

## Minutes of the ACPWH Executive Committee meeting

### Introduction

At the most recent meeting of the Executive Committee of the Association of Chartered Physiotherapists in Women's Health (ACPWH), it was decided that the minutes should be made available for the membership to read. In future, these will appear either in the ACPWH *Journal* or on the Association's website, and it is hoped that members will gain a better insight into the work that is undertaken on your behalf.

The meeting took place on 6 February 2010 at the Department of Physiotherapy, St Thomas' Hospital, London, UK.

The following members of the Executive were present: Ruth Hawkes, Katie Mann, Pauline Walsh, Roberta Eales, Doreen McClurg, Kathleen Vits, Kate Lough, Irene Pullar, Caron James, Clair Jones, Paula Iguilada-Martinez and Linda Boston. Blair King of Fitwise Management Ltd was also in attendance. Gillian Hawkins sent her apologies.

### Welcome remarks

Ruth Hawkes thanked everyone for attending and for electing her to the position of Chair. She reminded the Executive that it is a collective voice that speaks on behalf of the Association and not a forum for personal opinions. She also stressed that it is a working committee and that she expected everyone involved to do their fair share of the work. Ruth welcomed the ex-officio members chairing the Educational and Journal subcommittees, acknowledging that their contribution was important and that she would recognize their vote if needed.

### Minutes of the previous meeting

Changes were made to the minutes of the previous meeting. These would be signed off once the changes had been made.

### Matters arising

#### *Map of Medicine*

Caron Jones described the Map of Medicine (MoM) website ([www.mapofmedicine.com](http://www.mapofmedicine.com)) because her Trust is an early implementer of this

online resource. Caron described how she had been able to make suggestions about and changes to some of the information published on the site, although she also acknowledged that there are worries that changes can be made without checks as to the suitability of that information.

The Executive will look at the MoM and give comments to Caron before the end of February 2010, following which she will collate the feedback and make a statement on behalf of the Committee. It was noted that MoM does not cover Scotland.

#### *Direct debit*

Doreen McClurg covers this matter in her report (see below).

#### *Use of the logo*

This issue was covered by the alteration of the minutes of the previous meeting.

#### *Remote voting*

The introduction of a remote voting option when the ACPWH website is updated was accepted as a good idea, although it was noted that there will need to be security checks to ensure that the one member, one vote rule will apply.

#### *Vice-president role*

The Executive are unable to move forward on this matter until they know what is happening with regard to the Association's charitable status/incorporated status.

#### *Clinical interest group work plan*

The clinical interest group (CIG) work plan had been completed by Pauline Walsh.

#### *Website with the Chartered Society of Physiotherapy*

The Chartered Society of Physiotherapy (CSP) will train up to three moderators to monitor the new website should ACPWH choose to join it. Currently, four members of the Association are moderators for interactive CSP (iCSP). Ruth Hawkes will contact these individuals to ask if they wish to remain as moderators for the new

site. Caron James will be offered training since she will be involved with content management.

It was decided that more information is needed from the CSP before ACPWH can proceed with this plan. Concerns about the new site include non-members having access to members-only sections. Doreen McClurg will investigate the costs of upgrading the current site.

All Executive Committee members are to read the website proposal and return their comments to Ruth by 5 March 2010.

#### *Advisory panel at the Royal College of Obstetricians and Gynaecologists*

Doreen McClurg sits on an advisory panel at the Royal College of Obstetricians and Gynaecologists (RCOG) that deals with patient information leaflets about post-gynaecological surgery. The draft leaflets have been circulated to the Education Subcommittee for comment. Doreen is to write the pelvic floor exercise section. Ruth Hawkes would like the RCOG to make some acknowledgement of the work done by Doreen and ACPWH.

#### *Linda Cardozo*

Linda Cardozo has retired as President and a gift has been given to her. The Association is now without a president/patron/vice-president. Blair King has supplied a profile to be considered when appointing a new honorary role. All Executive Committee members are to read the list and propose candidates to fill this role. Candidates do not necessarily have to have a medical background. Suggestions are to be sent to Ruth Hawkes before the next Executive Committee meeting. Area representatives will also be consulted and the question will be posed on the ACPWH website. Roberta Eales will ask for suggestions on iCSP.

#### *Martin Polden*

Martin Polden has indicated that he is happy to fund the Margie Polden Memorial Fund and Lecture, and is liaising with Ros Thomas. Doreen McClurg queried an invoice she had received for approximately £1000 relating to the editorial and design work involved in *The Margie Polden Memorial Lectures: The First Ten Years*. The Association needs more information and a breakdown of costs relating to the supplement before payment. Martin Polden had agreed to pay the printing costs, but this is an added expense. Doreen McClurg will liaise with Ros Thomas.

#### *Wellbeing of Women*

An educational grant of £1000 is available to undergraduates for a placement. Irene Pullar will review the grant criteria to see if ACPWH can apply. Doreen McClurg advised that small grant funding has been granted to a physiotherapist by Wellbeing of Women in the past.

## **Correspondence**

A thank-you card had been received from Jackie Odoni for the flowers which the Association had presented to her at Conference 2009.

Linda Cardozo had written to thank ACPWH for the gift she was given on leaving the office of President.

Georgie Evans is retiring and had sent a letter to thank the Association for all the work done on behalf of its members over the years. The Executive Committee signed a card to wish her well in her retirement.

The annual summary plan had been circulated by the CSP and it was agreed that this format could be copied in order to present the ACPWH strategic plan to the members. This could also be published in the *Journal* and on the website. Ruth Hawkes will pass this to Blair King so that Fitwise can update the current plan.

