

**BBTS Council Meeting Minutes 11am  
4th December 2014, NHSBT, New Street, Birmingham, B2 4DU**

Meet	Ref	Minute	Action
C14.4	1.1	<b>In attendance:</b> Martin Bruce (MB) (Chair), Joan Jones (JJ), Geoff Poole (GP), Jenny White (JWh), Karen Shreeve (KS), Emma Clenshaw (ECI), Roy Kettle (RK), Jonathan Wallis (JWa, dialling in). David Noble (DN)	
C14.4	1.2	<b>Apologies for absence</b> Dan Palmer (DP), Marie McQuade (MM), Fiona Stribling (FS), Kate Pendry (KP)	
C14.4	2.1	<b>Minutes of last meeting – 9 October 2014</b> <b>Action &amp; Decision log, Business Plan log.</b> With a minor amendment from GP the minutes of the last meeting were confirmed as a true and accurate record and were authorised to be placed on the website. Action points were added to items 8.1, 8.4 and 8.6  The Action & Decision log and business plan were updated.	
C14.4	2.2.1	<b>Corporate member offers</b> DN advised this is on the agenda for the next Communications Committee meeting and will report back at next Council meeting under the Action Log item. DN will chase up the Conference Report from Maelstrom.	<b>DN</b>
C14.4	2.2.2	<b>NATA affiliation</b> DN advised he had emailed NATA again but had no reply as yet. DN to follow again.	<b>DN</b>
C14.4	2.2.3	<b>Member categories on website</b> EC explained the process is with our web designers but we need to review the categories to improve networking, news stories etc., JWh said this could give us a further contact point for training and education matters. MB suggested Comms look at these categories off line. EC and Comms to work together then advise web designers.	<b>EC</b>
C14.4	2.2.4	<b>R &amp; D tool progress</b> DN said the web designers are working slowly and say they have difficulty getting a response from Juraj Petrik (JP). DN and EC explained we cannot move to new web designers without considerable expense as they own the content management system. However now we have greater skill sets from Marie Maguire (MMg) we are able to use this to a much greater extent saving time and money on other projects. JJ explained the background to the R & D idea and said that non-member users would not have access to member areas. MB said we need to ask JP for next actions in order to launch this benefit.	<b>DN</b>
C14.4	2.2.5	<b>Modernising Scientific Careers (MSC) Secondment</b> MB called for Council to vote on a further year's secondment for Robina Qureshi (RQ) to work on the MSC project, this vote was carried unanimously. MB added that	

we will attend the UK Forum meeting on 20<sup>th</sup> March and report to Council during the meeting on the 26<sup>th</sup> March.

