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Executive Meeting Minutes

May 26th 2021

11.30am – 12.30pm

Confirmed:

Tanith Muller, Chair

Rona Johnson, Vice Chair

Iain Morrison

Elinor Jayne

Leigh-Ann Little

Alison Love

Morna Simpkins

Gill Dickson

Alice Struthers

Apologies:

Alistair Haw

Ewan Dale

Stephanie Fraser

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|  | **Topic** | **Actions** |
| 1 | **Apologies** |  |
| 2 | **Minutes from March Meeting**  There are some outstanding actions from the March meeting, including the following:   * Tanith to write up resourcing status once we have heard back from SG re S10 * Tanith to find out which are the 13 or 14 single condition pathways being developed in England * It was agreed not to create a digital copy of the strategy * Some members have still not heard back from SG re outstanding neuro framework round 2 bids | Tanith to complete outstanding actions  Tanith/Rona to raise at NACNC mtg on 26th |
| 3 | **Strategy & KPIs**  Discussion was held on the strategy document which overlays the S10 work with the document Becky produced. Agreed that we would keep strategic outcomes under regular review and activities/KPIs do not all need to be set in stone / they can flex. Agreed that a 3-year breakdown of aims, outcomes and activities would be useful with focus on agreeing priorities for Y1, whilst being mindful of our capacity. We should also have quarterly financial reviews. Alice has set up a budget to report on this which has been shared with the exec. | Leigh-Ann, Gill and Morna volunteered to form a strategy sub-group with Alice  *First meeting was held on 1st June, second meeting will be on 7th June:*  <https://zoom.us/j/91205800056> |
| 4 | **Neuro Hub**  Tanith ran through plans for the hub, and we reviewed comments from members. Alice had emailed all members to get some quick thoughts on the aim of the hub and how that would look and feel. 11 members replied (none of whom were exec) and were largely positive, but some picking out legitimate concerns.  Exec questioned resource capacity to build a successful and much used neuro hub with a limited budget. Various concerns regarding the challenges of creating a neuro hub were raised, including using inaccurate content, keeping the hub updated with relevant info (and deleting expired links etc)  Agreed that we would do a bit more research, and discuss with digital experts Third Sector Lab. We need to agree what we are trying to achieve and who the hub is for, prioritise which element of the hub to build first, research user attitudes (how people make decisions online) and do some desk research into other models we can replicate. | Meeting was held with 3rd Sector Lab on 27th May. Advice was to use the budget for designing an overarching digital strategy, plus content planning and content creation rather than going straight into building a micro-site.  Alice to see if there’s interest (and capacity amongst some exec members) to set up a Neuro Hub group to explore options to take this forward |
| 5 | **Executive team skills and experience audit**  Thanks to those who have completed the audit. Still awaiting info from 2 people. Very sadly, Elinor Jayne is leaving the Exec as she will be moving to a new job in July. This means we will have 2 vacancies on the Exec from July. | Alice to chase outstanding info  Recruit new Exec members at the AGM |
| 6 | **AORB**  Susan Walker is interested in 3rd sector opinion re what needs to be in a neurosurgery centre, as she is currently overseeing the refurbishment of a centre in Glasgow. | Can members send thoughts to Tanith to pass onto Susan |
| 7 | **Next meeting date** will be June 23rd following the Members meeting (10.30 – 12.30 for Members’ meeting, 12.30-13.30 for exec meeting, same zoom link: <https://zoom.us/j/98692019704>). |  |