BAPA EXECUTIVE COMMITTEE MEETING

Wednesday 22nd June 2016 at 10.30am – 4.30pm

Venue: - RCPCH, 5-11 Theobolds Road, WC1X 8SH

Meeting Room 1

Agenda

1. Housekeeping, Welcome & Apologies for Absence
2. Minutes of last meeting*
3. Matters Arising
4. Company Information – Membership, company annual returns etc
5. BAPA company/charity liability
6. BAPA Exec & Trustees – Roles & Responsibilities, Conflicts of Interest, Risk Register
7. AGM 2016
8. E-mail communication with members
9. Competencies, syllabus
10. SNOMEDCT
11. BAPA website - Adverts, links, updates
12. Meeting Secretary*
    a. Jan 29th 2016,- feedback etc
    b. 26th Jan 2017 - Programme, price etc
13. BACCH – Training, ASM –2016
14. RCPCH
    a. Speciality Groups,
    b. meeting 2016
15. Aetiology training course – update,
16. BAPA Prize & presentation prize
    a. 2017 Prize - dates
    c. 2017- 'Presentation' Entry criteria/form
17. BAAP
    a. CMV testing
    b. Paediatric pathways
    c. new constitution
    d. audit presentation
18. Rapid Response requests / information circulated since last meeting ***
    a. BSA Lunch & Learn
    b. NDCS -
    c. AudMed
    d. 22q11 leaflet revision

    (*If you are missing any emails please let me know*)
19. Discussion of circulated reports* from
    a. Chair*
    b. Past Chair
    c. Treasurer*
    d. Regional Representatives**
    e. RCPCH SIG Convenor
    f. Audiens*
20. Liaison with BACCH, BSA, PAIG
21. Other organisations meetings – feedback & future dates – Hallpike, BAAP, Lunch & learn.
22. Details of present or forthcoming job vacancies/retirements
23. AOB
    a. aaaaaa
    b. bbb
19. **Dates / venue of future meetings** ***All meetings at RCPCH***

    Tuesday 6th Sept 2016 (*Meeting room 1*)
    Tuesday 6th December 2016 (*Meeting room 1*)

    2017 dates?

***(Written report in advance please).**

***circulated - please read in advance of meeting**