**ROC EVENTS LIMITED**

**Minutes of board meeting held at the offices of the SCOR, 26nd September 2017 at 2:05 pm**

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| **Present:***(Directors)* | Gunter Dombrowe | (GD) | *Chair* |
| Liz Beckmann | (LB | *Industry Representative* |
| Pam Black | (PB) | *Vice-Chair* |
| Richard Evans | (RE) | *Marketing Committee Chair* |
| John Kotre | (JKo) | *Hon Treasurer* |
| Hugh Wilkins | (HW) | *Hon Secretary* |
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| **In attendance:** | Peter Harrison | (PH) | *AXREM Chair* |
| Julian Kabala | (JKa) | *President UKRC* |
| John Turner | (JT) | *Finance Officer* |
| *(Professional Conference Organiser)* | Sue Elcock | (SE) | *Profile Productions UKRC Conference Director* |
| Simon Whitfield | (SW) | *Profile Productions Managing Director* |
| *(Observers)* | Stephen Harden | (SH) | *Chair RCR Clinical Radiology PLD committee* |
| Maryann Hardy | (MH) | *Immediate Past-President UKRC* |
| Simon Thompson | (ST) | *BIR CEO* |

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| Minute | **Decisions** |
| 6 | [Delegate fees and exhibitor fees will not be increased for the 2018 UKRCO congress](#Delegate_and_exhibitor_fees_no_increase) |
| 7 | [£25k budget agreed for speakers](#Speaker_fees_budget_25kGBP) at 2018 congress |
| 7 | [Marketing & PR committee to be established under LB’s leadership](#Marketing_and_PR_cttee_LB_led) |
| 12 | [Consider need for additional administrative capacity](#Part_time_sec_appointment) |
| 15 | [Consider abstracts publication (congress proceedings)](#Abstracts_publication) |

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| Minute | **Actions** |
| 7 | [LB to contact RC, RE, ST and Profile re Marketing & PR committee](#LB_to_contact_CEOs_re_Cttee) | LB |
| 7 | [LB to take forward the possibility of student internships](#LB_to_take_forward_student_internships) | LB |
| 10 | [SH to convey to RCR colleagues sentiments re AXREM dinner](#SH_to_convey_sentiments_re_AXREM_dinner)  | SH |
| 12 | [Write JD for part-time secretarial role](#JD_for_part_time_secretary_appointment) | GD, RE, HW |
| 15 | [Discuss possibilities for publishing UKRCO abstracts](#ST_SE_to_discuss_abstracts_publication)   | ST, SE |

