



PINN MEDICAL CENTRE PATIENTS' ASSOCIATION
Registered Charity No: 1095260

Minutes of Board Meeting held on Thursday 8 October 2020
On Line via Google Meet Virtual Conferencing

Attendance

Joanne Daswani (Chair) **JD** Kevin Mahon (Vice Chair) - **KM**
George Bardwell (Secretary) - **GB** Anita Manek (Treasurer) - **AM**
Martin Grossman (Trustee) - **MG** Jagdish Kapur (Trustee) - **JK**
Phillip Snell (Trustee) - **PS** Jenny Stephany (Trustee) - **JS**
Brian Yim Lim (Trustee) - **BY** Sheila Cole (Associate Board Member) - **SC**
Jayant Doshi (Prospective Trustee) Aryan Jain (Prospective Trustee)
Lorraine Solomon (Prospective Trustee)

1 Apologies for Absence

Nicky Heskin (Trustee) Jo Telfer (Associate Board Member)
Dr Isobel Bleehen (Partner PMC) Rupa Yagnik (Practice Manager PMC)

2 Introductions and Welcome

Jo welcomed our prospective Trustees - Lorraine Solomon, Jayant Doshi and Aryan Jain to this, their first Board Meeting.

3 Minutes of Previous Board Meetings and Matters Arising

The Minutes of the Board Meeting held on 10 September 2020 were approved. Matters arising not already due to be covered in this meeting were deferred.

4 AGM 2020

George reported that a meeting of the Communications Subcommittee the previous evening had finalised the proposed arrangements for the AGM. The Board agreed those arrangements as follows:

- A new Section AGM 2020 would be placed on the PMCPA Website;
- An email would be sent to all consenting Members advising them, in summary form, about the arrangements for the AGM;
- The individual papers for the AGM should be placed in that Section as should the set of instructions about the arrangements and an Agenda;
- The Agenda should contain, under each item, hyperlinks to the documents;
- A single video should be made of the top table, hosted on YouTube but accessible only through our website;
- The top table should comprise all Board Members and a PMC Partner presenting their Reports or papers; and the prospective Trustees. It was not necessary for Trustees standing for re-election to be present, their details were in the relevant AGM Paper;

- Presenters should give only a brief outline of their paper (which would be on the website already), and should prepare a set of bullet points in advance **(Action Board Members, PMC and Prospective Trustees)**;
- George would explore with Neil (our IT Consultant) the possible use of the YouTube automated transcription service **(Action GB)**;
- The video would be filmed at the PMC, probably in the week commencing 19 October – Jo would seek the videographer’s availability, George that of the PMC Conference Room and a Partner **(Action JD, GB)**;
- The David Simmonds video should also be included on our website;
- The Voting Return as drafted (but to include a deadline date) should be put up on the website;
- Neil and George would discuss further the way in which these returns would be summarised to give an overall result for each Resolution **(Action GB)**;
- Questions would be submitted via our Contact Us page, with answers put up online and sent direct to the questioner within the voting period;
- The website AGM 2020 Section would first be uploaded as a private section to be checked by Trustees;
- A set of Minutes of the AGM 2020 would be produced, to include the results of the voting on each Resolution. These would be placed in the AGM 2020 Section and in the Our Meetings Section;
- Some two or three weeks after the publication of the Minutes the AGM 2020 Section would be removed from the website and placed in the Archive.

A pack of all the AGM Papers, including the Arrangements paper and the Agenda would be prepared for delivery to those Members who have not consented to email communication. Such Members would also be encouraged to use the website and their attention drawn to the availability of public computer access in Pinner Library. A Voting Return would also be included for return to one of three addresses in the Pinner area, and facilities offered for questions and answers within the voting period. George would prepare a list of the postal Members (in post code order) and Board Members agreed to take on hand delivery in their area – it should not require more than ten deliveries from each Board Member. **(Action GB)**.

5 Other Business

Jenny reported that the recent text/email from the PMC to all carers had resulted in 11 new people asking for access to the next Carers Café. She also noted that arising from her membership of the Harrow Patient Participation Network she was to participate in a video on Klinik, the online consultation system now being offered on the PMC website. She had found it a very effective way of dealing with issues.

Concern was expressed about the need to ensure that our drivers and volunteers were suitably protected, and that – where appropriate – they made use of the NHS Covid App. Kevin noted that because of the sharp reduction in transport requests he was the only driver needed and he took all appropriate precautions. Nevertheless he would remind all drivers. In any event all requests for transport were referred by the PMC and should therefore be free from Covid symptoms. He would however confirm with the PMC the way in which they vet requests for transport. **(Action KM)**

6 Date of Next Meeting

A further Informal Meeting of the Board would be held through Google Meet on 9 November 2020 at 6.00pm.

GB October 2020