

SCOTTISH POSTURE AND MOBILITY NETWORK

Meeting number 5

Venue: Eastern General Hospital, Edinburgh

Date: 22/03/06 at 1.00pm

Chairperson for meeting: Rob Farley

Minute taker: Shona Kerr

1. Persons present:

Rob Farley; Catherine Mathieson, Alistair Murdoch, Andrew Rose, Shona Kerr.

Alistair gave his apologies for not feeling well enough to chair the meeting.

2. Apologies for absence:

Susan Gold, Libby Davies, Pam Harper, Ken Munro, Linda Ovens

3. Previous Minutes:

These were proposed by Alistair Murdoch and seconded by Rob Farley

4. Matters Arising:

a.) Permanent secretarial support was discussed. Shona reported that we would have support for this next study day from Stephanie who carried out work for the previous study day. Catherine stated that she had spoken with Mark Hunter whom she previously thought might be interested in taking on this role. She stated that he had misunderstood the level of responsibility required and now that he understood the role would be keen to do this in the future. Catherine was going to discuss this with Mark before the winter event. **Action: CM**

b.) Update of wheelchair service review: Catherine fed back that Andrew and herself attended the final steering group on Monday which involved finalising the report and making recommendations for the health minister. No date for feed back.

BUSINESS:

5. Update of membership: 185 ordinary members, 3 Corporate members

Ken left information with Rob who reported that he had heard from Theraplay and they thought the £150 charge for the stand was a good deal. Ken will send out various letters inviting others companies to exhibit in the future. **Action: KM**

6. Update of Finances: Pamela left information stating that the Current account balance is £222.76; Savings account balance is £9365.61; Professional development fund account balance is £1685.01

Pam also reported via e.mail that our name (SPMN) had been officially recognised. And that the two bank accounts names will be changed over from SSWG to SPMN.

Pam will represent SPMN as the launch conference for OSCR on 24/04/06.

7. Postural management subgroup:

The last meeting was held on 23/02/06. Rob reported the following:

Team A - Best Practice: Jan Morton is compiling a model for best practice in postural management.

Team B – Outcome measures team: are compiling an outcome measurement tool together with a risk assessment tool for pre and post intervention

Team C – Carer training team: Carried out a training consultation day in 2005 and proposed to run another in conjunction with Fife Council in 2006

In summary, some of the work is coming to a close and the groups will move onto other projects. NHS QIS has taken particular interest in the subgroups and are going to attend the next subgroup meeting at Lynebank Hospital (although this venue will need to be confirmed), Dunfermline on Wed 21 June 06. Rob suggested that it might be useful for other committee members to attend if possible.

8. SCOTRET

Andrew reported that the committee have been concentrating on the wheelchair service review document for the last few meetings.

RETSAG – it was agreed amongst the SPMN committee members present today that as we do not have a representative on the Retsag committee, it was not necessary to continue to have this on our agenda. Remove from the agenda. **Action: SK**

9. Network study day:

Discussed items that would need to be carried out prior to the event as follows:

- Rob reported that Ken was going to send out letters to all the companies exhibiting at the event from 11am – 2pm on the day. **Action: KM**
- A formal letter inviting speakers to present will need to be posted out soon. Rob has all the up-to-date details of speakers which he will send to Shona. **Action: SK/RF**
- PMG will cosponsor the study day. Olwyn Ellis, secretary PMG will mailshot all their members regarding the day. SSR will not be involved in our event this year. **Action: OE**
- It was agreed that Shona will receive all the cheques from delegates. Rob highlighted that on receipt of the cheque the person's name and address must be noted (a spreadsheet was suggested- name, profession, area of work) and a receipt for the cheque and acknowledgement of a place on the study day will be sent out immediately to the delegate. Cheques to be sent to Pam on a regular basis. **Action: SK**
- A registration form will need to be compiled to be sent out with flyers. This should include the following information: Name; professional address; phone number including mobile phone; dietary requirements. **Action: SK**
- Rob to send SK receipt template to send to delegates **Action: SK/RF**

Duties for committee members:

- Pam and Shona to deal with registration of delegates.
- Shona to write to speakers requesting in advance a disk or e.mail of their presentation; 100 word summary of their presentation; 50 word pen portrait; and e.mail address or contact details for our website.

- Rob and Andrew to coordinate presentations on the day
- Ken to look after the exhibitors
- Andrew to greet Jessie Roberts on the day and introduce to others where appropriate, compile a question for discussion time and write 100 summary of her presentation for the website.
- Susan to greet Duncan Ferguson: carry out duties as per Andrew.
- Rob to greet Jane Harding and Angela: duties as per Andrew
- Linda to greet Suzanne Main: duties as per Andrew
- Pam to greet Angie Bisson: duties as per Andrew
- Libby to greet Colin McPherson: duties as per Andrew
- Shona to greet Alistair Murdoch: duties as per Andrew

10. Winter event:

- Suggested date 01/12/06 or 08/12/06
- Suggested venues McDermott Park, Perth or Falkirk football stadium
- Other ideas re venues will be gratefully received
- Andrew will look at suggested venues and all other suggestions. Action: AR
- It was agreed that a day that involved the exhibitors would be good and they could give short product presentations.
Action: RF/KM
- AGM will have to be incorporated into the day

AOCB

PMG – Alistair to attend their next committee meeting on Tuesday 28 March in Bristol.

Discussion re contact names and address of committee members. Shona has most of the members contact details but not all. Due to a last minute committee meeting cancellation it was agreed that all members have a copy of this. Please could all members e.mail their full name and professional address, work telephone number and mobile number where appropriate. **Action: All**

Date of next meeting: 07/06/06 at 1pm, Eastern General Hospital, Edinburgh.