

POSTURE & MOBILITY GROUP (PMG)

MINUTES OF ANNUAL GENERAL MEETING (AGM) 2021 ONLINE ZOOM WEBINAR 18th October 2021

Chair: Susan Gold (SG); **Treasurer:** Pam Harper (PHa); **Minutes:** Olwen Ellis (OE), PMG Manager.

1. **Apologies for absence** from Kirsty-Anne Cutler (KAC), Gill Packham and Nathan Robson.
2. **Minutes of the PMG 2020 AGM:** There were no matters arising; Joyjit Sarkar (JS) proposed acceptance of the 2020 AGM minutes; seconded by PHa. SG requested that questions on the chat should not be anonymous the way some were last year, meaning these and the answers had been redacted in the minutes.
3. **Trustees' review:** SG directed attendees to the trustees' review for a summary of the group's activities in 2020/21. She highlighted the following:
 - i) **Conference & Training**
Sadly the PMG conference at Telford International Centre (TIC) had to be postponed for a second time to July 2022; a new contract has been signed with TIC to return there in 2023 and 2024 also. In order to continue fulfilling the PMG remit to educate, three further webinars were hosted during 2021. SG thanked JS and Paul Hewett (PHe) for their continued commitment to the PMG webinars project, and for their support at the AGM.
 - ii) **Journal**
SG thanked Clare Canale (PMG journal editor) for her continuing commitment to PMG; likewise thanks to Susan Hillman & Carolyn Nichols (deputy editors). SG encouraged members and others to submit articles, at the same time acknowledging the greater pressure everyone is now under due to the Pandemic.
 - iii) **Networks**
PMG continues to work with the *National Wheelchair Managers' Forum* on matters of common interest. There is representation too on the British Standards Institute's *Sub-committee CH173/1 [Wheelchairs and wheelchair seating]* - Paul Dryer. PMG maintains links with the *Rehabilitation Engineering Services Management Group (RESMAG)* - PHe, the *Wheelchair Leadership Alliance* – Richard Earl, and the *Wheelchair Advisory Group* – KAC.
 - iv) **Income/donations**
SG reminded attendees that PMG's only income comes from the annual conferences. Having now postponed the event again to July 2022, this means that there will have been minimal income for three full years. She appealed to those present to consider donating to PMG.
4. **Treasurer's report**
 - i) PHa reported that 2020 was uncertain financially, although the year had commenced with strong reserves. In normal times reserves are available to progress the group's aims and objectives; they are also available to assist the Group in times of financial difficulty, and PMG was certainly grateful for them in 2020.

- ii) PHa reported that the PMG Events and Marketing Co-ordinator had resigned in January 2020, with her conference related work outsourced to a conference management company, and the PMG Manager dealing with all other duties. The decision to postpone the PMG conference to July 2021 was made after detailed re-budgeting, to ensure there were adequate funds to run the organisation for the resultant extra months in between conferences.
- iii) PHa stated that PMG's financial position at the end of 2020 remained stable, especially given the prospect of a conference in July 2021 to build up the reserves once more.
- iv) In normal times the treasurer's report would end at this point. However, the ongoing situation with Covid-19 required PHa to report on 2021 also.
- v) In early 2021, it became apparent that the July 2021 PMG conference could not go ahead, and it was further postponed to July 2022. A favourable deal was struck with TIC, resulting in PMG agreeing to hold the event there in 2023 and 2024 also.
- vi) To mitigate against the ensuing financial strain on reserves, PHa reported that the PMG Manager was furloughed for half the working week under the Government Coronavirus Job Retention scheme. As this has now ended, her working hours continue to be under review. The conference management team are not actively required at present.
- vii) PHa thanked the webinar sponsors who so kindly supported the three online training events, which meant that costs were covered. In addition, all committee meetings were held online free of charge.
- viii) PHa reiterated the chair's appeal for donations to support PMG until the next conference.
- ix) Helen Critten-Rourke proposed that the PMG 2020 Annual Report & Financial Statement be accepted; SG seconded and they were approved.
- x) PHa confirmed that, following the AGM, she would upload the approved report to the Charity Commission website. **Action PHa**

5. Date and venue of next AGM

3rd October 2022; online. Start time to be confirmed.

Action OE

6. SG thanked everyone for attending, and the meeting was duly closed.