ISOPP Annual General Meeting MINUTES
Thursday, April 11, 2019, 05:00 – 06:00 PST
Via Adobe Connect

Chair: Alex Chan, ISOPP President

Documents distributed in advance:
Agenda and Minutes of the ISOPP Annual General Meeting 2018

1. Welcome
Alex Chan, ISOPP President welcomed members to the AGM and called the meeting to order.

2. Approval of Agenda
There were no additions or revisions to the Agenda.

MOTION: It was moved to approve the 2019 meeting agenda. Motion seconded and passed.

3. Approval of Minutes from ISOPP 2018 AGM
The Minutes of the ISOPP 2018 AGM were circulated in advance via email and were made available on ISOPP’s website.

MOTION: It was moved to approve the ISOPP 2018 AGM minutes. Motion seconded and passed.

4. ISOPP Strategic Plan Report
Alex provided an update on the activities related to the key strategic initiatives of member engagement, professional resources, and collaborative advocacy.

5. Treasurer’s Report
Lisa Holle presented the 2018 financial reports and the 2019 budget. The Members’ Equity as of December 31, 2018 was confirmed as $214,802.22 CAD.

6. Education Committee and Task Force Reports
Himanshu Patel provided an update on the Education Committee’s current and future activities, including the Need Assessment Survey undertaken to understand member needs.

Harbans Dhillon provided a Masterclass Task Force Report, introducing the four Masterclasses that occurred in 2018 and the two in 2019. She noted that the Task Force would be dissolved and folded into the Education Committee before the end of 2019.
Emma Foreman provided a Biosimilars Task Force Report that focused on the progress of the Task Force towards its five objectives, and a summary of the results from the Biosimilars educational needs analysis.

Alex provided an update on the International and Regional Symposia. He reminded participants of the 2019 Symposium taking place in London in October 2019, and noted the two upcoming 2019 Regional Symposia in Melbourne, Australia and in Nairobi, Kenya. He confirmed that no international Symposium will be held in 2020, and that the RFP process has started for the ISOPP 2021 and 2022 Symposia.

7. Standards Review Task Force Update

Shaun O’Connor provided an update on the work of the Standards Review Task Force. New Standards are being written in consultation with members and they have engaged a medical writer to assist. The existing Standards are being reviewed by member volunteers.

8. Research Committee Report

Jennifer Jupp provided an update on the work of the Research Committee and its priorities of engaging members, supporting research, and increasing research collaboration. She introduced the 2018 Research Grant recipient, Lisa Holle, and reminded participants of the 2019 grant application process and deadline, as well as the Symposia abstract submission process and deadline. She noted that one new feature of the abstract submission process is that submitters will receive one of the following results: accepted, accepted with edits or rejected. Jennifer reminded participants of the research project that ISOPP endorsed by allowing PhD candidate Sandrine Von Gruninge access to members – her project is titled “Self-assessment tool for safe handling of cytotoxic medicines in healthcare facilities adapted to resource-constrained settings (Cyto-SAT).”

9. Induction of the new Secretariat

Alex acknowledged the members of the Outgoing Secretariat:

- Alexandre Chan (President)
- Harbans Dhillon (Past President) (term expiring)
- Evelyn Handel (Secretary) (term expiring)
- Lisa Holle (Treasurer)
- Marliese Alexander (General Secretariat Member)
- Melanie Danilak (General Secretariat Member) (term expiring)
- Felice Musicco (General Secretariat Member)
- Shinya Suzuki (General Secretariat Member) (resigned)

Alex introduced and thanked the Committee, Task Force and Work Group members. He also introduced the 2019 Secretariat:

- Alexandre Chan (President)
- Shaun O’Connor (President Elect)
- Marliese Alexander (Secretary)
- Lisa Holle (Treasurer)
- Aygin Ekincioglu (General Secretariat Member)
• Felice Musicco (General Secretariat Member)
• Hisanaga Nomura (General Secretariat Member)
• Bo Yu is being invited as a General Secretariat Member.

**MOTION:** It was moved to approve Bo Yu as a General Secretariat Member. Motion seconded and passed.

10. Other Business

No topics were raised.

Feedback on hosting the AGM online was requested

1) Were expectations for AGM met? All respondents said yes.
2) Would you attend another online AGM meeting? All respondents said yes.
3) Do you have any other comments about this AGM meeting or in general about ISOPP?
   Various comments were made and were very positive about holding the AGM online.

11. Meeting Adjourned

Alex adjourned the meeting at 06:00 PST.

[Signature]

Alex Chan, ISOPP President

[Signature]

Marliese Alexander, ISOPP Secretary

Date: June 28, 2019

Attachment: Quorum was attained with 49 participants in attendance.