

POSTURE AND MOBILITY GROUP EXECUTIVE COMMITTEE, MEETING 03/10 16th September 2010, RWTS, Birmingham

Present

Kirsty-Ann Cutler	(KAC)
Craig Egglestone	(CE)
James Foy	(JF) <i>teleconference</i>
Helen Hislop – VICE CHAIR	(HH) <i>teleconference</i>
James Hollington	(JH)
Alison Johnston	(AJ)
Dave Long	(DL)
Henry Lumley	(HL) <i>a.m. only</i>
Catherine Mathieson - S.P.M.N.	(CM)
Carolyn Nichols	(CN)
Rakesh Shukla - TREASURER	(RS) <i>a.m. only</i>
Clare Wright - CHAIR	(CW)
Minutes: Olwen Ellis	(OE)

Apologies received from: Jane Chantry (JC), Donna Cowan(DC), Jo Jex (JJ), Nigel Shapcott (NS)

1. Chair's Remarks

CW thanked everyone for their support in electing her as PMG's new chair. She stressed that PMG needs to focus on 2 or 3 key areas, with everyone putting their energy and time into these. Hence the meeting's brief agenda; the committee to decide on its priorities and agree a strategy for the next 3 years.

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2. Constitutional Issues

Some anomalies have come to light recently in terms of the PMG constitution and working practices, and CW wished to have these resolved urgently, in order for the group to move forward on a firmer footing:

- i) **Quorum for Executive Cttee meetings:** in the PMG constitution the executive meeting quorum is currently 5 elected members present. Concern that major decisions can be made by so few. Agreed that Quorum should be changed to **MORE THAN 50%** of elected members being present, with Chair given the casting vote where needed. This recommended change to the Quorum to be presented for approval by the membership at next AGM. Where there are key strategic and financial decisions to be made, the full committee should be consulted on the meeting's recommendations via email. Emails to be flagged up with an instruction, e.g. "Response/Action/Voting Required". CW emphasised the need for ALL committee members to follow these email instructions, especially where a vote is requested on key issues.
- ii) **Trustees:** this matter was highlighted during recent consultations around the PMG administrator contract due to the overlap between PMG executive committee membership and trustee status. CW to check the Charity Commission rules re Trustees.*
- iii) **Liability:** HL to look again into the insurance cover available for trustee liability.
- iv) **External adviser:** CW to contact Linda Marks about the idea of PMG appointing an external adviser – someone to give guidance where needed and to hold the committee to account re PMG's role and objectives. This person to attend one executive committee meeting a year, plus the AGM. CN suggested that this could be a service user. Other names suggested were Karen Middleton, Simon Fielden, Andrew Frank, and Robin Luff.
- v) **User involvement:** agreed that NTE is the best forum for increasing user involvement within PMG. KAC to include this on agenda of next NTE sub-cttee meeting.

CW/OE

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CW

HL

CW

KAC

3. Strategic Overview

CW referred the meeting to HH's document setting out the recommendations from PMG's Strategic Planning meeting of April 2009. Agreed that today's meeting decides on PMG's priorities by selecting and eliminating items from the 1 year "wants" list, and to see if any of the aims set 18 months ago have been achieved.

- i) **Priorities** - agreed that the 3 nominated priorities for the next phase will be NTE, Website and increasing membership numbers.
- ii) **Recommended Cuts** –
 - agreed not to seek a replacement for Mark Oaten as political adviser to PMG.
 - SIGs forum to be dropped, with a formal alliance to be created with Posture24 instead, if they

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	are willing. DL to discuss with Calvin at P24. As dropping SIGs is a major decision, this recommendation to be emailed to the whole committee for voting.	DL CW/OE
iii)	Achievements –	
	➤ Admin support now formalised through a robust employment contract for OE.	
	➤ Website has now been given top priority with provisional launch date of April 2011. How much can be spent is still dependent on financial results from 2010 conference.	
iv)	Additional resolutions and recommendations -	
	➤ PMG Colour: CN reported that the PaM sub-committee had decided to change the colour green used for the PMG journal, starting with the May 2011 issue. The meeting overruled this decision and agreed that the website development company should be given the task of colour selection during the redesign process, even if this means moving away from green altogether. OE to send JH the name of the Dulux shade of green selected by the PaM meeting, for reference only.	OE
	➤ Education & Training: Agreed that there would not be a pre-conference Training Day in 2011, with training workshops being incorporated into the NTE programme instead. Additionally, Education & Training sub-committee to be tasked with organising a training day later in the year. Seek sponsorship for these. KAC to inform Warwick that the Wednesday meeting rooms are no longer required.	JJ KAC
	➤ Membership drive: following on from data protection issues raised when PaM sub-cttee recently requested lists of community therapists, the meeting approved spending on advertising in OT News and Frontline. These ads to tie in with the launch of the new PMG website in Spring 2011.	PaM
	➤ Direct Debit: all agreed that establishing a Direct Debit payment option for PMG membership subs is a priority.	RS
v)	Timeframe – revisit the priorities and recommendations in December 2011 to assess progress.	CW/OE
4. AOB		
i) NTE		
	➤ NTE 2011 administration: KAC reported back from the earlier Finance sub-committee that Meeting Makers will not be invited to run the PMG NTE; the sub-committee will make a decision shortly on the admin for the 2011 event.	KAC
	➤ NTE Succession Planning: KAC gave notice that a successor will be required to take over her role as chair of NTE sub-committee. OE to check service dates on PMG committee.	OE
	➤ RS to be invited to NTE sub-committee meetings, in his role as PMG Treasurer.	OE/KAC
ii) SPMN		
	➤ CM was attending the meeting today hoping to hear about the financial outcome of the International Conference, and if a surplus was likely. CW assured her that the PMG finance team are pushing Meeting Makers for robust final figures. DL to arrange a debriefing meeting asap, and would be in touch shortly about that.	DL
	➤ CM reported that many of the Supported Lying Best Practice team for the International Conference had not been paid their expenses yet. OE to investigate.	OE
	➤ SPMN will have their next annual meeting in May 2011. CM will provide further information to OE in order to inform PMG membership.	CM/OE
5.	Venues for next meetings: OE to ask all executive committee members for their preference between Birmingham and Bristol for the next meeting. Also to seek a London venue as a further future option. CW hopes to host one meeting a year at the new Leckey premises in Belfast, opening at the end of 2011.	OE

** Item 2ii) above: this was clarified subsequent to the meeting by CW contacting the Charities Commission. All committee members should be trustees as they inform the strategic direction of PMG, but voting rights are bestowed only on those members who agree to accept the role of trustee. Moving forward, the quorum will be more than 50% of the trustees present at a meeting.*