

## SCOTTISH POSTURE AND MOBILITY NETWORK

### **Committee meeting number 3**

**Venue: Eastern general hospital, Edinburgh**

**Date: 12 October 2005 at 1.30pm**

1.) **Persons present:** Catherine Mathieson; Alistair Murdoch (Chairperson); Kenneth Munro; Andrew Rose; Dave Long; Rob Farley; Pam Harper (treasurer); Libby Davies; Linda Ovens and Shona Kerr (secretary)

Alistair extended a warm welcome to Dave Long (PMG chairperson)

2.) **No apologies.** Alistair inquired about Susan Gold and it was agreed that Shona would liaise with her regarding future attendance at meetings. **Action: SK**

3.) **Previous minutes:** These were adopted as an accurate record of the meeting and proposed by Rob Farley and seconded by Pam Harper.

#### 4.) **Matters arising:**

4.1 **Constitutional developments:** Pam fed back her recent discussions with Inland Revenue. She highlighted that if SPMN continued as a charity the funds cannot be used to advance the private interests of members such as paying the fees for further academic activities. After some discussion from other committee members it was agreed that a decision regarding this could not be made today. Pam will further liaise with Inland Revenue re this issue. Dave highlighted that PMG do not have a problem with this. **Action: PH**

4.2 **Scottish Charities:** Pam reported that the charities body have set up a register and regulations body which will soon be active. They are running an educational day next month which she will attend. **Action: PH**

### **BUSINESS**

#### 5.) **Membership and finance:**

5.1 Pam reported that there are currently 96 ordinary members, which has risen from 52, and 3 corporate members, which has risen from 2. There are a number of new ordinary members that still have to be added to the above figure.

5.2) **Finance** – Pam reported that there is £306.92 in the current account and £11,050.01 in the deposit account.

6.) **Postural management subgroup update:** Rob highlighted that the Best Practice working group has nearly finished setting up a list of contacts which can be placed on SPMN webpage. The Carer Training subgroup is about to reconvene and there was no change with the Outcome Measures subgroup at present.

7.) Due to a typing error, number 7 was missed from the agenda and discussion went straight onto number 8.

## 8.) SCOTRET report:

8.1 Andrew reported that SCOTRET will be meeting tomorrow and that the group are going to reformat their meetings, as general opinion was that they were becoming too business focussed. Therefore they have agreed to move the clinical component to the morning session giving them more time for this.

## 9.) Website:

9.1 The website designer has now been employed and Andrew has been collating information for placement on the web page. He fed back that the designer has been very helpful and he is pleased with the progress that has been made. He hopes that SPMN would be officially online by 24 October 2005. **Action: AR**

9.2 Andrew still requires information from people as follows: Biographical information from Shona, Linda and Catherine; suggestions for other web links; power point presentations from previous seminars. These pieces of information have to be sent to Andrew by next week – 21/10/05 **Action: All**

9.3 Website costs: Andrew reported that the initial set-up costs have been £221.48 and Graham will be paid £800 for his services. Pam highlighted that she will require receipts for all costs. **Action: AR**

9.4 Other items for the website were discussed as follows:

- It was agreed that presentations from study days should be placed on the website if permission from speakers was granted. This might include a link email address to the speaker where appropriate.
- Photographs – of seminars and other items of interest would be useful. Again, permission might be required from individuals.

## 10.0) Secretarial support:

10.1 Catherine and Shona confirmed that they had been unable to find somebody suitable to take on this role. The requirements of the secretary would be to collate delegate packs for the seminar (approximately 100 packs) and send out information for the forthcoming AGM (minutes of last AGM; post holders reports and an Agenda). Rob stated that he and a few other members of the committee would organise the information for the forthcoming seminar. **Action: RF**

10.2 Rob highlighted that pen portraits from speakers were required for the day. Ken, Shona, Pam, Rob and Alistair had all to request short portraits from the speakers prior to the day, which will also be included in the letter that Shona is sending. **Action: SK**

10.3 It was agreed that a letter to all speakers was required regarding arrangements for the day. The letter would highlight that they would receive free registration; travel expenses (a claim form would be enclosed); directions to the venue (map); a programme of the day; a request to bring their presentation on disc or memory stick; stress that the speaker should arrive at the hotel for 9.15am prompt and request a 2 or 3 line summary with title so that the chair can announce their presentation.

**Action: SK**

10.4 Rob will supply a feedback form for the day.

**Action: RF**

10.5 Flyer for the webpage will be required for the day.

**Action: AR**

**11.0) Wheelchair service review:**

11.1 There were generally positive comments from various members of the committee. Catherine feedback regarding the actual day and reported that she thought that there would be positive outcomes for future development. Andrew stated that the interim report from Frontline consultants would be sent out to services in the first week of November. This will allow a period for consultation.

**AOCB**

12.1) Dave Long fed back about the benefits from having links between PMG and SPMN. He highlighted that PMG would continue to support our meetings and that somebody from the committee would attend at least once a year. Alistair highlighted that someone from our committee would hopefully attend PMG committee meetings once a year. This needs to be discussed further at our next meeting.

12.2) Ken reported that there are 12 companies exhibiting at the study day. They are charged a nominal fee of £150 per stand.

- **Date of next meeting: Wednesday 7 December 05**
- **Website address: [spm-n-demo.practicaldesign.co.uk](http://spm-n-demo.practicaldesign.co.uk)**