**Minutes of SMHF Core Group Meeting Date/ Venue: 25/3/2022 via MSTeams**

**Present**: Fraser Kinsella (FK), Emma Collins (EC), James McSporran (JMcS), Lucy Mitchell (LM), Maryanne Duffy (MD)

**Apologies**: Alison Hayward

**Minutes Prepared by:** MD

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| **Item** | **Main Points of Discussion** | **Action by**  | **Action Date** |
| 1. | **Previous minutes** | 25th February 2022 |  |  |
| 2. | **May 2022 Format**  | Covid guidance? hotel has clear signage if still required with updated guidance from Scottish Government, EC will catch up with Hotel to check this and deliveries, pricing, Bands, masks ordered for core groupHelpers on the days-Kirsty Leggett & David BestProgramme designWednesday evening- décor, band booked James’ Daughter may play bagpipes | EC will catch up with Hotel soon re. Covid rulesEC & FK will look into thisCA & MD decorSpeak with Kirsten at Hotel |  |
| 3. | Speakers/workshops | Cancellations -A Stewart from Ambulance Service. Valhalla Training may be able to fill this space with same subject matter -Mel Furniss as receiving MBE so can’t attend-Simon from NBE attending conference and may cover this spot. Mel trying to solve cover for workshop with recording-Leigh Must Perth and Kinross videos for familiesSophie Coles may be able to increase her time to cover 15 minutes extra2 months to cover 2 Workshops on same topics as fullEquipment required for workshops-1/4 of people have responding to requirements-most organising equipment themselves-Clyde and Inspiration rooms have space for beds-Plenary speakers requested to send presentations pre conference | EC arranging |  |
| 4.  | **Bookings** | Totals for daysDay 1-77Day 2-76Virtual spaces booked-13Total potential places 100Exhibitors 21 out of 25 places booked, 2-3 spaces in the middle, Linet coming but not booked yetMontcalm-Baraitric/cuddle beds keen to book InvacareDesign specific usually book late in the dayFew smaller companies usually attend Bookings due to close on May 8th. possibly extend by 1/52 | JMcS promote  |  |
| 5.  | **Invoices** | Invoices-All up to date CA & LM as of last week, 6 this week so far LMPayments-Exhibitors 9 still to pay due end AprilDelegates would pay on Eventbrite at time of booking/ if invoiced then paid into SMHF bank account, bank account to be checked | LM & CA |  |
| 6. | **Freebies** | Option to sponsor on bags was taken up by 3ET Coffee cups not been sponsored but still ordered someWater bottles not been sponsored but still ordered someT-shirts- SMHF core group pale blue and bright blue for sale Mugs-gifts for speakersConference Badges-person can only do small credit card sizes so new supplier must be found  | EC arranging JMcS look at other suppliers |  |
| 7. | **SMHF Website** | New homepage, updated text for conference, prompt to encourage more bookings | FK |  |
|  8.  | **Core group** | Roles on both days, greet Tuesday eveningGeneral meeting to be held at conferenceAnyone wishing to join core group – is anyone leaving?End of year reportsAccounts-? Require auditedCheck constitution and update as required-last updated 2018 | EC will adviseALL core group to confirm if they wish to remain or leave after conference to EC  |  |
| 9. | **Gifts etc** | Special people retiring etc, gifts and callout | MD |  |
| 10. | **Other Conferences etc.** | Core group places available for NBE annual conferenceDLF-Emma attending 1 other place can be funded? SMHF stand at other courses to increase profile | All to advise availability, transport and hotel to EC All to advise who wishes to take it upAll to advise if ideas  |  |
| 11. | **Next meeting** | Pre conference meeting to be arranged at Golden Jubilee early May | EC will put out date after spoken to hotel  |  |