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| C14.4 | 2.2.6 | <p><b>SHOT representation</b></p> <p>JJ advised that she had emailed for SHOTs requirements for representation but hadn't received a response, she added that the meetings may only be one per year. JWh asked if we could nominate a BBTS member already on the committee, JJ advised that this had been declined in the past.</p>   |     |
| C14,4 | 2.3.1 | <p><b>MSC project</b></p> <p>DN provided an update on the MSC project, EC outlined the functions of the Articulate software to assist distance learning, DN added that this was included in the original costing. JWh advised that she is reviewing the new study book as is DP. DN to ask RQ to email to PAEC and Council for comments and to remind of BBTS copyright. JJ added that only major issues should be flagged up at this stage as we are approaching the printing deadline. DN to email RQ with the request.</p>   | DN  |
| C14.4 | 2.3.2 | <p><b>TP/Nursing Certificate</b></p> <p>KS advised that she had an initial meeting with Swansea University and received a good response to our request for accreditation. She is arranging a further meeting in March to discuss some of the practicalities and requirements of running the course. JWh added that she may be interested in attending as PAEC needs to consider if the modules may have a wider use. KS said the course would mainly suit Nurses but also TPs however it may not meet their needs entirely as it doesn't contain enough clinical knowledge. JWh said a modular based qualification would help with this issue. GP added that support for TPs is important. ECI said that distance learning is essential to the course and also helps with the marking process. DN explained that RQ felt she should attend a later meeting with Swansea University once we have a full picture of the arrangement with Manchester University and our own on-line learning facilities.</p> |     |
| C14.4 | 2.3.3 | <p><b>CPD tool and marketing</b></p> <p>DN reminded Council of the CPD tool facilities and that it could attract a different tier of membership, JJ added that it could be used to open doors to other professionals including non-regulated professionals who may join the society as a result. GP suggested it could be renamed to allow for better marketing of its benefits and this could be looked at by the Comms Committee. JJ said it can be put on the agenda for the next Three Year planning meeting under the section for increasing membership.</p>   | DN  |
| C14.4 | 2.3.4 | <p><b>Transfusion Medicine</b></p> <p>DN informed the group that the journal is under constant review and change and we have to be careful of any financial risks as a result bearing in mind the journal is our biggest source of income. GP advised that he will cover this further in the Finance Report.</p>  |     |
| C14.4 | 3     | <p><b>Matters Arising</b></p> <p>None.</p>  |     |
| C14.4 | 4     | <p><b>Declarations of Interest, update</b></p> <p>No new declarations were made. DN will send the forms electronically, these are usually returned to the accountants at the end of the year and no later than the end of January.</p>  | DN  |
| C14.4 | 5     | <p><b>Honorary Secretary Report, inc request from NHSBT re IT strategy, NHSBT Expert panel</b></p> <p>JJ explained the request for an English Hospital Medic to sit on the panel, some</p>  | JWa |

names were discussed and JWh is to contact one in particular to see if they would be interested.

JJ explained a request from DP for assistance with NHSBT IT Strategy and if this could be run by the BBT SiG. DN said we would need to know the scope of the task in order to ensure our budget would cover any associated costs. DN to put BBT SiG Chair, Steve Tucker, in touch with DP regarding the scoping of the request.

DN

JJ informed Council that Andrea Harris would be invited to Council as Honorary Secretary from the November 2015 AGM as previously agreed by Council.

JJ advised Council of a request from Clare Milkins (CM) to grant the Mollison Award this year to a non-member who would become a member for one year and also reminded Council that we are not giving the BBTS awards this year due to the ISBT/BBTS congress. MB said he felt the existing rules should be adhered to, JWh agreed that the processes in place need to be followed and this doesn't cover non-members or temporary members. There was a consensus from Council to maintain the current position and not to make the award. DN to inform CM of the outcome of this decision

DN

#### C14.4 6 **Finance Report**

GP explained the background to the Finance Focus meeting held in November and added that further such meetings will take place, these are aimed at improving our financial position on distinct areas of the operation. GP presented Council with a new Treasurer's Report Score Card which replaces the extensive Management Account report to Council with summarised high level information. GP pointed out the areas on the report where performance is different to the budget but concluded that we are presently looking to make 6k more than the budget. GP said we must aim to be in profit without including the effects of MSC spending in order to make sure the underlying business model is still working.

GP added that we need to be careful on the costs of the MSC project and remember finances are tight, so even if the ISBT meeting is profitable we have already used much of our reserves to cover MSC and will need to replenish these. GP explained that Enterprises still needs to increase on its 75k reserves to improve the cash flow position. GP said that we are carefully monitoring the performance trend of the journal as this could harm us financially if it experiences a downturn. He added that this is part of the financial review he is currently working on and added that these are rarely popular but the findings need to be taken on board.

Council understood the importance of the Hon Treasurer's Financial Review and offered their unanimously support for the process.

GP asked Council if they would like to be aware of any other specific finance figures, JWh said a summary of the overall MSC spend would be useful. DN will look at adding this to RQs feedback report in March.

DN

ECI asked if the Transfusion Science Practice (TSP) study book could be purchased separately, DN to put this question on the PAEC agenda for January, GP added that we could use this to encourage membership if we priced both correctly. RK said he felt the revised TSP Certificate would be of interest to employers and employers would be likely to pay for the course. KS added that anyone taking the course would need to complete it and would not be able to stop and start their studies as the University rules would be much firmer than ours have been in the past.

