

POSTURE & MOBILITY GROUP

MINUTES OF ANNUAL GENERAL MEETING 2013 12th July 2013

University of the West of England

Chair: Clare Wright (CW)

Vice-chair: Richard Earl (RE)

Honorary Treasurer: Pamela Harper (PH)

Minutes: Olwen Ellis (OE), PMG administrator

1. Apologies: Dave Long

2. Minutes of AGM 2012

4ii) Barend ter Haar (BtH) raised the issue of putting in place a Direct Debit (DD) facility to help with membership retention, explaining that there were technical challenges in getting such a facility linked up to the online membership database. CW reassured the meeting that the fee will remain at £25 until such time as the DD facility comes into force.

James Hollington (JH) proposed that the minutes of AGM 2012 be accepted; BtH seconded. Those present approved the minutes as correct.

3. Chair's report:

BtH proposed that the Chair's report be accepted; Kirsty-Ann Cutler (KAC) seconded. Those present approved the report with a show of hands.

4. Constitutional amendments

RE presented the recommended amendments to the PMG constitution for approval by those present:

B Administration - required to add the following item:

Subject to the matters set out (below) the Charity and its property shall be administered and managed in accordance with this constitution by the Executive Trustees and Members of the Executive Committee, constituted by clause G of this constitution ["the Executive Committee"].

Paul Hewett (PHe) proposed that the amendment be approved; JH seconded and the meeting approved with a show of hands.

C Objects

The wording of item 4) to include the term "best practice" instead of "high standards":

Encouraging the establishment and maintenance of **best practice** in service delivery.

John Tiernan proposed that the amendment be approved; Pete Rowell seconded and the meeting approved with a show of hands.

G Executive Committee – some changes recommended in the rules surrounding tenure and service years, as shown below:

- 1 The Executive Committee **[of Trustees]** shall consist of not less than 8 members or more than 15 members. **[A Trustee shall be any member of the Executive Committee wishing to have voting rights. Exceptions are incoming officers during their induction period (see G10), and the External Advisor, whose opinions will be used to inform decisions, but who will not be able to formally vote.]**
- 2 ~~Executive Committee members may serve for a maximum continuous tenure of three years, ending with the third annual general meeting following their election to the committee. [The standard serving term of an Executive Committee member is three years, ending with the third Annual General Meeting following their election to the committee.]~~
- 3 ~~Executive Committee members must stand down after this time but are eligible for re-election.~~ **[Executive Committee members are eligible for re-election for a second term. However, no member should ordinarily serve for more than two continuous terms. If a member wishes to stand for election after two continuous terms, they must first take a one year break before re-applying for**

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election. In the case of officer posts, this may be further extended if it is in the best interests of the Charity (see G5).

- 4 ~~The Executive Committee will elect the Chairman, Vice-Chairman, Honorary Treasurer and Membership Secretary from the Committee membership.~~ **[The Executive Trustees will elect the Chair, Vice-Chair, Honorary Treasurer and NTE sub-committee Chair from the Committee membership. If no-one from the Executive Committee is willing or able to take on an officer post, the Executive Trustees will seek a replacement from within the PMG membership. Any nominations via this route will be agreed by a majority vote of the Trustees.]**
- 5 ~~The three year tenure of Executive Committee members shall be extended in the case of holders of the offices within the Committee – Chairman, Vice-Chairman, Honorary Treasurer and Membership Secretary – by the length of tenure of that office which shall be a maximum of three years before re-election to that or another office.~~ **[In the case of Committee members elected to office (see G3 and G4), the total serving term may be extended by a maximum of three years. Therefore, the maximum continuous period of time that an Executive Committee member may serve will be a total of nine years, after which a one year break must be taken before seeking re-election to the committee, whether or not this is for a post of office. To aid management of Executive Committee membership, if a member takes a leave of absence, for example, a sabbatical, this absence will not be added to the term at the end.]**

Linda Marks proposed that the above amendments be approved; KAC seconded, and the meeting approved with a show of hands.

H Determination of Membership of Executive Committee relates to attendance at meetings, item 3

A member of the Executive Committee shall cease to hold office if he or she:

- 3 ~~is absent without the permission of the Executive Committee from all their meetings held within a period of six months and the Executive Committee resolve that his or her office be vacated~~ **[is absent without the permission of the Executive Committee from 2 consecutive meetings, and the Trustees resolve that his or her office be vacated. Executive Committee members are required to attend at least 50% of Executive Committee meetings per year. Attendance by tele-conference or video-conference is acceptable.]**

David Porter proposed that the above amendments be approved; Carolyn Nichols seconded, and the meeting approved with a show of hands.

J Meetings and proceedings of the Executive Committee relates to procedures at the executive committee meetings, items 2 and 3

2. The chairman shall act as chairman at meetings of the Executive Committee. If the chairman is absent from any meeting, the members of the Executive Committee present shall choose one of their number to be chairman of the meeting before ~~any other business is transacted.~~ **[the meeting commences].**
3. ~~There shall be a quorum when at least one third of the number of members of the Executive Committee for the time being or three members of the Executive Committee, whichever is the greater, are present at a meeting.~~ **[A quorum of over 50% of Trustees is required for the Charity to conduct its business.]**

BtH proposed that the above amendments be approved; Craig Egglestone seconded, and the meeting approved with a show of hands.

5. Treasurer's report

- i) PH reminded the meeting that the 2011 End of Year accounts had been sent back for modifications at AGM 2012. These had now been put in place.
- ii) End of Year Accounts 2012: PH spoke to the 2012 accounts and asked for questions from the floor. PH requested greater detail on expenditure in future. BtH, as a previous treasurer of the Group, explained that the format of the accounts is as required by

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the Charity Commission. Agreed that a more informal document could be provided to show a breakdown of expenditure.

PH requested formal approval of the 2011 and 2012 Accounts, and the meeting unanimously approved both with a show of hands.

6. PMG Executive Committee

The chair asked that the new committee for 2014/15 be approved by those present.
JH proposed and Dave Harrison seconded; the meeting approved with a show of hands.

7. AOB

i) Rasheed Ahamed asked if there are plans for further streams of funding for research, other than through the Small Research Study funding scheme, which has a cap of £7,500.00 per project currently.

ii) CW reported that this was a continuing dilemma for the executive committee, but that there were no plans at present to fund larger projects with bigger grants.

iii) JH reminded the members that the current funding scheme was set up primarily to encourage first time researchers and small projects which would struggle to get funding elsewhere. Others from the floor encouraged PMG to protect the current scheme.

iv) BtH asked about AGM approving the amount of money to be spent on the fund, indicating that this was done in the past.

v) OE reported that £22.5K had been approved by Finance and Exec - to be ring fenced for the Research fund in 2013 - at their meetings in Edinburgh on 31st October and 1st November 2012; the AGM has not been asked to approve the spend in recent years.

vi) PHe considered that the finance and executive committees are best placed to make these judgements on behalf of the Group.

8. There was no further business.

Date and venue of AGM 2014 to be notified in due course.

Clare Carroll