# Trustee Meeting Minutes

## 18 March 2024, 10-11:30am

## Online

## In attendance

Morna Simpkins, MS Society

Jenn Hall, Alzheimer Scotland

Alistair Haw, Scottish Huntington’s

James Jopling, Parkinson’s UK

Steve Portelly, FND Hope

Iain McWhirter, Revive MS Support

Andrew Lindsay, Epilepsy Scotland

Claire Stevens, VHS

Alice Stuthers, NAoS

Hester Lee, NAoS

## Apologies

Avril McLean, Action for Me

Leigh-Ann Little, The Oxygen Works

Ron Culley, Quarriers

## 1.Chair’s welcome

Update from Morna regarding funding:

NACNIC approved funding of NAoS as a high priority and they recognise its value and support it’s continuation.

Morna spoke with SCVO to keep them up to date with the funding situation of NAoS and members as they’re doing work on the state of third sector funding. NAoS will be added to their intermediaries meeting list.

Carry on as normal monitoring the budget monthly, there is enough reserves to carry on and make a decision by mid June.

Morna had a conversation with Keith Wilcocks where she reiterated the importance of keeping neurological conditions a high priority after the end of the framework and to have NAoS involved in what the next steps will be.

Not clear yet who has been successful with section 10. NAoS to request the list from Scottish Government. If this list is not received then a freedom of information request can be made.

Update on outstanding actions from last meeting:

* Andrew and James have been sent the forms to complete for banking.
* Tanith happy to stay in MSN meetings.

**Actions:**

* Morna to make a request to Scottish government to get the list of funded charities from section 10.
* Morna to give update about RS MacDonald after meeting with Rachel.
* Andrew and James to send back signed bank papers.
* Alice and Hester need their new contracts signed.

## 2. Financial update

[Financial update](https://neurologicalscotland.sharepoint.com/:x:/s/TheNeurologicalAllianceofScotlandSCIO/Ebf-alcWoqRAgySr2rKS_VkBNYX29pOUNUdj4YZy4ouOJg?e=4nw1ny) from Iain. No concern with budget as we reach end of financial year.

Still unable to formally verify our cash situation as NAoS is reliant on Engage to provide bank information.

Forecast income for April-May but this may be more likely to arrive in November if the 6 month grace period is implemented.

Income and expenditure on track and reasonable reserves to keep us going until June.

Actions:

* Morna and Iain to pull together accounts into a format to get an independent examiner to assess them.
* James and Andrew to sign the bank details and return to Morna.

3. Risk Register update ([attached](https://neurologicalscotland.sharepoint.com/:x:/s/TheNeurologicalAllianceofScotlandSCIO/ER3TC1koH_tMqkLcOi1br1QBvijS4wc8hQXc8Dz_igvViw?e=xMxxKH))

Alice gave update on the updated risk register ([attached](https://neurologicalscotland.sharepoint.com/:x:/s/TheNeurologicalAllianceofScotlandSCIO/ER3TC1koH_tMqkLcOi1br1QBvijS4wc8hQXc8Dz_igvViw?e=xMxxKH)). Financial sustainability is highest risk.

Next priorities will be income generating e.g membership invoices and fundraising.

Alice gave update on Cyber attack. [Briefing on the cyber attack.](https://neurologicalscotland.sharepoint.com/:w:/s/TheNeurologicalAllianceofScotlandSCIO/EcVy7emuBO9LtGKHpRrMfHsBkxw4XwQDO2dvdyvOhH7MfQ?e=hBI9Eg)

Important to note that the Aspire IT who assisted us have waived the fee.

Confident that the work done by Aspire was thorough and that Sharepoint and Onedrive were not compromised.

All members have been notified of the attack.

**Actions**:

* Draft a letter to Aspire to say thanks from trustees.

4. Discussion on definition of neurological condition ([attached](https://neurologicalscotland.sharepoint.com/:w:/s/TheNeurologicalAllianceofScotlandSCIO/EfvPMN25v09KpoJ-AZeAYJ8BreHj1WZHBgra-dwiqOEsNA?e=WlJbmf))

Alice explained the rationale for having a definition. Benefit would be if NAoS are to lobby government, influence policy or run awareness raising a definition we all agree on is helpful.

Discussion by trustees to focus our attention on specifically who the audience for this definition is e.g public or government. This will affect the definition and the language which is used. Suggestion to bench this work until we’re in a steadier position and can have a further discussion.

5. Strategy paper – [draft 2 review](https://neurologicalscotland.sharepoint.com/:w:/s/TheNeurologicalAllianceofScotlandSCIO/EbEbNgJTEkJLvVsA-DmwjzYBXQivh-_X7aeoDrCoI5ikcg?e=lPVzJz)

[Draft 2024-7 KPIs](https://neurologicalscotland.sharepoint.com/:x:/s/TheNeurologicalAllianceofScotlandSCIO/EV7lrG9B2KRJtjoOasnMHMIBMEo1zmxd3r9R8kmcZC-iGQ?e=ZEpQcB)

Chair noted that there was agreement at a previous meeting to continue business as usual, with sustainability and the patient engagement survey as high priories for this year.

Alice gave overview of the changes that have been made and nuances of wording in the new the strategy- not huge changes to vision and mission. Discussion around the number of values- agreement that there are too many. Ones that are implied /inherent in our existence we don’t need in our values.

