

# MINUTES OF PMG EXECUTIVE COMMITTEE MEETING

## 31<sup>ST</sup> OCT 2012

### SMART Centre, Edinburgh

#### Present:

Kirsty-Ann Cutler (KAC)  
 Craig Egglestone (CE)  
 James Foy (JF)  
 Pam Harper (PHa)  
 Helen Hislop – *via teleconference*  
 James Hollington (JH)  
 Catherine Mathieson (CM)  
 Rakesh Shukla (RS)  
 Clare Wright (CW) – *Chair*  
 Monica Young - *via teleconference*

#### Minutes: Olwen Ellis (OE)

Apologies: Helen Critten-Rourke, Paul Dryer, Richard Earl, Alison Johnston, Alexander Kamadu (AK), Linda Marks (LM), David Porter (DP), Gail Russell (GR)

**1. Introductions and thanks:** CW welcomed treasurer elect PHa to her first meeting of the PMG Executive Committee; all introduced themselves to her. CW also thanked CM for organising the venue & catering for these 2 days of PMG meetings.

#### **2. Report on PMG Scotland Promotional Group (SPG)**

- i) JH and CM reported on the successful SPG Welcome Meeting they had hosted the previous day (30<sup>th</sup> October) for ex SPMN members and others. CW & OE were also present, along with representatives of 3 PMG sub-committees: KAC for NTE, Fiona Eldridge & Jenny Hooper-Roe (JHR) for PaM, and Susan Hillman (SH) for Research.
- ii) As well as promoting PMG, the meeting had discussed outstanding matters from the work of SPMN – *Outcome Measures* plus the *Best Practice Guidelines (BPGs)* for *Supported Lying*.
- iii) *Outcome Measures* – **agreed that the work on this should be published in the forthcoming PMG journal, with the aim of identifying volunteers to pilot the Outcome Measures form.** JF volunteered Brighton Wheelchair Service to be a pilot.
- iv) *BPGs* – the referencing work is still outstanding on these. When completed, **agreed that the BPGs on supported lying be presented at PMG NTE 2013.**
- v) Of the 20+ attendees, 12 have indicated they wish to be involved with SPG.
- vi) JH reported that PMG would also be doing a further presentation the next day (Nov 1<sup>st</sup>) at the Scottish Wheelchair Services Meeting in Perth. His main hope there is to identify 5 volunteer “champions” of PMG – one from each of the Scottish Wheelchair regional services.

JHR/OE

KAC

#### **3. Matters arising from minutes of 5<sup>th</sup> July Executive Committee meeting**

3iv) **NTE Bookings Manager:** CW to provide the incident report for next meeting. All concurred that there will be a clearer perspective on the incident by then.

CW

**5. PMG Decision Making:** Following JH’s work on this, CW has been studying the PMG constitution, and has earmarked further issues which probably need airing. CW proposed that the PMG Executive Committee hold an Awayday in Spring 2013 to look at the constitution in detail and consider the group’s broader objectives, aiming to present a strategy document at the AGM in July. **Agreed.**

CW/OE

#### **4. Job Descriptions (JDs) and Service Years**

- i) HH has completed the committee JDs she was actioned to produce. KAC is working on the NTE chair JD. CW to follow up on LM’s External Adviser JD.
- ii) Agreed that the PMG External Adviser should have the same fixed term of 3 years

