A close up of a sign

Description automatically generated

Executive Meeting Agenda

**Online via Zoom**

**17 November 12.30 – 1.30pm**

Join Zoom Meeting  
<https://us06web.zoom.us/j/94714088916>

Attendees:

Tanith Muller, Chair

Rona Johnson, Vice Chair

Morna Simpkins

Alison Love

Alistair Haw

Leigh-Ann Little

Carol Cochrane

Stoo Brown

Alice Struthers, NAoS Programme Director

Charlotte Sarrau, NAoS Admin Assistant

Apologies:

Stephanie Fraser

Ewan Dale

|  |  |  |
| --- | --- | --- |
| 1 | Apologies | Apologies were made for Stephanie Fraser and Ewan Dale. |
| 2 | Minutes from June meeting | The last full executive meeting was held in June. Actions from the June meeting were reviewed – all actions have been completed, although the action to compile a list of relevant Cross Party Groups needs to be repeated as there has been limited response from members.  In addition, from a resourcing point of view, the Exec agreed that we need to start negotiating for multi-year funding, to improve sustainability of the NAoS. |
| 3 | Exec update – Alzheimer Scotland, QNIS | At the AGM we gained 3 new executive members (Stoo Brown, Carol Cochrane and Jim Pearson) and following the AGM, Jonathan Sher proposed Rachel Hamilton, a specialist MS nurse in NHS Western Isles who is a Queen’s Nurse. This would take us back up to 12 members of the executive. However Jim Pearson then withdrew, asking if he could propose a colleague from Alzheimer Scotland. Once we know who is proposed, it will be up to the Executive to co-opt this person onto the exec. Similarly, the executive needs to co-opt Rachel Hamilton, however she has been unwell and we are awaiting her application.  Action: Alice to stay in touch with both QNIS and Alzheimer Scotland with a view to both joining the Exec ahead of the next meeting (Feb 2022) |
| 4 | Introduction to Charlotte and Q3/Q4 workplan | Our new Admin Assistant, Charlotte Sarrau was introduced to the Executive and welcomed to NAoS. Alice then ran through the Q3/Q4 workplan, looking at the RAGS.  Action: Alice to make a couple of amends to the workplan based on comments made by the Exec: 1) re-purpose blogs rather than creating new content for our website.  2) Under ‘Connect’, we will push the activity of asking smaller members for their top 3 priorities to Y2 |
| 5 | Financial update | We have £49,447 in the bank which is c.£12k more than expected at this point as a result of pushing investment into the Neuro Hub to Y2. As part of the Q3/Q4 workplan, we will be using the remainder of Y1 to research digital models.  Action: Alice and Charlotte to present a Digital Hub plan to the Exec at the February Members/Exec Meeting. At that point we’d aim to get a working group of members together to take the Neuro Hub forward. |
| 6 | Fundraising update | Alice has started a charitable trust / grants spreadsheet with a view to starting to submit grant applications ASAP.  Actions: Alice to identify at least 1 grant and put in an application in December. |
| 7 | Governance session | Tanith proposed an Exec governance subcommittee to plan information packs for new executive members and decide what actions may be required going forward.  Action: Alice to email Exec members to see who wants to sit on the Governance subcommittee. |
| 8 | AOB | * GIRFEC – consultation closes 4 February, and the ALLIANCE are hosting a meeting on the 2nd December to discuss it. * Assisted Dying – Liam McArthur MSP has opened a consultation on a draft proposal for an Assisted Dying Bill, which closes on 22 December. * Letter to the Cabinet Secretary re lack of mention of neurology in the NHS Recovery Plan, has been submitted. We have invited the Cab Sec to our next Policy Group meeting on 12th January 2022. |
| 9 | Next meeting date and close | The next Exec meeting will be on the 23 February 2022, 12.30 – 13.30 (following the members’ meeting, which runs from 10.30 – 12.30). |