BBTS Council Meeting Minutes

6th March 2012, NHSBT, 65 New Street, Birmingham, B2 4DU

In attendance:
Clare Milkins (CM) (Chair), Joan Jones (JJ), Jane Keidan, by conference call (JK), Lynne Mannion (LM), Kate Pendry (KP), Geoff Poole (GP), Dafydd Thomas (DT), Andrea Harris (AH), Juraj Petrik (JP), David Noble (DN)

1 Apologies for absence

Emma Court (EC), Geoff Lane (GL), Samantha Harle-Stephens (SHS), Jane Murphy (JM)

2 Minutes of last meeting – 6 December 2011 & telecon 19 December 2011. Action & Decision log.

The minutes were confirmed as a true and accurate record and authorised to be placed on the website. The Action & Decision log is up to date and will be re-populated after each Council meeting.

3 Matters Arising

It was noted that in future NATA intends to publish abstracts from their annual conference through Wiley Blackwell with the aim to align to Transfusion Medicine, possibly as an electronic supplement.

DT gave an update on NATAs decision to use Wiley's for all abstracts to be done via Wiley's in a pdf format. JJ asked for update on Communications Committee activity on ADRP collaboration. Council discussed ideas for CPD development, DT suggested we could automatically populate CPD via member's attendance at meetings, but we would need to do so without claiming it was reflective learning as only the member can do this.

Actions: DN to ask Louise Warburton (LW) for update on Communications Committee progress with ADRP. DN to forward latest CPD template to GP with a view to circulating to PAEC.

4 Declarations of interest

None.

5 Hon Secretary's report

The Secretaries report focused on:

A request received by the Office for support for HPC registration (item 17).

Development of International platelet guidelines which BBTS will support.

Council membership elections required for September 2012 including the requirement to elect two replacement members of Council this year.

Review of BBTS awards to be undertaken over the next 4 months (item 14).

Council were grateful that SHS had shown interest in becoming Chair of the Communications Committee but because her term at Council expires this September it was agreed that in the interests of continuity Jane Murphy should be co-opted to continue until September 2013.

Council asked the current Hon Secretary to extend her term of office for another three years. DT nominated and this was seconded by AH this was agreed by Council.

Action: KP to review International Platelet Guidelines with LM and AH.

6 Finance Report

The financial report was provided to Council. The strategy defined by the Treasurer and agreed by Council is on track. The main areas reported included:

A thorough financial review has been completed by the finance officer.

Increased use of Sage accounting and bringing some accounting tasks in-house.

Collaborative working and disciplined approach to budget setting.

The approval of the Annual Conference budget.

Long term strategy to balance the organisations finances now in place and working.

Plans in progress to improve cash-flow forecasting and credit control.

7 Executive Managers Report

The Executive Managers report updated the Council on various activities including:

Membership numbers which are unfortunately down on this time last year. Information garnered from those leaving the Society appears to be retirement in many cases. Council recognised this is an ever decreasing area of expertise due to the changing landscape in Pathology. DN asked if we could get HPC endorsement for our exams. GP said we are not looking for this at present but would like Blood bank managers to use them in line with HPC requirements.

The new BBTS website went live on the 6th December 2011 and initial reports are very positive. Figures indicate the new website has a) increased the total number of visits to the website b) increased the number of new visitors

This area is increasingly becoming the top priority for the society as we look to retain and increase membership.

The BBTS Office has started a full marketing review and planning project. This will need to overarch all the Society activities and the mission statement. It will also need to work alongside the three year action plan taken up by Council. DN said we are looking into areas that appeal to younger potential members, such as social media. GP pointed out that the implications of MSC may mean we can play more of a role to those already established in the field as they may need additional support in reaction to changes. DT suggested we could add the BBTS logo to any articles archived on the site library to raise our profile.

