

# ***SPMN committee meeting minutes***

## ***7<sup>th</sup> November 2007***

### **1. Persons present**

Catherine Matheson (CM) (Chair)                      Linda Ovens (LO)  
Pam Harper (PH)                                              Joyce McDonald (JM)  
Rob Farley (RF) (minutes)  
Kenneth Munro (KM)

### **2. Apologies:**

Moira Dewar                                                  Luke Meighan  
Jennifer Hooper-Roe                                      Ailsa Taggart

### **3. Previous Minutes:**

Accepted as being accurate record of meeting.

### **4. Matter Arising**

One direct enquiry from a member regards joining the SPMN committee at the next AGM. Prospective committee members will be reminded of that a proposer and seconder is necessary, with a clear message that a dispassionate and committed approach to the work of the committee is required.

**ACTION CM** to write / email to prospective member.

### **5. Mailing list:**

Organisation of the last meeting has shown that the mailing list is out of date, as

### **6. Update of membership**

As at 7-11-07

188 ordinary members  
7 corporate members  
139 non-renewed members

### **7. Update of finances**

As at 7-11-07

Summary of accounts (not including money due by the sponsors of spring event):  
£245-85 in current account  
£9054-16 in deposit account  
£1301-00 in professional development account

### **8. Postural management subgroup**

JM presented an update of the work of the postural management subgroup. Work is on going that includes: a) developing a spreadsheet of approved suppliers of postural equipment; b) the risk assessment protocol to be piloted by members of the group; c) an outcome measure tool to be refined and tested; d) a postural skills awareness questionnaire is being considered. Joyce expects that elements of the groups work will be presented in poster for at the forthcoming one-day event.

## 9. Website

No stats available as Luke no present. All agreed how professional the current website looked with due credit to Luke.

## 10. PMG links

Topic held over owing to pressing nature of discussion on November SPMN event.

## 11. SPMN Event November 28<sup>th</sup> at Westpark Conference Centre - Dundee

JM reported that a key speaker had withdrawn from the event. Extended discussion regarding replacements. These were identified during the meeting and subject to confirmation.

**ACTION RF** to circulate final programme for distribution to networks / posting on web.

Discussion on roles of committee on the day. KM & RF will not be able to attend. KM will brief Jennifer regards the exhibitor arrangements. RF to have a conversation with Luke who will be chairing the event.

Plan for questions is to use nominated 'spotters' as previously to ensure a flow of questions and also prepare a short (100 word report) of the presentation concerned. Speaker biographies and assistance with travel directions the responsibility of the committee member who gave the invitation. **ACTION ALL.**

## 12. Date of next meeting

To be confirmed by new committee, but as soon after AGM as possible.