

**POSTURE AND MOBILITY GROUP  
EXECUTIVE COMMITTEE MEETING 02/11  
1<sup>st</sup> July 2011, BHTA, London**

<b>Present</b>			
Jane Chantry	(JC)	David Porter	(DP)
Helen Critten-Rourke	(HC-R)	Gail Russell	(GR)
Kirsty-Ann Cutler	(KAC)	Nigel Shapcott	(NS)
Richard Earl	(RE)	Rakesh Shukla	(RS)
James Foy	(JF)	Clare Wright	(CW) Chair
Alison Johnston	(AJ)	Monica Young	(MY)
Carolyn Nichols	(CN)	<b>Minutes:</b> Olwen Ellis	(OE)

**1. Apologies and introductions:** apologies from Craig Egglestone (CE), James Hollington (JH) and Catherine Mathieson (CM) of SPMN. CW welcomed the new and returning members of the committee and everyone introduced themselves.

**2. Minutes of last meeting** were agreed. Matters arising not covered on agenda:

**6i)** CW requested that a question be added to the online membership form, asking new members how they had heard about PMG. JF to pass on request.

JF

**6iii) Minutes on the website:** the issue of confidentiality vs transparency discussed. Particular concerns expressed by DP re the minutes of the Research sub-cttee, where discussions of applications are included. Agreed that OE continues to write up the minutes as now, with chair of meetings summarising these for uploading onto the website. Think about adding a line to say that the full minutes are available on request.

**6v) Journal:** CW suggested the name Michael McKillip as a possible contact for articles re the Paralympics. OE/CN to find out via Leckey marketing and website.

OE/CN

**8i)** Linda Marks (LM) JD added to A.O.B. but was later postponed to future meeting. OE to ask JH about it.

OE

**8ii)** OE to discuss the updates from AGM 2011 with Dave Long and JH. The amendments need to be incorporated into the PMG constitution.

OE

**13F) Trustee indemnity:** outstanding action for CW

CW

**3. Chair's remarks**

**i)** In JH's absence CW thanked him for having chaired the January meeting which she was unable to attend at the last minute due to illness. CW wished also to thank RS and OE for the work done on the recent VAT inspection, CN for her work as editor of the journal, and BtH for trying to sort out the overhanging finances from the International Conference of 2010 in place of Henry Lumley (HL). KAC and her team for the success of NTE 2011.

**4. Finance sub-committee recommendations:**

**a) PMG Bookkeeping:** Approval was given for the book-keeping role to be handed over from RS to OE from July 1<sup>st</sup> 2011, and that OE be paid the additional hours for this work, as set out in the current admin contract. The issue of archiving to be discussed under AOB.

RS/OE

**b) NTE:** KAC reported that a surplus of £64K had been realised from NTE 2011 and that planning is in process for the 2012 event. Executive Committee approved the employment of Hayley Webb on a part-time temporary contract of 10 months, working alongside OE to organise the 2012 event. KAC to finalise the job descriptions.

KAC

**c) Hon Treasurer Paternity Leave:** RS will take one month off as Paternity Leave, September/October 2011. Finance sub-cttee recommend that OE should cover making the online bank payments during that period, with RS maintaining VAT records. Meeting approved the recommendation.

RS/OE

**d) 2010 Conference Finances:** RS reported that there is still no resolution to the accounts for 2010 conference. Barend ter Haar (BtH) has taken over dealings with Meeting Makers (MM) from HL but negotiations are extremely difficult. Agreed that paying for legal advice would be too expensive, and that attempts should be made to broker a deal. CN offered to ask her lawyer husband, Maurice Nichols, for advice.

CN

**e) PMG 2011 Budget and 2010 Accounts:** It is difficult to assess the true financial situation until the 2010 conference accounts have been signed off. Agreed to postpone budget, although RS will provide draft end-of-year accounts for 2010, with the International Conference listed as unresolved.

RS

**f) PMG Research Fund:** approval given for £6,000 to be added to the Research fund in 2011. Call for outline proposals to be reinstated.

