**Scottish Manual Handling Forum Core Group Meeting 25th August 2021**

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| Attended | In person at Fife training room: Emma Collins, Alison Hayward, James McSporran  Via Teams: Heather Hetherington, Lucy Mitchell, Ciara Aitken (half of meeting) | ACTIONS |
| Apologises | Lee Johnston |  |
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| 1. Introductions | All core group members (except EC) have been co-opted on as many had to step down and there was no General Meeting to officially appoint.  Lucy and Ciara have been volunteering since May 2019 but were not involved in virtual conference  James has been volunteering since October 2019 and hosted virtual conference 2021  Lee, Alison and Heather new volunteer members as of today  Stepped down since last General meeting: Aimee, Lisa, Brenda, Claire, Catherine. Fraser and Jim are phasing out.  We have volunteers who have offered to assist on the day of conference but cannot commit to ongoing time.  Everyone introduced themselves to each other and Emma introduced Lee who was absent | Lucy, Heather, Ciara and Lee to send headshot to Fraser/Lee for the website  All core group to what’s app short intro video to James for you tube/website/social media |
| 1. Role descriptions | Emma spoke about what the different roles within core group are and what is covered and what is needed. Discussed changed times and role fluidity and development.  Ciara and Lucy to take on treasurer  Lee to take on website  James asked about adding mailchimp to social media/marketing role  Alison and Heather to consider  Emma highlighted desperate need for admin | Emma to send out role descriptors  Emma to add Ciara and Lucy to bank account  Lee and Fraser to get together for role handover  All core group to consider commitment, skills and time available |
| 1. Dates for conference 2022 | Confirmed dates now booked with Golden Jubilee hotel for conference May 25th and 26th 2022 | James to share save the date on social media and mailchimp |
| 1. Travel and expenses policy | Discussed that there is a current travel and expenses policy | Emma to share with group |
| 1. Conference Programme 2022 | Discussed the need for speakers and spoke about ideas for format. | James to book Dr Happy  Emma to see who from 2020 that didn’t share at 2021 is available  Ciara to book falls speaker  Heather to contact Michael Mandelston and HSE for legal/case law  Alison to see what is good at NBE for potential  Ideas brought up – SSSC, Care Commission  All core group to approach potential speakers/workshop leads for involvement |
| 1. Meetings going forward | Decided to have monthly Teams meetings instead of the usual quarterly meetings that were traditionally in person | Emma to book next meeting on Teams |
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| Next meeting | Wed 30th Sept 2021 Teams 11am -12noon |  |