DN

#### C14.4 7 **Executive Director Report**

##### C14.4 7.1 **Membership**

DN informed the group that membership was 1580 as at 3.12.14, compared to 1576 at the same time last year. The reasons for cancellation still range from retirement to cost and this has been the pattern for many years. At the last Executive Working

Group (EWG) meeting we decided to look for increases following last year's small rise in membership. Our activities across the board on projects such as MSC, affiliations and CPD will be key to our future membership levels, these areas will also be on the agenda for the next three year plan meeting. There will be a discussion on Student memberships under item 12 on the agenda.

- C14.4 7.2 **Exams**  
DN presented the exam attendance statistics for November 2014, however the results will not be known until later in the month.
- C14.4 7.3 **Meetings**  
DN said that the proposed Autumn 2015 meeting will be covered in item 11 on the agenda. DN added that there are uncertainties regarding projected attendance and financial costs however the best approach is likely to be to agree on the format and venue for the meeting and plan to achieve the best results from there. Council agreed with this approach. DN also said we need to address the problems relating to the profitability of our annual conference, the BBTS loses money on this and the loss for the 2014 conference is estimated at 6k. We need to benchmark a number of our overheads and contract providers plus review the charity spend, this should help keep the delegate fees low and avoid increases whilst retaining the quality of the meeting.
- C14.4 7.4 **Website**  
DN said that with the appointment of our Education Officer we are making progress on our Student Home page and distance learning facilities.  
The student section of the website can be used to accommodate Free Student Members and will contain careers information, MSC information and information from MAHSE (Manchester Academy for Healthcare Scientist Education) we will approach MAHSE to suggest they act as a conduit to provide our Free Student Members. We are also approaching Wiley's to see if they will agree to a pdf of TM being placed on this page for Free Student member access only.  
We are looking to create a page to demonstrate our representation on other bodies (17) and provide a "contact us" facility here.  
Our web designers are still looking to adapt the CPD section of the site to become mobile friendly.
- C14.4 7.5 **Publications**  
In December we will distribute the 114th edition of the BBTS newsletter, Bloodlines. This will be the fourth edition under the new format and branding which is now establishing a distinct identity to make Bloodlines better than ever. DN said as discussed at the last meeting Transfusion Medicine (TM) continues to be the largest contributor to BBTS profits but also presents a risk. The business side of the journal is constantly changing with the aim to improve performance and circulation, the risk is that this may not always be the outcome and a necessary change could have a serious effect on BBTS income e.g. multi-journal subscriber packages. Consideration of the TM effect on our income is being taken offline in the Finance Focus meetings arranged by the new Treasurer and these will become an important part of re-shaping the Societies financial activities. This is the next stage of the process after the financial structure, disciplines and strategies were put into place over the last 3 to 6 years.
- C14.4 7.6 **Office and MSC project update**  
DN advised that as the projects of the three year plan come closer together the office team also need to work more collaboratively, especially on the projects for education and membership. There will be more focussed work on the financial operations by looking in detail at areas where risk or overspend have been identified, this will be done through the Finance Focus meetings with the Treasurer,

Executive Director and Finance Officer and this work could be of significant importance to the Society and this was also covered in item 6 on the agenda.

DN said that RQ will give an annual update to Council at the next meeting on 26<sup>th</sup> March. Manchester University have now fully signed off our accreditation pro forma and their lawyers have produced a contract. DN has reviewed this as a first draft and sent it with comments for our own legal review. Once this is complete we can proceed with the finalisation of the paperwork, this should conclude around the end of this month. The frequency and intensity of planning meetings in the office with RQ is increasing this is leading to excellent progress on the student home page, this should also be part of the update to Council in March 2015.

**C14.4 8 Reports from Meetings Attended by BBTS Representatives**

JJ advised of reports from meetings attended at BCSH, SHOT and UKTLC, Council had papers circulated with the meeting agenda. MB asked for all papers to be noted

**C14.4 9 Updates from other Committees, SMAC; PAEC; Communications**

**C14.4 9.1 SMAC**

The SMAC report was covered in items 10 and 11 on the agenda in KP's absence.