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|  | **Welcome and introductions**GD welcomed attendees, particularly Stephen Harden, who was attending a ROC/ROC-E meeting for the first time. |
|  | **Attendance register and apologies for absence**Apologies had been received from Angela Baker and Ian Wolstencroft. |
|  | **Declarations of conflicts of interest**There were none. |
|  | **Minutes of last meeting** (26th June 2017)The minutes of the meeting held on 26th June 2017 were agreed as a true and accurate record. |
|  | **Matters arising not elsewhere on the agenda**There were no matters arising not elsewhere on the agenda. |
|  | **Review of UKRCO2017**There will be a loss of around £17,000 arising from the 2017 Congress, which always was recognized as being financially challenging, owing to the higher rental costs of Manchester Central compared with the Liverpool ACC. The deficit is however less than predicted.Bursaries were awarded to 16 individuals (12 from the UK and 4 from overseas) subsidsing their attendance at the Congress. The Schools session was again successful, presented by Lord Winstone and attended by 452 local teenagers. £20k had been allocated to take forward live streaming but this has not materialised. Some sessions were recorded and have been uploaded on the website, but they were not broadcast live.Profile (PE) are working on provision of access to documents via the UKRCO website, as a form of board portal, and will provide access and training instructions.SH asked about enquired about profits from previous years - it was confirmed that they are gifted to the ROC charity.JKo proposed that we do not increase delegate charges, nor exhibitor fees, for the 2018 Congress, and this was agreed. |
|  | **Planning for 2018 Congress**Items 7, 8, 9 and 11 coalesced. Working Party stream leads for the 2018 Congress have been agreed. The session grids have been more or less finalised. Arranging eponymous lectures for UKRCO2018 is looking to be easier than it was for UKRCO2017. There was brief discussion about the IPEM Douglas Lea lecture. A £25k budget for speakers’ expenses was agreed. The schools session is being moved to the Tuesday.There was discussion about raising the profile of the congress, which is considered successful but relatively unknown outside those in the field. SE commented that this required a year-long process involving PR, and was outside Profile’s remit. LB advocated involving marketing/PR personnel within member organisations. It was agreed that a Marketing and PR committee be established under LB’s leadership, involving Profile. LB will liaise with Profile and the CEOs of the 3 member organisations involved in the 2018 congress to take this forward. LB will also take forward the possibility of student internships.It was noted that UKRCO has a presence on several social media platforms: Twitter, Facebook, Linked-In, Instagram and Youtube. |
|  | **2018 Presidents’ reports**JKa had given an outline of preparations for UKRCO2018 at the ROC board meeting earlier in the day. In essence preparations are on track and are going well.  |
|  | **Keynote speakers, plenary sessions, debate**Several high profile individuals have been approached – discussions/negotiations are in progress. A comment was made that there is a view within the UKRO community that essentially it is coming to an end, and that moving it to an annual event has been disadvantageous for UKRO. Another threat is competition from the large number of specialist single topic meetings.  |
|  | **Industry matters**PH asserted that the satellite symposia are not working, and that we cannot continue with them in their current form. There was discussion about a session on the Monday on cyber security.There was discussion about the AXREM dinner, in view of RCR’s sponsorship policy . PH noted the history as to why AXREM had stepped into the breach, that it was not an aggressive take-over but had rescued what was previously a poorly-attended congress dinner, generally considered to be somewhat stuffy with too many speeches. He added that the dinner was “not a picnic to organise”, and that industry, like member organisations, is also very careful not to transgress lines. He commented that industry was not there to proffer funding without appropriate recognition of that support. There was discussion about the branding, with general acceptance that the event should be either a Congress Dinner supported by Industry, or an Industry Dinner. SH agreed to convey these sentiments to RCR colleagues. |
|  | **Early engagement re marketing, PR and media**Benefits of early engagement re marketing, PR and media publicity had previously been discussed. |
|  | **Strategic guidance to ROC-E from ROC Board**GD proposed that ROC-E appoint a part-time secretary, and it was agreed that a small group would write a job description.**Action: RE, GD, HW** |
|  | **All-members’ working party for 2019 Congress**In view of the need for decisions by Christmas time on a number of matters relating to the congress for 2019 and beyond, a task-and-finish working party with representatives from all the member organisations is to be established. This timescale ties in with decisions on the Professional Conference Organiser tender. |
|  | **2018 meeting schedule**HW has created and distributed a schedule for 2018 board meetings of ROC-E (and ROC). The next meeting of the ROC-E board is Thursday 7th December, at the Society and College of Radiography, 207 Providence Square, Mill Street, Bermondsey, London [SE1 2EW](https://www.google.co.uk/maps/place/London%2BSE1%2B2EW/%4051.5018268%2C-0.0729491%2C17z/data%3D%213m1%214b1%214m5%213m4%211s0x487603477f94fbbd%3A0x1a855474a3004bea%218m2%213d51.5018306%214d-0.0705202?hl=en).  |
|  | **Any Other Business** MH, for whom this was her final ROC-E meeting in her capacity as UKRC President, thanked all present for their support and this was reciprocated.The question was raised of an abstracts publication, to provide a lasting legacy of meetings. It was agreed that this needs further discussion, and possibly appointment of an abstracts editor. ST and SE agreed to discuss.**Actions ST, SE**SH confirmed that he and Di Gilson will be representing RCR in planning for the 2019 congress. He noted that from 2019 onwards there will not be a separate RCR annual conference, and asked whether other member organisations have annual conferences. BIR does have a separate Annual Congress (in November), as does IPEM (in September). RE explained that for CoR the answer is Yes and No. MH commented that it is important that each of the sponsoring organisations “owns” the congress.JKo, referring to banking arrangements, noted that JT will be taking over from IW after October. |

There being no other business the meeting ended and Profile Production staff left the room prior to the undertaking of reserved business.

The meeting closed at 3:30pm.

The next ROC-E Board Meeting will be held on Thursday 7 December 2017

 at the Society & College of Radiographers

207 Providence Square, Mill Street, Bermondsey, London, SE1 2EW

 starting at 11am (scheduled meeting time 11:00–13:00)