



**Annual General Meeting**  
**30<sup>th</sup> June 2009, 11am – 3pm**  
**Fife Room, NHS24, Norseman House, South Queensferry**

**1. Welcome and introductions**

Fiona Cook welcomed everyone to the meeting and expressed thanks to Fiona Murdoch for hosting the meeting and providing hospitality. Lunch would be covered by PPDNF funds.

Fiona outlined a shortened format of the day (due to small numbers able to be present) and invited round table introductions from all present who were: Marie Carey, Jane Camp, Jane Christie (Secretary), Fiona Cook (Chair), May Fallon, Fiona Murdoch, Joyce Surfleet (Web Secretary)

**2. Apologies**

Susan Alexander, Amoral Allen, Diane Allcock, Penny Bond, Moira Brown, Geraldine Butcher, Lorna Cameron, Kate Coccozza, Sarah Conroy, Katrina Deas, Caroline Dickson, Ailsa Espie, Ellie Forbes, Fiona Grant, Myra Haggerty, Ronald Johansen, Irene Lavery, Mark Lees, Jean Kennedy, Vikki Melaragni, Irene McDade, Ansley McGibbon, Jackie McKeich, Elaine McKinley, Linda McNee, Kathy Munro, Helen Ogg, Evelyn Olgilvie, Jane Ormerod, Karen Percival, Mary Shields, Linda Sinclair, Helen Skinner, Vivienne Simpson, Judy Taylor, Angela Waddell, Helen Walker, June Wood.

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**3. Minutes from previous AGM 8<sup>th</sup> May 2008** accepted as accurate

**4. Matters Arising – Agreeing the President role**

Draft document had been circulated to members twice for comments and discussed at meetings throughout the year. There have been no objections to the proposal and any comments and feedback had been incorporated into the document. Final amendments were made at this meeting and everyone present agreed that there will be a President Role. The constitution will be updated accordingly and the final President Role document posted on the website.

Action: JC

**5. Chairpersons report** – Given by Fiona Cook  
Report can be found on the website

**6. Vice-chairpersons report** – Moira Brown submitted a conference report that was circulated to all present in her absence; a copy will be posted on the website

**7. Treasurer Report** - Mark Lees submitted a report that was given in his absence; a copy will be posted on the website. Present balance is £4228.59

**8. Secretary report** – Given by Jane Christie  
Report can be found on the website. Present membership is 255

**9. Web secretary report** – Given by Joyce Surfleet  
Report can be found on the website Action: JS

### **10. Officer Bearers Voting – Chairperson & Vice chairperson**

The present position is:

Fiona Cook, Chair - standing down

Moira Brown, Vice chair – standing down

Jane Christie, Secretary – end of 4<sup>th</sup>, standing down

Joyce Surfleet, Website Secretary – end of 2<sup>nd</sup> year, standing down

Mark Lees, Treasurer – end of 2<sup>nd</sup> year, standing down

Amoral Allen, committee member – continuing

Judy Taylor, committee member - continuing

Fiona Cook took this opportunity to thank Joyce Surfleet for all her hard work as web secretary and for her stabilising effect on the committee. Also, Fiona conveyed her thanks to Moira Brown for all her work as vice chair and for leading the conference committee.

All committee positions are up for election; Jane received the following nominations:

<b>Positions</b>	<b>Member nominated</b>	<b>Nominated by</b>	<b>Seconded by</b>
President	Fiona Cook	Mark Lees	
Chair	Mark Lees	Linda Sinclair	
Vice chair	Amorel Allen	Fiona Cook	
Secretary	Jane Christie	Fiona Murdoch	
Web Secretary	Jane Camp	Joyce Surfleet	
Treasurer	Diane Allcock	Mark Lees	
Committee member	Judy Taylor	Continuing	Continuing
Committee member	Marie Carey	Jane Christie	

### **Election process**

As constitution specifies that we need 10 votes for quorum it was agreed that Jane would ask members via email to second the nominations and also to vote for the new committee. The aim would be to complete this process by the end of July 09. The date of the next meeting for the new committee was 1<sup>st</sup> October 1-3pm, venue to be confirmed.  
Action: JC

**11. Break for lunch**

### **Ordinary meeting**

**12. Minutes from previous meeting** 12<sup>th</sup> February 2009

Addition's **5.4 Secretary's report** Jane submitted a written report that was given in her absence by Joyce Surfleet. **6.1 Evidencing Practice** Joyce reported that.....  
Otherwise minutes accepted as accurate

**13. Matters arising**

**Development of teleconferencing facilities** is a priority

**Taking the vision forward** - Moira had led a very productive session at the last meeting. Fiona will source the report to share at the next meeting in October.

Action: FC

**14. Brief reports from working groups**

- a. Framework for Evidencing Practice – Publication is a priority
- b. Practice Development Toolkit – On hold
- c. Revamp of website documents – Nearly finished
- d. Development of teleconference facilities – A priority
- e. Action Learning – Covered in the committee reports

**15. Priorities and Action Plan for 2009/2010** - To be agreed at the next meeting in October

**16. AOCB**

Strategy – Fiona is liaising with Penny Bond in order to arrange a meeting to promote links between PPDNF and QIS. Fiona Murdoch reported that Penny had promoted the idea of a link at the QIS study Day and it had been well received.

**17. Date of next meeting**

Wednesday 19<sup>th</sup> Nov 08, 11.00 to 15.00 at Sensory Centre in Camelon, Falkirk

**18. Dates of future meetings**

Thursday 12<sup>th</sup> Feb 2010, 11.00 to 15.00, venue: tbc

Thursday 30<sup>th</sup> Apr 2010, 11.00 15.00, venue: tbc

**Action:** Members are asked to volunteer to host future meetings

Fiona thanked everyone for attending the Annual General Meeting and wished them a safe journey home.

**19. Close 1.30pm**