8 Updates from other committees

PAEC is still unsure what MSC means for the Society. A workshop will be run In May with other stakeholders to identify the next steps and support the formation of a strategy for the Society. The BBTS office and PAEC are developing an on-line CPD system. Council were keen to ensure that user friendliness is an important part of the final process.
The communications committee is working on the 104th edition of Bloodlines and developing literature to market the Annual Conference, see below.
CM asked for feedback on her request for Communications Committee to cover National Pathology Year.
JK gave an update on SMAC. Planning for the 2012 Annual Conference is well advanced with the programme content and speakers nearly completed. Registration is now open, work is ongoing with SMAC and the Communication Committee to ensure the conference is promoted widely. It was also noted that abstracts for posters, orals and young scientists can now be submitted. For those interested in Clinical Transfusion there is a category for clinical audit this year. Abstract reviewers have been approached and have agreed to support the BBTS. JJ queried whether reviewers must be BBTS members, GP said he felt getting the right quality of reviewer was more important. DT added that we could encourage the reviewer to become a member. Reviewers can also be from Council, SMAC and Speakers. It was also discussed that abstracts can be encouraged by allowing them to be used more than once i.e. SHOT depending on the quality of the content and the topic can always be refined for the meeting. JK added that we will be using the interactive voting in appropriate sessions and that it was important the slides were completed suitably.
There will be a rolling banner that could highlight various activities and sessions. It was also suggested we could put Donor cards into delegate packs. Council discussed sponsorship invites and the possibility of joint sponsorship. As always there will be a full social scene which was outlined to Council.
The importance of setting the right programme for the 2013 Annual Conference in Birmingham was discussed as this event will carry much higher overheads for the society. AH suggested that we could maximise day delegates by compartmentalising the programme themes into the separate days. Also that we should look into the ways Trusts book for meetings and see if this can help us maximise attendance. It was agreed this idea should be discussed at the next SMAC meeting.
Council to have regular focus on both the 2012 and 2013 Annual Conferences.
Action: KP to organise abstract reviewers. CR to look into how we can get maximum use from rolling banner at the Annual Conference and donor card suggestion. Also to circulate SMAC minutes to Council and include AH suggestion on SMAC agenda.
DN to ask LW for update on Communications Committee progress on National Pathology Year.

9 Update on ISBT bid

The BBTS has put in a bid to host the ISBT regional meeting in London in 2015. We are currently waiting to hear if we have been shortlisted to host this event. Council agreed that we need to get the right members for the committees and the content of the bid presentation must be meaningful for 2015. This will be discussed at the SMAC on 10th April and again at a meeting of SMAC in June if our intention to bid is accepted.

Action DN/CR to arrange, via the next SMAC agenda for JK to hold a June meeting of SMAC regarding the preparation and presentation of the bid.

10 Approval of budget for 2012/3

In addition to this, the BBTS annual budget for 2012/3 was discussed and Council agreed it had increased clarity, collaboration and improved understanding from all parties. The budget was approved by Council.

11 Non member voucher scheme

Council agreed to take forward the Non Member Voucher proposal for incorporation into the conference fees for the Annual Meeting. Further information on this scheme will be available at the next Council meeting.

12 Queens Award nomination

Council discussed the award process adding that the nomination is for outstanding contribution in additional to the nominee's normal day job and that it is usually the remit of the employer unless the nominee is retired.

Action: GP JJ to consider.

13 Jane Murphy co-opted to Council

The last Council report noted that Tony Davies had resigned from Council and also as Chair of the Communication Committee. It was agreed at the Executive Working Group, ratified by Council today, that Jane Murphy be co-opted back onto Council and be asked to take over from Tony as Chair of the aforementioned committee.

14 BBTS Nursing/TP Award

Council agreed that the development of a BBTS Nursing/TP award would be a good idea. Discussion also arose about renaming the Princess of Wales Award to the Pat Mollison Award but this was not agreed. The idea was also raised to run both these awards in annual tandem. Also that the Margaret Kenwright Symposium for young scientists could be opened up to non-scientists as well as broadening the awards network.

Action: DN to check BBTS rules on awards and forward to JJ/CM for review.

15 Business Plan update

The three year business plan was discussed and work was identified under various headings. One area the BBTS will review is the Nursing Certificate which was piloted in April 2008. A questionnaire is being developed to further identify how this can support the requirements of nurses working in the areas of transfusion medicine both within hospitals and blood services. Council also agreed that we could use our links with the Blood service to assist and also that someone with an educational background could take this on to the next stage of completion. CM suggested we could use some legacy funds to pay for their time. LM suggested we could give recognition for completion of individual marked modules.

16 Free student membership and Marketing

CM to look at free student membership pilot at Westminster Uni with an entrance and exit questionnaire for participants**.**

Action: EC to draft example of questions questionnaire could contain.

17 Requests and scholarships

JJ discussed a request from an ACS member for HPC registration as BBTS is listed as a Recognised Professional Body on the ACS website. We currently have no precedent or mechanism for this. DN has emailed Marion Scott for advice.

Action: Eluned Cook (EC) to look at the route for Clinical Scientists via the HPC.

18 Council membership dates for 2012

Covered in item 5.

19 Any other business

Agreed to start Council meetings at 10.30am to allow off-peak travel on homeward journey.

20 Next meeting 14 June 2012, 10.30am at the NHSBT 65 New Street Birmingham.