Discussion on strategic aims and proposal from Alice to amend the aims. Trustees happy with amendments.

Discussion around sustainability- important for NAoS to have an understanding of the impact the current financial climate is having on members and use this to advocate or promote and advocate sustainable funding for members. NAoS is there to make the case for members, but not responsible for their financial sustainability.

**Action**:

* Alice to prepare a presentation for Wednesday members meeting on strategy and come back to trustees with a final version to be signed off by trustees.

NOTE: [Please see finalised strategic aims here.](https://www.scottishneurological.org.uk/gfx/our-strategic-aims-text-.png)

## 6. Membership update

Given by Hester- [See membership update here.](https://neurologicalscotland.sharepoint.com/:w:/s/TheNeurologicalAllianceofScotlandSCIO/EXEKZQ1PFzxMhmOgq0SsyhgBf6iqJdOgjfAsnE4YQ4tHiw?e=B1MzGa)

Query over associate membership- consider asking associate members to pay a small fee. Agreement to come back to this in the May- June period. Establish what the stretch of membership fees could be to our income to explore range before we look into associate membership schemes. Potentially something to talk to other Neuro Alliances about what they charge and what effect it has been on them.

**Action**:

* Alice to ask the other Alliances about their membership fees at meeting end of May.

7. Members Meeting and Questions for Minister

[Member’s Meeting](https://neurologicalscotland.sharepoint.com/:w:/s/TheNeurologicalAllianceofScotlandSCIO/EWqhLMpK0CJCuv1DHPHQNh8Bg8d5wYRxh8B_sJxhPwx6lA?e=f0F6Zk) on Weds 20th March – quick overview of the agenda and [questions for the Minister](https://neurologicalscotland.sharepoint.com/:w:/s/TheNeurologicalAllianceofScotlandSCIO/Eeiei686DEtPqrzEZeMcOKQBuGFjpyF24Z-IS_A2HFboqw?e=pHaAZs) Maree Todd.

NAoS has engagement with minister where other people haven’t been successful- an important opportunity to pose questions about the National Care Service.

**Actions**:

* Trustees to ask policy colleagues to come up with good secondary questions to ask. Come prepared as you can.
* Alice to think about how to follow up with minister meeting. We could work in tandem with the ALLIANCE to think about what we do next.
* Release either blog piece or statement in newsletter about the meeting and response from minister follow up questions to show members we are representing them at this higher level- many don’t have capacity to do this so look to intermediaries like NAoS to represent them.

8. External Events –– [link to folder of external event summary forms](https://neurologicalscotland.sharepoint.com/:f:/s/TheNeurologicalAllianceofScotlandSCIO/EsDUZlOzLt5AgbcdnIKFJlUB8B0Jn-8RPzPzsPIn6R8n9Q?e=OYB0Gl) (summary of groups [attached](https://neurologicalscotland.sharepoint.com/:w:/r/sites/TheNeurologicalAllianceofScotlandSCIO/_layouts/15/Doc.aspx?sourcedoc=%7BC77659C3-913D-4731-BFA4-83858059E3FC%7D&file=External%20meetings%20NAoS%20attends.docx&action=default&mobileredirect=true))

Tanith Muller to carrying on with MSN, Carol Cochrane to carry on with SANON, Jenn Hall to be on SIF and NANIC.

Action: Role for Alice and Hester to keep reminding those who sit on meetings to fill out external event forms and return them to NAoS.

## 9. AOB

[KSE summary](https://neurologicalscotland.sharepoint.com/:w:/s/TheNeurologicalAllianceofScotlandSCIO/EdpyIDbJkfdDl5Bl3DtV-lsB_mEH5CINWQop7G51pMHb0Q?e=XZVq2a)

NHS Breathing space would like to do more collaborative work with us. In light of Mental Health report, we could run an event with carers centres, NHS Breathing Space and members to look at services that support mental health and promote the report.

Already written to Cabinet Secretary for Health to welcome him to new role- he knows we would like a meeting with him, Jenni Minto and Maree Todd, hopefully in May-June. We have support from CEO of Mental Health Foundation who has offered to join us at the meeting and boost our recommendations from the Mental Health report.

Growing alliance with the Mental Health Foundation- they’re looking for our members to join their focus groups where they want to explore the impact of mental health on long term conditions and vice versa. We can then put this out through our policy group.

[Impact report presented](https://www.scottishneurological.org.uk/files/impact-report-the-neurological-alliance-of-scotland-2023-2024-2.pdf).

Update on the two leaflets, [Neurological Conditions in the Community](https://www.scottishneurological.org.uk/files/neurological-conditions-in-the-community_information-for-professionals-(final).pdf) and [Information for Unpaid Carers and Professionals](https://www.scottishneurological.org.uk/files/version-with-cover-information-unpaid-carers-and-professionals.pdf) which have been finalised.

## 10. The next Exec meeting will be held on Monday 20 May, 10.00 - 11.30am

Link to join meeting : <https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODViMDRjOTEtY2QyZi00ZmQzLWFmMDktZGEyNGZlMzAxYWUw%40thread.v2/0?context=%7b%22Tid%22%3a%22416e097a-443a-4044-8738-ea1cd5fc37e6%22%2c%22Oid%22%3a%2269ceae41-194f-461f-8b8c-56bb33ceb06b%22%7d>