

## SCOTTISH POSTURE AND MOBILITY NETWORK

### **Committee meeting number 7**

**Venue: Cramond Brig hotel, Edinburgh**

**Date: 7 August 2006 at 1.30pm**

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

Alistair extended a warm welcome to Luke Meighan (new committee member).

2.) **Apologies.** Susan Gold and Rob Farley. Rob has recently been seconded to another job and highlighted that although he will continue on the committee he will take a more dormant role for the foreseeable future. Alistair inquired about suitability of venue and times for Susan attending the meetings. Shona to liaise with Susan re this.  
**Action: SK**

3.) **Previous minutes:** These were adopted as an accurate record of the meeting and proposed by Shona Kerr and seconded by Ken Munro.

4.) **Matters arising:** Nothing to carry over from previous meeting.

### **BUSINESS**

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

5.1 Pam reported that there are currently 141 ordinary members (which is a rise in membership), 3 corporate members which stays the same and 106 previous members that have not renewed their membership.

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

#### **6.0) New committee members:**

6.1 Alistair reported that due to his new job he would have to resign as chairperson which would take effect as from after the next meeting. He highlighted that he would continue on the committee but that he was unable to offer the time and commitment that this post demanded. Catherine Mathieson (vice chairperson) agreed to take over the role as chairperson.

6.2 Luke Meighan was welcomed onto the committee and he has agreed to take over the role of webmaster which he has started already.

6.3 Shona Kerr will be going on maternity leave on 20 September so she will be relinquishing her role for the next 10 months and resume this on her return to work. Alistair thanked her for her efforts over the past 20 months.

6.4 Libby stated that Joyce McDonald (Fife social services) had agreed to become a committee member at the next AGM.

#### **7.) Update of Finances:**

7.1) Pam reported that SPMN have £14,636.28 in the savings account; £278.36 in the current account; £1,093.26 in the professional fund.

This is the balance after the awards were paid out of the professional development fund. £4,000 has just been paid into the savings account from the conference at Exeter with PMG. She stated there might be more to come. There is a total of £174.64 to be transferred from the savings account into the Professional development fund and the committee will have to agree how much money will need to be moved from the savings account to the Professional development fund in the future.

7.2) According to our records there is still one outstanding payment of attendance at the last study day. **It was agreed that this person would need to be invoiced as soon as possible and that in the future we highlight that delegates will NOT be allowed to attend the course if payment has not been received in advance.**

**Action: SK**

7.3) The accounts have been audited and the auditor received £30 voucher for this.

7.4) The accounts have been submitted to OSCR (office of the Scottish charities regulator). They highlighted in their correspondence back to Pam that as a charity we must have our charity reference number highlighted on paperwork. This number is: **SCO 25294**

7.5) Alistair suggested that we e.mail Olwen Ellis (secretary PMG) regarding their guidelines on how they agree to the amount of money awarded to people from their development fund.

**Action: SK**

Alistair thanked Pam for all her hard work as treasurer.

8.) **Postural management subgroup:** Nothing to report

9.) **SCOTRET report:** Nothing to report

10.) **Website update:**

10.1 Luke has appraised the website and fed back the following information: in August the site has had 2103 total hits; the top pages visited were the home page and news; the top downloads were the old SSWG leaflet. It was agreed that this needed to be updated at least with the SPMN name and logo.

10.2 Luke suggested some ways to improve the website as follows: tidying up the front page; removal of old leaflet; include a section for downloading power point presentations; to remove education subgroup as this is not currently relevant; to change files from word to Adobe Acrobat; to have a main contact person on the website. It was agreed that this should be Luke and that Ken will continue as events contact; Luke will set up other specific categories for easier use and access.

**Action: LM**

11.) **Outcome of study day:**

11.1) Libby fed back the responses from delegates on the evaluation forms from the last study day. She will compile a list to be circulated to the committee and for the members at the AGM.

12.) **Forthcoming winter event:**

12.1) **Venue:** Shona has had contact with the Quality hotel in Perth regarding a provisional booking. Ken and Libby have agreed to follow this up.

**Action:LD/KM**

**Timetable:** Rob has drawn up a provisional timetable for the next event. Ken and Libby have written to exhibitors inviting them to present. It was agreed that there had

been a large emphasis on the fact that this was not just a sales pitch to delegates but should be an informative presentation.

12.2) Pam highlighted that SSR would not be jointly hosting our next network study day.

13.) **Future events:** It was agreed that due to time constraints today that this would be a priority on the agenda for next meeting.

#### **AOCB**

Catherine confirmed that Mark at her work was still willing to carry out secretarial work at a cost of £12 per hour and she will discuss his assistance for mailshots for the forthcoming study day.

**Action: CM**

Pam highlighted that SSR will be holding a seminar entitled Behaviour and Coping Mechanisms which will be held at the Westpark Centre in Dundee on 11 May 2007.

- **Date of next meeting: Thursday 19 October 06 at 1.30pm, Carmond Brig Hotel, Edinburgh.**
- **Website address: [spmn-demo.practicaldesign.co.uk](http://spmn-demo.practicaldesign.co.uk)**
- **Lukes address: [luke.meighan@nhs.net](mailto:luke.meighan@nhs.net)**