

BOPA TCON
Special General Meeting (SGM)
Monday 17th June 2024, 13:00-14:00



Number	Agenda Item	Lead	Enclosure
06/24 (1)	<p>Welcome and Introduction Joe Williams (JW), BOPA Chair, opened the meeting and explained that the Special General Meeting (SGM) had initially been called as a motion for a vote. However, following feedback, this had been changed to a motion for discussion to ensure that any decisions were in line with BOPA's constitution.</p> <p>The purpose of the meeting was for members of the Executive Committee to gather feedback on the proposed changes ahead of potentially passing a motion at the AGM in October. It was confirmed that all attendees were permitted to speak throughout the meeting.</p> <p>An overview of current BOPA membership numbers, including website views and users, was provided. It was clarified that only paid members were considered BOPA members in the constitution. To be quorate, 10% of the membership was required to vote for decisions to be passed. The membership count as of June 2024 stood at 1080.</p> <p>As there were only 35 attendees in total on the teleconference, the meeting was not quorate and any decisions would need to be ratified by way of a poll following the meeting.</p>	JW	
06/24 (3)	<p>Motion 1 – Corporate Membership Fees JW explained that the current fee for corporate membership at BOPA was £800 per annum. The Executive Committee proposed changing the fees to a two-tiered system:</p> <ul style="list-style-type: none"> • Tier 1 would maintain the current benefits available to corporate members and increase the annual fee to £1,500. • Tier 2 would be a new offering for £5,000 per annum and would include additional benefits to be decided. <p>Treasurer Report Anish Taylor (AT), BOPA Treasurer, presented a finance overview. The following points were noted:</p> <ul style="list-style-type: none"> - The expected income for 2024/25 was approximately £52,000 for individual memberships and £16,000 for corporate memberships. Several positive points were noted: <ul style="list-style-type: none"> o Face-to-face events were back and engagement from members was increasing. o More member involvement in leadership within BOPA had increased expenses. o The website was well utilised and required maintenance. o Activities and output had increased across BOPA. - The expected expenditure for 2024/25 was estimated to be £98,389. This was due to: <ul style="list-style-type: none"> o Increased activity 	JW AT	

Feedback from Attendees

The following feedback about Motion 1 was provided:

Tiered Options for Corporate Membership

- BOPA previously utilised a Bronze/Silver/Gold tiered system for corporate memberships, which was initially implemented to help establish BOPA's website. Members recalled challenges in securing adequate numbers for the top-tier membership.
- A framework was needed to prevent all companies from only applying for tier 1 memberships. JW clarified that the discounted corporate membership option would be separate from the tiered system, and criteria would need to be developed to help identify appropriate organisations first.
- Charging separately for podcast sponsorship was proposed as an alternative to raising fees.
- It was questioned whether a cap should be set for top-tier members, to ensure the benefits weren't excessive and didn't negatively impact the Executive Committee members.
- A clear plan was needed for 2025/26 and beyond, including understanding when the next increase in fees would be necessary or could be expected.

Benefits for Corporate Members

- The current benefit of using the BOPA mailing list three times a year was seen as a significant draw for corporate members. Increasing this offering could be very appealing.
- The tolerance of members receiving an increased number of emails needed to be carefully considered against this idea.
- Concerns were raised about how to manage sponsorship requests, particularly if BOPA was approached with an opportunity. A plan for consultation with other members and how to manage this was needed.
- The sponsorship opportunities could be seen as a right to provide money.
- JW clarified that the new podcast sponsorship benefit was intended to be inclusive of the tier 2 fee.
- A concern about potential requests to alter content to benefit companies was discussed, including how it would be a challenge to maintain transparency.
- Discomfort was expressed over the 1:1 meeting idea, and it was felt that a framework wouldn't resolve concerns. It was noted that similar meetings took place at the conference.
- VAT registration may be required for some of the described benefits. This would be investigated by the Treasurers.

Individual Membership Fees

- Concerns were raised that raising corporate fees without adjusting individual fees could create negative perceptions.

	<ul style="list-style-type: none"> - The BOPA individual fee was lowered to £55 during the beginning of the pandemic and raising this back to £65 was reasonable. Increasing the fee to £75 per annum could potentially increase income by up to £20,000 PA. <p>Educational and Training Opportunities</p> <ul style="list-style-type: none"> - Offering to promote educational material would potentially limit overall opportunities and negatively impact members. - The removal of funding for travel to face-to-face events in Scotland created an opportunity, as pharmaceutical companies couldn't provide this support, yet charities may be able to step in and offer funding instead. - The paused educational grant could potentially be reinstated, enhancing the offering for members in this area. - The Introduction to Oncology course was set to have industry sponsorship in the future. Two courses per year would be the standard, though a third course was added in 2023 to address the backlog caused by the pandemic. <p>Corporate Member Feedback and Participation</p> <ul style="list-style-type: none"> - Tighter industry budgets had led many organisations to make cutbacks. The potential impact of raising the fee on corporate membership numbers needed to be carefully considered. - The low number of members who responded to the survey could be an indication that they won't continue their membership. <p>There was general agreement that complete details of any changes to benefits, including a framework for how they will be managed and monitored, would need to be provided ahead of the AGM to enable attendees to make a meaningful decision.</p> <p>Further work would be done to incorporate feedback and clarify the framework for changes to membership fees. Stakeholders would be contacted for feedback ahead of the documents being finalised. An updated proposal would be circulated ahead of the AGM.</p>		
06/24 (4)	<p>Motion 2 – BOPA Address</p> <p>JW explained that this motion was added to the SGM agenda after a need to change the constitution in order to make any change to the association's formal address was identified.</p> <p>BOPA's Constitution was available to view on the forum and included a formal address in Clause 1, which had historically been the home address of the Treasurer and was updated each time the role changed.</p> <p>The motion under discussion was to change BOPA's address to a permanent fixed address provided by BOPA's current legal representatives.</p>	JW	See Forum

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	<p>This change of address would ensure continuity and remove the need to update the details whenever the Treasurer’s term ended. It would also enable better financial management, allowing BOPA to use a debit card for online payments.</p> <p>The BOPA Constitution would need to be amended to reflect this change and ensure future changes could be made if needed. The Charity Commission would also be informed.</p> <p>The attendees were generally supportive of the proposal.</p> <p>ACTION: A poll would be conducted to ratify the decision to change BOPA’s address to a fixed location and enable the constitution to be amended accordingly to facilitate this and future changes.</p>	ACTION	
06/24 (5)	<p>Any Other Business</p> <p>Additional Changes to the BOPA Constitution The following ideas for other potential changes to the BOPA constitution were discussed:</p> <ul style="list-style-type: none"> - The definition of BOPA Members could be updated, including whether those provided with free memberships e.g. as award gifts, should be included in this group. - The number of members required for quorate meetings and polls could be investigated and revised. - The Executive Committee were also looking into whether BOPA could change its status to a Charity Incorporated Organisation to reduce financial risk to the Trustees. A change to the constitution may be needed to enable this. <p>There was no other business and the meeting was closed.</p>	ALL	
06/24 (6)	<p>Date for Annual General Meeting (AGM) Saturday 12th October 2024, 10:10-11:10</p>	ALL	