KAC  
CW

as elected executive committee members. OE to inform LM, and ask if she is content with this.	OE
iii) CW reminded the meeting that her first term as PMG chair will end at the AGM in 2013. OE to draw up current list of executive committee members' service years.	OE
<b><u>5. Report and recommendations from PMG Finance sub-cttee meeting</u></b>	
<i>A. Bookings Manager (BM):</i> in order to simplify and reduce the potential cost of the spec for the BM, Finance sub-committee recommends as follows:	
i) remove the attendance fee discount for PMG members, so that only 2 prices are needed, i.e. the Early Bird rate and the standard rate. This means that the BM does not require a direct link to the PMG membership database.	
ii) Use an offline BM for NTE 2013 as a pilot. If successful, consider using it instead of an online BM.	
iii) JF to continue investigating the online options, but without the need to integrate the BM with the membership system. Maximum budget for the amended spec to be £10k + VAT.	JF
<i>B. BM tendering process</i>	
i) JF gave a progress report on the recent tender, and explained various ticketing options. He feels that the 10K cap may be pushing it, even with the amended spec.	
ii) If PMG members are to have an extended EB rate, then the membership system will still need to be in play. KAC will be investigating how other membership organisations manage their events bookings.	KAC
<b><i>The executive committee agreed the recommendations made regarding the BM. The relevant members of PaM and NTE sub-cttees to consult on the offline BM asap, with PaM technical team to have an additional meeting ahead of the main PaM sub-cttee meeting in London on 6<sup>th</sup> December 2012.</i></b>	KAC. /OE/JF
<i>C. Free membership:</i> the Finance sub-cttee had earlier rejected the PaM suggestion to scrap the PMG membership subscription as a means of simplifying the bookings for PMG events.	
<b><i>Executive committee concurred with the Finance sub-committee view, and requested that the other benefits of PMG membership be emphasised now that the usual discount incentive for NTE attendance fee has been removed. JF reported that the Direct Debit option for membership subs will therefore go ahead (this had been on hold awaiting a decision on free membership for all). JF will inform Alienation Digital and Smart Debit and consult Paul Hewett (PHe) and Iain McConnell.</i></b>	JF
<i>D. Student membership:</i> JF reported that he would be adding the words "not in full-time employment" to the eligibility info for free student membership on PMG website.	JF
<i>E. PMG office:</i> CW reported that finance sub-cttee had actioned OE to deposit archives and other PMG materials in local storage asap, and also check when the weatherproofing of the shed is due.	OE
<i>F. PMG Safe:</i> JH concerned about the safe keeping of PMG passwords. Agreed that:	
i) PHa sends OE her own strong box (es)	PHa
ii) JF to purchase encrypted USBs to store the passwords, with 3 copies of the passwords to be held – one by OE (PMG administrator), one by PHe (PMG website overlord), the other by JF (PAM chair).	JF

<p><b>G. Accounts</b></p> <p>i) still some issues to be clarified with the auditors before filing the 2011 end of year accounts with Charities Commission. OE and RS actioned to follow up.</p> <p>ii) OE to purchase Sage software to assist with PMG bookkeeping, also to identify local training on Sage for herself.</p> <p>iii) Meeting Makers/2010 International Conference accounts: Barend ter Haar (BtH) is confident that these accounts can be signed off by end of 2012.</p> <p><b>H. Mary Massery tour:</b> CW reported that Finance sub-cttee felt the projected numbers of attendees are unrealistic, and OE actioned to do an amended budget based on lower figures.</p> <p><b>I. Research Fund:</b> CW reported that finance sub-cttee recommend a top-up of £12.5K for the fund in 2013, which means there will be £15K to spend on grants.</p> <p><b>J. Meeting costs:</b> Although face-to-face meetings are preferable, CW feels other options must continue to be investigated. KAC to check with HDTI if possible to share their WebEx system; JF had investigated WebEx previously, and reported that there are issues with NHS firewalls to be overcome.</p>	<p>OE/RS OE</p> <p>OE</p> <p>KAC</p>
<p><b><u>6. Sub-committee activity reports</u></b></p> <p><b>a) Publications &amp; Marketing (PaM)</b></p> <p>i) JF reported that because Alienation Digital would double the PMG website hosting costs in 2013 because of the size of the webcasts, PHe has moved these to Vimeo.</p> <p>ii) JF thanked everyone involved in the new design of PMG journal.</p> <p>iii) JF reported that PMG now have Face Book and Twitter pages, being managed by Lee-Ann Hoffman from PaM, and exec member GR. The pages are not really active, because they need higher res images of the PMG logo, or a different icon. CW to check whether she has a higher res image and will forward to JF. Agreed that PaM be charged with oversight of PMG's social media presence. CW to provide JF with Leckey's policy on how to deal with internet abuse etc.</p> <p><b>b) Education &amp; Training (E&amp;T)</b></p> <p>i) OE tabled notes of recent E&amp;T teleconference during which Jo Jex (JJ) had raised her concerns about the decision not to run a pre-conference training day ahead of NTE 2013. KAC explained that it was because it detracts from the main event, and especially now with training budgets slashed nationwide. If other training providers such as Active Design wish to run pre-conference events, then that should be possible, and NTE will put training provides in touch with the UWE conference team.</p> <p>ii) JJ was also concerned about the financial risk to PMG of hosting the Mary Massery tour. Hopefully the advice coming from finance sub-cttee earlier in the day will help alleviate her concerns. See 5H above.</p> <p>iii) MY to talk to JJ to put her mind at rest.</p> <p>iv) MY has volunteered to be the sub-cttee's website link to PaM. Will discuss what's required with JF asap.</p> <p><b>c) Research</b></p> <p>i) HH reported that she is writing "in praise of" the PMG Research fund for the forthcoming journal. HH has also submitted her own PMG funded research paper to the journal: she will be returning to live in Australia in Spring 2013, and therefore not in UK to do a Free Paper presentation at NTE in July.</p> <p>ii) The Research sub-cttee keen to promote the fund, especially as the maximum grant has been increased to £7.5k as part of a general review. Other than this change, the sub-cttee feels the operation of the fund works very well, in particular as it is user-friendly for novice researchers.</p>	<p>CW</p> <p>CW</p> <p>MY MY/JF</p>

