

**ISOPP Annual General Meeting MINUTES
Saturday, March 5, 2022, 9am to 10am EST
Online using OnAir**

Documents distributed in advance:

Agenda and Minutes of the ISOPP Annual General Meeting 2021
Agenda of the ISOPP Annual General Meeting 2022

Supporting Documents:

AGM 2021 PowerPoint slides (located in the member only section of the website) and recording (located in ISOPP's Virtual Library)

1. Welcome

ISOPP President, Shaun O'Connor, chaired the meeting and welcomed members to the AGM. After confirming that there was a quorum, Shaun called the meeting to order at 9:01am EST.

2. Approval of Agenda

The agenda of the ISOPP 2022 AGM was circulated via email and made available on ISOPP's website in advance.

MOTION: It was moved to approve the 2022 meeting agenda. The motion was seconded and passed.

3. Approval of Minutes, Annual General Meeting 2021

The minutes of the ISOPP 2021 AGM were circulated in advance via email and were made available on ISOPP's website.

MOTION: It was moved to approve the ISOPP 2021 AGM minutes. The motion was seconded and passed.

4. President's Report

Shaun noted that our thoughts are with all those in a war situation.

He acknowledged and thanked the members who invest their time into grant applications – one of two have been successful and one is in progress. He thanked the members of the committees, task forces and work groups for the work they have done. In particular he acknowledged the Chairs and Leads for their role in advancing the ISOPP agenda. He also acknowledged the work of the Standards Review Task Force and thanked them for the many hours involved to produce the final document which is now being published.

Shaun then presented the ISOPP Strategic Plan for 2022 to 2024. He outlined the three strategic pillars of achieving the mission and vision, along with objectives and activities within these three areas:

- Engage members around the ISOPP vision and inspiring the global community to take action.
- Deliver enhanced professional development resources
- Develop and mobilize oncology pharmacy collaborative advocacy initiatives.

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5. Treasurer's Report

Robert Duncombe, ISOPP Treasurer thanked the members of the finance committee. He presented the 2021 financial reports and confirmed the members' equity as of December 31, 2021 at \$601,801 CAD. Non-membership and non-International Symposia revenue diversification activities were outlined, which will be a strategic focus moving forward.

6. Committee Reports

Education Committee Report

Education Committee Chair, Himanshu Patel, thanked all 17 members of the Committee and provided an update on the Committee's current and future activities, as follows:

- OPAB program, made possible through an educational grant from Pfizer and launched in October 2021 with modules 1 to 4 out of the 10 modules. There are currently 162 registrants. He thanked the Steering Task Force and faculty.
- Grant proposals – one of two successful with a third in progress

Himanshu noted that he welcomes suggestions on the educational resources of ISOPP.

Communication and Member Engagement Committee Report

In the absence of the Communications Work Group Lead and Membership Engagement Task Force Chair, Netty Cracknell, Shaun O'Connor thanked the members of the Work Group. He shared that a survey seeking input to inform ISOPP's strategic priorities, website revamp and communication practices has been completed and analysed. He advised that the survey results will inform the development of a Member Engagement Plan and a Social Media Plan as well as the ISOPP website revamp to be launched at ISOPP 2023.

Research Committee Report

Research Committee Chair, Jennifer Jupp, thanked the members of the Committee for their contributions. She stated that there is no 2022 research grant recipient for 2022, and acknowledged the 2019, 2020 and 2021 research grant recipients, and three member supported research projects.

She advised that the first publication of the Research Committee took place this last year and she shared the committee's current projects including Committee role and structure – terms of reference, oversight, research repository, mentorship network and collaboration with other organizations. She acknowledged Peter Gilbar, thanked him for his kindness and expertise and wished him luck on his retirement.

Advocacy Committee Report

John Wiernikowski, Committee Co-Chair, updated members on activities of the past year. This included participation in last year's Essential Medicines Review and upcoming contributions to the WHO Cancer Manual for Low and Middle Income Countries. He thanked the committee members.

Immunotherapy Task Force Report

Lynne Nakashima, Chair of the Task Force, shared work completed to date and future work planned. She thanked the 18 global Task Force members for their input.

7. Bylaws 24 (Description of Offices) Edit

MOTION: It was moved to approve the proposed edit to Bylaws 24 (Description of Offices) to include the Past President as an officer alternating with the President-Elect. The motion was seconded and passed.

8. Secretariat Induction

Shaun acknowledged the outgoing Secretariat:

- Shaun O'Connor (President)
- Evelyn Handel (President-Elect)
- Irene Weru (Secretary)
- Robert Duncombe (Treasurer)
- Tiene Bauters (General Secretariat Member)
- Netty Cracknell (General Secretariat Member)
- Kimberley-Ann Kerr (General Secretariat Member)
- Hisanaga Nomura (General Secretariat Member)

Shaun introduced and welcomed the incoming Secretariat:

- Evelyn Handel (President)
- Shaun O'Connor (Past-President)
- Irene Weru (Secretary)
- Robert Duncombe (Treasurer)
- Tiene Bauters (General Secretariat Member)
- Netty Cracknell (General Secretariat Member)
- Barry Goldspiel (General Secretariat Member)
- Hisanaga Nomura (General Secretariat Member)

Shaun thanked the Committee, Task Force and Work Group volunteer members for their contribution to ISOPP.

9. Other Business

Shaun reminded participants about the OPAB program, encouraging them to participate. He thanked all who nominated themselves for Secretariat positions, commenting on the high standard of applicants. A participant asked if it was possible to change the Society's currency to US Dollars. It was explained that since ISOPP is incorporated in Canada, the currency used must be Canadian Dollars. Next year's Symposium details were shared –March 4-5, 2023 in Seville, Spain. There was no further business discussed.

10. Meeting Adjournment

Shaun adjourned the meeting at 09:59 EDT and invited participants to complete the AGM feedback survey. He thanked participants for attending the AGM and the ISOPP Symposium. He invited participants to join ISOPP's Virtual Symposium and visit the Sponsors/Exhibitors and ISOPP Resources Gallery and connect with others on the Meeting Hub before attending the next plenary session.



Shaun O'Connor, ISOPP President



Irene Weru, ISOPP Secretary

Date: March 30, 2022

Note: Quorum was attained with 48 members and 4 non-members participating