

**SPMN COMMITTEE MEETING MINUTES**  
**13TH May 2008**  
**MARGARET ROSE ROOM, SMART CENTRE, EDINBURGH**

1. Persons present;

Catherine Mathieson(CM)	Pam Harper(PH)
Kenneth Munro(KM)	Joyce McDonald(JM)
Ann Allan(AA)	
Luke Meighan(LH) Teleconferencing	
Rob Farley(RF) Teleconferencing	

2. Apologies for absence:

No apologies received

3. Minutes of last meeting:

Minutes of last meeting generally agreed.

4. Matters arising from minutes;

(a) Date of the PCSP Carers Training in Fife – one day event confirmed as 13June,Rothes Hall, Glenrothes by JM. JHR will attend as SPMN representative.

5. Membership;

116 Ordinary members  
6 Corporate

6. Finances;

Current account	£214.51
Savings account	£8671.32
PDF	£1307.13

7. Postural Management Sub-Group;

Discussion took place regarding posting all minutes on the website.

Decision on this will be carried over to next meeting as some members

were unsure about all the details being available to non-members.

8. SCOTRET;

Nothing reported as focus of meeting is June event.

9. Website;

Nothing reported as focus of meeting is June event.

10. PMG:

Nothing reported as focus of meeting is June event.

11. A.O.C.B:

JM received email from Michelle Miller from QIS, their masterclass going ahead on Friday the 7<sup>th</sup> of November asking if planning meeting can be arranged to follow on from our June event as relevant people will be already there.

12. June Event;

KM reported that 5 companies are involved;

Lomax, Karma, Handycare, Colson Castors and RMS.

Lyndsey Stevenson from BES and Sandy Burrell from Gerald

Symonds have not yet been in contact with KM.

KM to get Qbitus contact details from JM.

**Workshop 1 –**

The basics of user measurement and wheelchair set up;

Margaret Adams and Ben Cox are running workshop.

ETC already have handouts on measurement. Using foam blocks of which more are to be made up. Require tape measures, grided paper and pencils.

**Workshop 2 -**

Accessories and commercial body supports adjustment principles;

Moira Dewar and Ian Loudon running workshop, LM will speak to

Lyndsay with reference to products for the day. KM can supply samples.

### **Workshop 3 -**

Energy efficient wheelchair and rims;

Luke Meighan running workshop. Invacare and Sunrise are helping with supplies. LM plans to have several wheelchairs including powered rims. Plans to make this a very hands on workshop.

Own handouts are already prepared.

### **Workshop 4 -**

Powerchairs and controllers;

Susan Gold will be running workshop. CM received email from Susan asking for information about what is required, CM will reply with relevant details.

### **Workshop 5 -**

Collision and tipping hazards; some basics about stability

Craig Kirkwood running workshop. RF to contact Craig via email to check he is okay with everything.

RF to give opening speech.

JM to give closing speech. CM to send JM thoughts on content as she is unable to attend.

AA to make door nameplates for workshops.

AA to go ahead and place order for banners and check that these can be delivered for study day.

KM to forward AA planned layout for pack.

AA to amend existing evaluation form for pack.

JM to forward AA another questionnaire for pack.

JM to forward AA a flyer for November event.

AA to have a final assessment of evaluation forms from study day for next meeting.

**13.** Date of next meeting;

Thurs 19<sup>th</sup> June at 10.30 SMART teleconferencing available.