DP/OE

**g) Membership Retention and Direct Debit:** OE reported that it may still be difficult or too expensive for PMG to become a Direct Debit generator with other banks, not just with HSBC. NatWest is a possibility, and BtH is digesting the information provided by them. OE to follow up the adding of a Recurring Payments facility to the new website membership subs page.

OE

**5. Website:** JH not present to provide a report.

**i)** Concerns raised about updating content. Agreed that it will need monitoring. JF will scan his training notes to OE to help her with adding pages of Research sub-cttee etc.

JF

**ii)** The voice/ tone of the website to be thought about. Whose responsibility? Will sub-cttees develop their own distinct voices?

## **6. PMG and other organisations**

- i) **SPMN:** CW reported that JH feels SPMN may have struggled because of a greater focus recently on posture and less on mobility, so that the wheelchair centre members were lost. CM is interested in discussing future collaboration with PMG. CW to contact CM to discuss how best to support Scottish colleagues. **CW**
- ii) **BSRM:** Various PMG members mentioned as possible links, e.g. Dr Alison Hatfield and Dr Rajeev Singha, who both regularly attend NTE. OE to contact Dr Laura Graham once more, then if no luck, discuss further options with Sandy Weatherhead, in time for next NTE planning meeting on 27<sup>th</sup> July 2011. **OE**
- iii) **Posture24:** CN and Paul Hewett (PH) have been in contact with Calvin Ruck (CR) of P24 who is keen in principle to link with PMG website. However, he is struggling with the workload of the forum, and not been back in touch for a while. GR will also contact CR. CN and GR to report back. **CN/GR**
- iv) **NAEP:** GR reported on her recent attendance at NAEP conference, representing PMG in place of CW. She particularly recommended Frank Gardner the keynote speaker, and will email list of speakers to all. OE to thank Jean Hutfield, chair of NAEP, and invite her to NTE 2012. GR writing report for next PMG journal. **GR/OE**
- v) **APLLG:** Discussions around linking up with user groups and how to get involved politically. KAC feels the Wheelchair Service Advisory Group is probably dead in the water, but will report back if any progress. Agreed that PMG needs a presence at parliamentary gatherings, similar to BHTA. RE will look into linking up with BHTA in the way BtH did when on exec. **RE**
- vi) **Others:** NS mentioned AAAT and RESNA.; DP reported that David Punt from PMG Research sub-cttee will be organising SRR's Summer Meeting in 2012; NTE sub-cttee to discuss ESS at its next planning meeting, and also invite chair Simon Hall to NTE again. GR to contact Julian Cobbledick re AT Society; AJ and RE are on BSI committees, although Kim Chaney (KC) is official PMG rep. OE to ask KC for feedback. **KAC/OE  
GR  
OE**

## **7. A.O.B**

- i) Agreed to reschedule discussions on **External Adviser JD** and **PMG archives**. **CW/OE**
- ii) **PMG Admin hours:** CW reported that she had been monitoring the admin hours as recorded by OE since September 2010. After 3 months 65 hours had been accumulated over and above the contracted hours in anticipation of a drop off during build up to NTE, which was a separate contract. However, at the end of April 2011 there was still a 37 hour surplus showing. Approval given to pay OE for these additional hours. CW to inform BtH, who processes NI and PAYE on behalf of PMG via BES payroll. BtH will then be able to instruct RS of the amount to be added to OE pay for that month. **CW/RS**
- iii) MY reported the recent deaths of Roger Thompson (previously of RMS) and Michael North (Radcliffe Rehab), and hoped that PMG could organise obits for them in the journal. OE to follow up. **OE**

## **8. Dates and venues of next meetings**

1. Agreed that the meetings format - Finance sub-cttee in the morning, followed by Executive cttee after lunch - should be continued. OE to organise date for latter half of October 2011. Agreed that London works best for these particular meetings, and that the BHTA meeting room is suitable. **OE**