

BPOS Executive Committee Meeting, Monday 14th April 2008, Leeds

Present

Galina Velikova (Chair)
Penny Wright (Treasurer)
Teresa Young (Secretary)
Dan Stark (Medical Oncology)
Nick Hulbert- Williams (Open)
Sue Catt (Open)

Apologies

Val Morrison (Psychology Rep)
Alex Mitchel (Psychiatry Rep. Newsletter Editor)
Tony Duffy (Nursing Rep)

1. Membership - poor communication with Wiley about membership. Separate databases for full and associate members but not up to date. Lacking e-mail addresses for many members, need to update if possible. Need to confirm names of honorary members. Agreed secretary would visit Wiley.
2. Treasurer's report – financial report presented. Poor communication with Wiley over payments for new and renewing members.
3. Conference – Agreed rates for registration. Discussed keynote speakers. Agreed members of scientific committee and dates/procedures for abstract submission and review. Publicity in Psycho-oncology, SIGOPAC newsletter and on website but host on Leeds website with link from BPOS website.
4. BPOS commissioned survey – final report received and final payment due. Request a copy of the raw dataset from the authors.
5. Website – Agreed to use web-based software not commercial software to reduce cost and enable future maintenance. Need to finalise content and arrange for domain name transfer to current committee member before it expires in September.
6. Newsletter – Agreed content of newsletter. NHW agreed to help with production with view to taking over the post of newsletter editor in future.
7. IPOS – once emails are updated need to contact all members and discuss sharing details with IPOS. (Mail members without email to request information).
8. Peer Review - Asked to help develop peer review measures for NHS trusts on implementation of NICE supportive care guidelines. Chair to try suggest names.
9. SIGPOC – keen to develop links with SIGOPAC. NHW asked to act as joint representative.
10. NICE Appraisals – often asked for help. Could consider posting request on our website if other members consider themselves 'experts' and wish to apply.
11. Next meeting – London 24th Sept.