

SCOTTISH POSTURE AND MOBILITY NETWORK

Meeting no. 6

Venue: Eastern general hospital, Edinburgh

Time: 07.06.06 at 1.00pm

Chairperson for meeting: Catherine Mathieson

Minute taker: Shona Kerr

1. Persons present:

Libby Davies; Kenneth Munro; Linda Ovens; Pam Harper; Rob Farley; Catherine Mathieson; Shona Kerr

2. Apologies:

Andrew Rose; Alistair Murdoch; Susan Gold (Susan will also not be able to attend the next study day)

3. Previous Minutes:

These were adopted by Rob Farley and seconded by Catherine Mathieson as a true record of the previous meeting.

4. Matters arising:

No outstanding actions from previous minutes to be brought forward to today's business.

BUSINESS

5. Update of membership: Corporate members' = 3, Ordinary membership = 99

6. Update of finances: £198.48 – Current account; £1,688.21 – Professional development fund; £9,418.05 – General fund.

Pam fed back regarding her attendance at the Charities commission meeting. She described the problems she has been experiencing with the bank as they have lost the last set of documents that were signed by the committee and are requesting another set. Therefore we still have to use the title of SSWG for banking purposes rather than SPMN. Libby to liaise with Alistair regarding signing the forms. **Action: LD**

7. Postural management subgroup: Rob fed back about the current situation with the group and about their forthcoming educational day which involved discussion about the group's progress so far and their plans for the future. A representative from QIS will be present at the group as they have shown an interest in the work.

8. SCOTRET: Andrew was not available to feed back from the last meeting. Date for the next group meeting is on 14/06/06 at PRI.

RETSAG: this was placed on the Agenda by mistake. It has been agreed that as there is not a representative on the committee, then this will not be discussed and will be removed from the Agenda **Action: SK**

9. Forthcoming network study day, Howden Park, Livingston:

- Discussed the lunch. It was agreed that a cold buffet at £7.35 per head would be appropriate and meet all the dietary requirements.
- Ken has requested that companies exhibiting should be at the hotel for between 8.15am – 9.15am. 14 companies are attending.
- Discussed the request from June Middleton at Peacock medical for an extra person to attend the course. It was agreed that anybody who is not presenting will have to pay as a delegate. Shona to follow this up with June. **Action SK**
- Discussed the timetable as follows:
 - a. Stephanie (temp paid secretary) to email speakers to remind them about registering and to send their information to Shona prior to the day. SK to liaise with Stephanie. **Action SK**
 - b. Stephanie to send out receipts for cheques received with directions to Howden Park. SK to liaise with Stephanie. **Action SK**
 - c. Delegate Packs: Rob to send out info to SK so that these can be photocopied for delegates on the day of the event. Enclose a compliment slip requesting new members for the committee. **Action: RF/SK**
 - d. Duties of the committee: Spotters – to compile 100 word summary about the speaker and to think of 2 questions for the plenary sessions. AR/JR; SK/AM; RF/JH; PH/AB or JO; KM/SM; PH/DF; LD/CMcP. Pam and Shona to register delegates. Rob to send SK a template for labels for delegates/speakers. **Action RF**

10. Winter event:

- a. Discussed the venue which has been provisionally booked by Pam – Salutation hotel in Perth. This is the Moncrieffe suit and one other. Discussed problems with parking as the hotel does not provide this. This is not such a problem for delegates but more for the companies that will be bring equipment to exhibit. Ken stated that there was a loading bay at the back of the hotel that needs to be investigated. Shona volunteered Andrew and herself to do this as they often work in Perth. **Action SK/AR**
- b. Ken reported his ideas for encouraging reputable exhibitors for the winter event. He stated that if they could have positive feed back from clinicians that have used the companies then they could refer to genuine positive outcomes. Ken will draft a letter regarding this for the exhibitors. **Action KM**

11. AOCB

- a. There were two applications for funding from SPMN. The first was from Rob Farley (clinical bioengineer) who wished to buy a 3D electromagnetic transmitter so that he could measure the static assessment of clients in a supine posture and score this as an outcome measure. Rob vacated the room while the committee discussed this. His application was for £570.82 and the committee agreed to support this application in full.

Breda Cullen (psychologist) applied for funding to attend a summer conference in London to present a poster. It was agreed that as this was not an actual project being undertaken then only half of the money requested would be allocated which will be £200.

- b. Shona fed back in Andrew's absence that he would continue as the committee's web master until after the event in June and would be available to discuss the website with next post holder. He will be starting a new job in Australia in August 2006.

c. Shona reported that she will be going on maternity leave in September and would continue as being secretary until then. She has requested volunteers for this post and suggested that we should highlight this to members at the next study day.

d. Rob highlighted that he had been in discussions with a member from PMG about future video conferencing and the cost that this would entail. No further action re this at present.

e. Pam received an information pack from Pollock Halls at Edinburgh University informing her of their conference suite.

f. Catherine highlighted that the report “Moving Forward” regarding the outcome of the seating and wheelchair service review has now been published.

Date of next meeting: 30.08.06, 1.00pm, Eastern General hospital, Edinburgh