

Posture & Mobility Group

Publications & Marketing Sub-committee

(These minutes have been modified only to remove the names of people who are not part of this sub-committee prior to publication on the PMG website)

Meeting of 27th April 2011

Otto Bock Healthcare,

32 Parsonage Road, Englefield Green, Egham, Surrey, TW20 0LD

Present: Fiona Eldridge (FE)
 Geoff Harbach (GH)
 Barend ter Haar (BtH)
 Joanne McConnell (JMcC)
 Jane Menzies (JM)
 Carolyn Nichols (CN)
Minutes: Olwen Ellis (OE)
Apologies: Julianna Arva (JA)
 Jane Chantry (JC)

1. Minutes from previous meeting: minutes of meeting of October 2010 agreed.

2. Matters arising not covered on agenda

2.2.A) OE and CN reported that committee / sub-committee minutes could be posted on new PMG website in the members' only area, with regular alerts via ebulletins. JMcC questioned if any interest amongst the membership for reading minutes. FE to request that hits on the minutes be monitored. FE

2.2iv) OE to ask BHTA if the PMG membership flyer could be included in a relevant BHTA mailing. OE

5ii) BtH reported that there were still problems with finalising the 2010 Glasgow conference accounts. OE to request a finance sub-cttee meeting ahead of PMG executive cttee meeting on 1st July. OE

3ii) BtH and GH reiterated the advice to investigate NBJ as insurers. OE to pass on advice to PMG chair and treasurer for next year. OE

iii) **Direct Debit:** still on BtH "to do" list BtH

iv) **Book Tokens:** OE reported that NTE had negotiated a 15% discount to PMG on sales of books at Warwick University Bookshop. Bookshop had not been able to agree to take a stand in the exhibition hall because of staffing issues.

3. Allocation of Roles

- i) JM to become sub-editor of journal, to support CN with copy editing and help the follow up on articles. NB: All copy editing must include sorting out the references, not to be left to proof reading stage JM/all
- ii) FE to be in charge of book reviews for journal
- iii) BtH to be marketing adviser
- iv) JMcC to be additional PaM rep on NTE sub-cttee with JC
- v) JMcC to organise PMG platform at NAIDEX in 2012, possibly with CW JMcC
- vi) GH to be official link with IPPEM
- vii) BtH to be official link with BHTA
- viii) JC already in charge of ebulletins with website chair

3A OE reported on offers to help with proof-reading from Invacare and another. OE to follow up for 28:2. OE

3B Feed back to NTE sub-cttee

- ii) add email addresses to delegate list JMcC/JC
- iii) pay for better security

- iv) more didactic presentations
- v) more case studies
- vi) revert to parallel session format, not have presentations extended over two
- vii) have shorter plenary sessions with more speakers
- viii) include static seating
- ix) book list

4. Journal

4A Next issues

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|------|--|-----|
| i) | agreed to continue focus on active users and Paralympics in both 28:2 and 29:1 | All |
| ii) | CN to follow up contacts and ideas from Lone Rose re active users | CN |
| iii) | FE will investigate possible article on disabled horse rider | FE |
| iv) | OE to follow up article | OE |
| v) | GH to write about MSc training | GH |
| vi) | Case studies section? | all |

4B Design

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|------|---|-----|
| i) | Agreed that journal should match new website colours and font. FE to get this info from JH | FE |
| ii) | CN to do mock-ups of different column styles, some justified others not | CN |
| iii) | BES now have pantone colour chart. Once choices on colour mixes, fonts and layout are narrowed down, BtH to print A3 mock-ups and send to all in the post | BtH |

4C Journal production / printing / costs

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|-----|---|----|
| i) | Action remains for JC to discuss arrangements with Elsevier | JC |
| ii) | BtH reported on recent discussions with editor of ATtoday. Possibilities for future collaboration. Take suggestion to exec. | CN |

5. Marketing and collaborations

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|-----|---|----|
| i) | BtH reported on the difficulties at SPMN, having had to cancel their annual meeting for the second time in recent years. Suggested that PMG approach SPMN to discuss how the two groups might work together in future. Also perhaps make similar approach to Irish groups. OE to email PMG chair. | OE |
| ii) | OE felt the postcard mailings had brought in a few new members in 2011, but no way of proving this. Membership numbers are still low. Agreed that retention of membership should now be the focus, with Direct Debit being a top priority. | |

6. Date and Venue of next meeting

Aim for August in Birmingham.

Subsequently arranged as follows:

Venue: Otto Bock, Egham

Date: 4th August 2011