<p>iii) Two new 2012 applications in the pipeline currently.</p> <p>iv) HH reported that DP has decided to stand down as chair of the sub-committee, having been at the helm since its inception in 2005. Dr David Punt, Reader at Leeds Met University, is the new chair, with DP continuing as link to PMG Executive now that HH will be leaving UK. HH to continue to help with assessments of research fund applications via email.</p> <p><b>d) Strategy &amp; Policy (SaP)</b></p> <p>i) CW reported on a meeting convened by the Department of Health (DH) the previous week, where it was announced that AQP for wheelchair services was now on hold indefinitely, with a “back to the drawing board” meeting planned for December 2012 in London, involving all key stakeholders.</p> <p>ii) BtH had reported to CW that morning about a request from BHTA that PMG should join forces with them to work together on this. <b>Agreed.</b></p> <p>iii) AK/LM will provide a report about the DH meeting for the PMG journal, together with an update on <i>Chair for Life</i>.</p> <p>iv) MY asked what, if any, were the implications for the CRGs. OE to follow up with Margaret Hannan, PMG rep on the CRGs.</p>	OE
<p><b>e) National Training Event</b></p> <p>i) KAC reported on the August 2012 meeting of NTE sub-cttee at University of West of England (UWE), when the sub-cttee was shown the accommodation block for delegates. This is very near to the UWE Exhibition &amp; Conference Centre. All pleased with the facilities, and particularly impressed with the adapted rooms for wheelchair users.</p> <p>ii) Deciding on contract for NTE administration had been the main item on the agenda, and KAC has also since been in separate discussions with chair elect Joanne McConnell. Recommendation is that OE and Ffion Lane be invited to run the event for 2013, thus keeping it in-house through the BM and venue changes. Alternative administration services to be considered for future events.</p> <p><b>As the executive meeting was now inquorate, JH and HH having left, this recommendation would be emailed to the full executive committee for their votes. Hopefully to reach a majority decision on this and BM by end of November.</b></p>	KAC
<p><b><u>7. AOB</u></b></p> <p><b>Contract renewal for PMG technical support</b></p> <p>Agreed that IM's contract be renewed on same basis as his initial contract which runs out end of November. Discuss again after NTE 2013. OE to inform IM.</p>	OE
<p><b><u>8. Future meetings of PMG Executive Committee</u></b></p> <p>i) Next meeting to be in London end of February 2013 – exact date tbc.</p> <p>ii) Awayday in May 2013. Date and location tbc.</p>	OE/CW