



PINN MEDICAL CENTRE PATIENTS' ASSOCIATION
Registered charity No: 1095260

Minutes of Board Meeting held at the Verden Gallery, West House, Pinner
Monday 1 October 2018

Attendance

Joanne Daswani (Chair) - **JD**
George Bardwell (Secretary) - **GB**
Phillip Snell (Treasurer) **PS**
Sheila Cole (Trustee) - **SC**
Yvonne Haines (Trustee) - **YH**
Nicky Heskin (Trustee) - **NH**
Jagdish Kapur (Trustee) - **JK**
Brian Yim Lim (Trustee) - **BYL**
Kevin Mahon (Trustee) - **KM**
Jenny Stephany (Trustee) - **JS**
Anita Manek (Co-opted Board Member) - **AM**

1 Apologies for Absence

Martin Grossman (Trustee)

2 Minutes of Previous Meeting

The Minutes of the Board Meeting held on 19 July 2018 were approved. As this current meeting was dedicated almost solely to consideration of a new Strategic Plan, action points and matters arising were deferred to the next Board Meeting.

3 Strategic Review

Joanne Daswani introduced her paper Summary Review of Progress (2015-2018) which set out the considerable progress that had been made on the five priorities established in 2015. These priorities were:

1. Recruit Trustees: Build the Capacity of the Board;
2. Strengthen the Charity;
3. Increase and Diversify Membership: Recruit Members and Volunteers;
4. Improve Communications with Patients: Build Membership, Improve Website;
5. Consultation with Members.

In her view the prime areas for development were now:

1. To establish a Carers Network;
2. Diversify Membership through links with secondary schools and their Parent Teacher Associations;
3. Increase opportunities to consult with Members/patients;
4. Increase number of volunteer drivers and Pinn Piper distributors.

It was important to share good practice with other Patients' Associations in Harrow and our membership of the Harrow Patient Participation Network facilitated that. The PMCPA was one of the few Patients' Associations in the CCG that was a Registered Charity with formal Governing Documents through its Constitution.

The Meeting broke up into a brainstorming session with Board Members free to post short notes on what they regarded as the key issues to be addressed by the PMCPA and, therefore, to be included in the new Strategic Plan. The Annex to these Minutes contains (for Board Members only) the results of that session collected under three main headings:

- Consultation with Members/Patients;
- Communication with the PMC;
- What we can do as an Association.

A draft Strategic Plan (2019 - 2022) would be prepared and put to the Board for consideration at its next Meeting. (Action GB). It was likely that the new Strategic Plan would embrace some changes to the Objects of the PMCPA as enshrined in our formal Governing Document - our Constitution dated 24 September 2015. That being so it would be necessary to modify the Constitution for ratification by the June 2019 Annual General Meeting.

4 Election of PMCPA Officers

The following PMCPA Officers were unanimously re-elected:

Joanne Daswani - Chair

George Bardwell - Secretary

Phillip Snell - Treasurer.

Kevin Mahon agreed to serve as Vice Chair for at least a year and was unanimously elected to that position.

Anita Manek who had previously been co-opted to the Board was appointed Assistant Treasurer.

5 Structure and Composition of Sub-Committees

The following Sub-Committees, some of which were already in place, were established:

Education, Transport and Pinn Piper: Anita, Jenny, Joanne, Kevin, Sheila, Yvonne;

Marketing and Finance: Anita, Nicky and Phillip;

Communications: Brian, George, Jagdish, Nicky;

Membership: George, Martin, Yvonne.

The amalgamation of the Education and Transport Sub-Committee to be approved at the next Board Meeting (**Action GB**).

6 Priorities for the Sub-Committees

Each Sub-Committee, with the exception of Membership, met to consider its priorities, as follows:

Education, Transport and Pinn Piper

On Transport it was agreed to review and check the accuracy of the database of patients using the transport service; and ensure that the database was secure. The new structure of four co-ordinators using a single landline number through the Vonage system would be put in place.

DBS checks on 13 drivers had undertaken, checks on the remaining 12 would be carried out.

In the plenary session it was agreed that providing a shopping service was no longer realistic, and that for many, but not all, of our Members internet shopping was now widely available. It would no longer be offered.

On Education further Health Talks would be arranged with the first, aimed at young mothers, before the end of the year. In the New Year and talk on mental health would be arranged. It was noted that the first meeting of the Carers' Network was due to be held on 4 October 2018, with representatives of Harrow Carers in attendance.

Marketing and Finance

It was agreed that consideration would be given to organizing another Quiz Supper next year, and that we would take advantage of PMC events - perhaps those associated with the 10th Anniversary of the new Pinn Medical Centre. A presence at community events such as the Village Show and the Wheelbarrow Race would also be considered. All with a view to fundraising and increasing membership.

Communications

The first priority was to implement a new membership database/ mailing list; to replace the current Gmail contact list. In particular close, but not full, integration with the PMC database and registration system would be sought.

Following on from the successful implementation of the new website, consideration would now be given to improving our digital storage to ensure robustness in the storage of the PMCPA's official documents. The use of our IT Consultant would continue but be put on a more formal basis.

It was important to liaise more closely with the PMC so that greater use could be made of their email list/virtual group - although it was recognized that under data protection rules the PMC may need to pass on messages on our behalf. This would be taken forward, not least in the context of carrying out a survey of as many patients as possible. Such a survey might well include an option to join the PMCPA itself. **(Action GB).**

6 Dates of Future Meetings

The following set of dates were agreed for the forthcoming year.

Board Meetings: 10 December 2018 (1730), 12 March, 4 June, 2 July, and 3 October 2019 (1800).

Annual General Meeting: 20 June 2019 (1930).

GB October 2018