking approval for attendance Paper 11 – Professional standards for accuracy checking Paper 12 – Financial update Paper 13 – Communication update Paper 14 – Professional Development update – not received for meeting due to illness Paper 15 – Policy and Standards update Paper 16 – Support queries Paper 16a – PDA meeting (26/6/18) Paper 17 – Presidents update Paper 18 – Objectives and Business Planning</p>	



Paper 19 – Strategy document approval
Paper 20 – Recruitment and Selection update

Action:

Inform RPS of BoD decision with regard to changes to the Steering Group 'Terms of Reference' to action the 'S statement of intent.

Set up partnership work request with Pharmacy Management, College of Mental Health Pharmacy and HIV Pharmacy Association.

Consultation Leads divided up amongst the Board.

Flyer for PTPT enrolment currently being devised with Associate for PTPT.

BoD agreed to stay member of EAPT and budget accordingly for membership fee and attendance at annual conference.

BoD to continue with quality mark work for educational programmes.

BoD to produce a list of all conferences to attend and circulate for volunteers to man the stands.

BoD to reject invite to revalidation training due to cost and relevance.

BoD awaiting response to discussions on ACPT.

BoD agreed a pay rise of 50p / hour for the membership co-ordinator. BoD agreed an increase in costs payable for hotel bookings and subsistence, due to increased costs in these.

Post conference evaluations to be circulated to the BoD. BoD to support the Plus One campaign.

Handover of Professional Development Director to be undertaken outside of the meeting (due to illness).

Community Pharmacy Sounding Board to be re-established.

Signposting to support for members in difficulties is to be sourced.

Objective and Business planning moved to 20th August 2018 Skype meeting.

Survey for feedback on the Strategy document is to be circulated to the BoD.

Email addresses for new Officers are to be arranged.

TF
OJ / DM

All
MP / JN
TF / DM

TF / GH /
JN

RR

TF

TF

DM

RR / AA
DP / JN

JM

GH

GH

RR

RR

Dates of the next meeting: Skype 8-9:30pm Monday 20th August 2018.