



**Annual General Meeting**  
**8<sup>th</sup> May 2008, 11am – 3pm**  
**Crosshouse Hospital, Kilmarnock, KA2 0BE**

**1. Welcome and introductions**

Fiona Cook welcomed everyone to the meeting and expressed thanks to Moira Brown and Susan Hannah for hosting the meeting and providing hospitality. Fiona outlined the format of the day and there were round table introductions given by all.

Present: Jenny Ackland, Amorel Allen, Moira Brown, Jane Camp, Jane Christie, Fiona Cook (Chair), Susan Hannah, Mary Kenyon, Mark Lees, Jackie McKeich, Jean McQueen, Yvonne Murray, Emma Smith, Joyce Surfleet, Judy Taylor

**2. Apologies**

Sandra Aldridge, Lesley Alexander, Diane Allcock, Penny Bond, Geraldine Butcher, Dilly Court-Brown, Kate Coccozza, Caroline Dickson (Scott), Jennifer Duthie, Ailsa Espie, Mae Fallon, Myra Haggerty, Nahida Hanif, Kevin Hurst, Paula Ingram, Joyce Jeffray, Ronald Johansen, Jean Kennedy, Bernadette Kerry, Irene Lavery, Lorna Loudon, Jo McCallum, Elaine McKinley, Karen McCoubrey, Jane Ormerod, Karen Percival, Vivienne Shaw, Lorraine Sherry, Helen Skinner, Linda Sinclair, Karen Spiers, Vicky Thompson, Ria Tocher, Helen Walker, Liz Walker, Rhona Wallace, Paul Whytemans Brae

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**3.** Minutes from previous AGM 27<sup>th</sup> April 2007 agreed

**4.** Chairpersons report – Fiona Cook  
Report can be found on the website

**5.** Vice-chairpersons report – Diane Allcock was unable to be present  
Conference report will be on the website

**6.** Treasurer Report - Mark Lees  
Report can be found on the website

**7.** Secretary report – Jane Christie  
Report can be found on the website

**8.** Web secretary report – Joyce Surfleet  
Report can be found on the website

**9.** Officer Bearers Voting – Chairperson & Vice chairperson

The present position is:

Fiona Cook, Chair - standing down

Diane Allcock, Vice chair – standing down

Jane Christie, Secretary –continuing for 4<sup>th</sup> year

Joyce Surfleet, Website Secretary – continuing for 2<sup>nd</sup> year

Mark Lees, Treasurer – continuing for 2<sup>nd</sup> year

Jane had received nominations for chair and vice chair from three members:

<b>Members nominations</b>	<b>Chair</b>	<b>Vice chair</b>
Caroline Dickson		Moira Brown
Diane Allcock	Fiona Cook	Moira Brown
Moira Brown	Fiona Cook	

In addition to this, Ann Rae proposed that PPDNF establish a president position that would take back seat in terms of day-to day work but would represent PPDNF at appropriate national and international level. Ann could not be present at the meeting but had sent an email giving her reasons as follows:

- There is a risk to the organisation in terms of leadership with both Chair and Vice Chair standing down in 2008.
- A 2 year term of office for chair and vice chair is still needed to run meetings, take forward new initiatives, bring in new ideas
- PPDNF needs some long term sustainability built in and a permanent president position would do that.
- The increased size of the committee over the last few years has been good for PPDNF in terms of ownership so bigger could be better.

Ann proposed that Fiona remain in place as Chair for one more year then propose a move to President next year. This would enable due process to be gone through such as election and change to the constitution. It would then be a transition year to clarify the role of the chair and the role of the president. It would also enable the role of vice chair to be developed.

In light of this proposal, Fiona would consider staying on as chair for one more year so that there is some continuity for the PPDNF and opportunity for others to develop as committee members. There was discussion regarding proposal and it was overwhelmingly agreed that this was the way forward.

Sadly, Diane was unable to be at the meeting and, due to work pressures, was standing down from her position as vice chair. Fiona expressed enormous thanks to Diane for her hard work, loyalty and commitment. Moira Brown was proposed by Diane and seconded by Caroline to stand as vice chair. Moira agreed to this and was warmly welcomed into her new role by those present.

Mark suggested that there should be an AHP on the committee. Amorel proposed that an additional two committee members be developed. There was extensive discussion about potential roles for new committee members. It was agreed that it would give opportunity to those to learn what is going on and give them a chance to see another perspective.

It was agreed that Jane would email membership and make a formal proposal for the development of the president role and the two additional committee members. If there was no response within 3 weeks of the email then it was agreed that it could be assumed that members had no reservations about this development and the proposal would be brought to the next meeting for approval.

If the proposal were accepted there would then be a process of transition involving exploration and scoping of the president role and further discussion about the roles of the additional committee members. There would also be changes made to the constitution. Both Amorel Allen and Judy Taylor expressed interest in being committee members should these roles develop.

**10. Break for lunch and opportunity for networking**

Ordinary meeting

**11. Minutes from previous meeting 7<sup>th</sup> February 2008 agreed**

**12. No matters arising**

**13. Brief reports from working groups**

- a. Framework for Evidencing Practice – Jane briefly explained the framework and process of development to those new to the PPDF. Second draft for publication is being developed. Abstract for Enhancing Practice Conference in Holland in October has been submitted. Group is planning to reconvene and would welcome new members. Judy Taylor and Jean McQueen expressed interest.
- b. Practice Development Toolkit - Joyce gave feedback as Caroline was unable to be at the meeting. Ideas have been developed; access, data protection and copyright have been explored. The idea is to produce something 'written by us for us'. Costing is to be prepared for a pilot. Jackie McKeich expressed interest in joining the group.
- c. Revamp of website documents – Judy reported that the group were systematically reviewing the documents on the website. As each document became ready it would be brought to a PPDF meeting for ratification by the membership

**14. Strategy – Fiona reported that Quality Improvement Scotland (QIS) are in the process of drafting a national strategy. Fiona is trying to arrange a meeting with Penny Bond in order to maintain and build the PPDF/QIS relationship.**

**15. Priorities and Action Plan for 2007/2008 (Brought forward from point 16)**

- Development of teleconferencing facilities - Emma & Mark
- Exploration & scoping of president role - Committee members
- Conference for April 2009 - Moira, Diane & Mark

**16. Values Clarification Joyce and Jane led the further development of the values clarification exercise. The group developed sentences to describe the purpose of the PPDF. Fiona agreed to collate this information to share at the next meeting**

**17. AOCB – All members are asked to notify Jane, Secretary [j.christie@napier.ac.uk](mailto:j.christie@napier.ac.uk) should their email address change. A reminder message would be put on the PPDF website.**

Fiona thanked everyone for attending and contributing to what had been a very positive Annual General Meeting and wished them a safe journey home.

**18. Date of next meeting**

Thursday 28<sup>th</sup> August 08 Ninewells, Dundee, Host: Kevin Hurst

**19. Future meetings:**

Wednesday 19<sup>th</sup> Nov 08 Venue: tbc

Thursday 12<sup>th</sup> Feb 09 Venue: tbc

Thursday 30<sup>th</sup> Apr 09 Venue: tbc

**20. Close 3pm**