**C14.4 9.2 PAEC**

The PAEC update formed part of the MSC discussions minuted above.

**C14.4 9.3 Communications**

There was no Communications report due to MM's absence.

**C14.4 10 ISBT Update**

JWa provided an update on the ISBT/BBTS Congress, he advised that there wouldn't be a lot of UK speakers but instead they would be mostly European with an emphasis on gender equality. JWa gave details of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> plenaries and said they are still looking for other speakers. JWa added that the SHOT programme has been submitted to ISBT and should be approved soon. JWa said that he has not seen the Academy day programme yet but believes it includes PBM as this is not covered in the meeting. JWa said the social programme is complete, DN to circulate the final pdf version to Council. JWa advised that we need to arrange an abstract review meeting for April 2015 and believes Newcastle would be the best location for travel purposes.

JJ said we need to improve our marketing for the congress, MB added that he has a site visit on the 9<sup>th</sup> January. DN said that London & Partners were extremely helpful during the planning process and JJ suggested they could help with recommended accommodation. ECI added that there should be enough variety of hotels and pricing to suit everyone.

DN

**C14.4 11 Autumn 2015 meeting structure**

JWa advised that he has spoken to Megan Rowley and she will be speaking to the BSH to see if they are interested in being involved. He believes the Consensus Conference format remains the best idea for this meeting. JWa added that he has spoken to the TM editor Dave Roberts regarding publishing abstracts from the meeting.

DN advised that we have costed venues in Manchester and Birmingham with Manchester being the least expensive. JWh advised that NEQAS think the Manchester venue is too small and would prefer Birmingham. JWh and JWa also added that separate registration for both days would be easier to manage. JJ said the pricing is near to completion especially as these are venues we have used before. GP asked if accommodation would be difficult in Birmingham but JWh advised the venue has an arrangement with a nearby hotel. JJ felt that most would drive to the meeting, also adding that we should consider an evening supper for

trade who attend both days. JWa said he felt a number of firms would be interested in attending as exhibitors, JJ recommended we plan for 10 exhibitors in the budget. JWa suggested 4 sessions for day 2, two in the morning, two in the afternoon e.g. Microbiology, Medical usage, Surgical usage and Paediatrics. But added that it may not be possible to do a full consensus conference. JWa added that this format may be good for future meetings. ECI said that more and more delegates are paying for meetings themselves and taking leave to attend. JWa, KP and MR to hold telecon regarding the format and agenda for the meeting. **KP**

GP added that the AGM is important but the second day could be loss making for the Society. DN, GP and CM to resume telecon discussions on pricing. **GP**

- C14.4 12 E-student member proposal**
- EC presented a paper to Council proposing acceptance of the Free Student e-Membership. She gave the background to the project and said that the timing is now right to launch this alongside our MSC and revised exam projects. The target area is primarily undergraduate life sciences students. They would receive online only access and benefits but not Transfusion Medicine, we are in contact with Wiley's over other ways this could be done, they will receive 35% Wiley's discount. The aim is to explain about Transfusion and increase full membership, networking, careers information and involvement on our committees. JJ said we could put a small group together from Council to compile the Transfusion careers information and suggested DP, FS, RK and ECI, EC to arrange this via initial telecon. MB added that we should expand this information to cover medics and nursing. JWh said that information on how to obtain placements would also be of use on the website. EC said there will be common ground between some of the student information and some of the MSC related information we will place on the website. EC added that the CPD tool can be open to student and used as a CV builder. Council agreed to the introduction of the new Free Student e-Membership, any new benefits such as Student Awards, Student Committee, essay competitions or free places at meetings would require a further vote from Council. **EC**
- C14.4 13 Any other business**
- There was no other business for the meeting.
- C14.4 14 Date of next meeting**
- 26<sup>th</sup> March 2015 at NHSBT, New Street, Birmingham