



## HEOPS EXECUTIVE COMMITTEE MEETING

### Teleconference

4:30pm, Thursday 20<sup>th</sup> July 2023

### Minutes

In Teams meeting:

Janet McGettigan (Treasurer) (JH)  
Christina Bond (CB)  
Max Hill (MH)  
Philippa Hawkins (Secretary) (PH)

1. Apologies – None received
2. Minutes of HEOPS April meeting reviewed by those present.
3. Actions arising from last meeting:
  - i) **Action:** AH to approach speaker for the Infectious disease webinar - deferred
  - ii) **Action:** RP to pose questions to the membership regarding an in person HEOPS event - deferred
  - iii) **Action:** Invite Christina Bond to join HEOPS Board - completed
4. Finance – JM presented the bank statement, which confirmed that GM had now been reimbursed for the web domain hosting. Thanks were expressed to JM for her perseverance in progressing getting the monies transferred and to GM for his patience.
5. HEOPS Guidance Review

MH enquired about the formatting of the guidance documents, as there has been no access to these in Word. The question was also raised whether there was additional guidance that needed to be developed. Currently there are no drafts available as yet to be reviewed.

**Action:** Consider accessibility prior to re-launch of the guidance, such as creating a Word template, setting this to non-editable and publishing in Word.

As AH was still delayed in joining the meeting, the meeting concluded.

Meeting concluded at 16:55

Next meeting: Reconvened for Friday 4<sup>th</sup> July at 16:00