Sheila Harrison had written to thank the Association for her free copies of the *Journal*, but since she is retiring, she requested that ACPWH stop sending her copies. Doreen McClurg will check the list of those receiving free copies in conjunction with the *Journal* editors, Kathleen Vits and Linda Boston, with a view to stopping all free copies.

Roberta Eales had received a letter from two members asking why they could not attend the treatment workshop without having completed the anorectal workshop. Roberta replied with a comprehensive answer.

## **Reports**

#### *Education Subcommittee*

Clair Jones gave the report. Clair will send a revised version of the application form for awards to Katie Mann for filing and arrange to have the new one posted on the website.

The next meeting of the Education Subcommittee will be held by teleconference.

*Anne Bird Prize.* It was agreed that future applicants for the Ann Bird Prize would be required to be members of the Association.

*ACPWH forms.* All ACPWH and CSP forms should always request both ACPWH and CSP membership numbers as a standard requirement in order to enable the confirmation and verification of the signatory's membership category.

*Dame Josephine Barnes Bursary.* No entries had been received for 2010. Following a discussion on criteria, it was agreed that future applicants would not be required to provide a reference from a tutor or manager before consideration would be given to any application. The criteria would be posted on the website, advertised on iCSP and e-mailed to members. A poster could also be utilized to publicize the award. Where the award related to a research project, successful applicants would be required to provide a summary of the completed work. A 300-word limit was agreed for applications. Information could also be provided on recent successful Dame Josephine Barnes Bursary awards.

*Margie Polden Memorial Fund.* The application form has been updated, and once the changes have been agreed, this will be available on the website.

*Study days.* The Education Subcommittee is considering the development of study days to attract non-members. Six standard lectures are proposed with agreed content and standard delivery by appropriate identified tutors. Suitable payment must be a consideration for these roles and should be covered by delegate fees.

A rolling programme of workshops, run annually, was proposed to run on a one-year trial basis to assess if this is a workable proposition. The programme would require one person to manage the programme, and it was agreed to go ahead on this basis and possibly put the project out to tender. Further investigation would be required before a financial forecast could be prepared regarding viability.

It was agreed that the existing workshops should each have a link tutor, and it was decided that Roberta Eales would provide Katie Mann with the names of tutors once they had been identified.

The failure rates on the CSP-endorsed urinary workshop have been higher than originally anticipated. The reason for failing one of the participants had caused such serious concerns that it was necessary to seek further advice from

the CSP. There was a general discussion about whether or not the action that the Association was advised to take was a reasonable approach with regard to future correct reporting in terms of duty-of-care principles as well as employer funding issues. Any ACPWH-run workshop places some responsibility on the Association, but the approach taken in this case was considered controversial. A policy is needed on this, and it was agreed that Ruth Hawkes would contact the CSP for advice on developing a policy on how to provide negative feedback as well as advice on mentoring skills.

Roberta Eales commented on the pilot treatment workshop in Belfast; participants had remarked that the course could be run at a more advanced level.

The Cambridge course had been cancelled, and the antenatal courses in Dublin and Aberdeen would not now go ahead. Katie Mann would run the musculoskeletal course in September–October and there would be an anorectal course at the end of June. A yearly fixed programme of courses was considered to be advantageous because it allowed participants to plan better. External organization of workshops was also thought to encourage better participation.

### *Journal*

Linda Boston gave the report. The next edition of the *Journal* is at the revised proof stage. Some material previously in the *Journal* would now be made available on the website, in line with the ACPWH response to a questionnaire sent to members. The website was not meeting the required standard considered appropriate for a professional organization, leading to the conclusion that a move to a new website arrangement with the CSP would work better.

The suggestions for material for future posting on the website included Executive Committee reports and news-related material previously published in the *Journal*. It was suggested that a 'download all' button should be added for the online version of the *Journal* to allow it to be accessed electronically at the same time as it is printed. Liz Moon was proposed as an additional member of the Journal Committee and this was agreed by the Executive Committee; her role will be to oversee reviews. A further member is still required: an e-mail had been sent to ACPWH area representatives, but the information did not appear to have filtered down to the membership. Ruth Hawkes agreed to

e-mail the area representatives to encourage as wide a circulation of the request as possible. A headhunting approach was also proposed by Kathleen Vits.

The *Journal* continued to seek more articles than are currently being submitted. A submission had been received from one of the workshops, but the calibre was not considered suitable for a peer-reviewed publication. While there are currently six reviewers, there is a need for more. Clair Jones offered to do one musculoskeletal review per year, and this was accepted. One further suggestion was to invite Michelle Hellowell and Judith Lee, who are involved with the musculoskeletal module, to become reviewers.

#### *Treasurer*

Doreen McClurg gave the report. The proposed direct debit system for collecting annual membership subscriptions is currently dormant and cannot go ahead unless an independent direct debit bureau can be found to take on the role of collection. Doreen is now looking at payments by BACS.

Membership renewals for 2010 will be sent out as hard copy with a checklist in the first instance. It was confirmed that large envelopes should not be used for this mailing.

The capitation fee to be paid to ACPWH by the CSP is now due and Blair King was requested to confirm that this had been paid. Any full members with missing CSP registration numbers should be notified by Katie Mann to take this up with the CSP.

Workshops were reported to be working well, and an increase in the fee for the package deal for these courses was agreed. The cost will rise from £2700 to £3000. It was noted that this new fee does not include tutor expenses. A standard operating procedure should be considered in order to provide clarification and transparency with regard to the process. A template for this is available from Fitwise.

A request for Conference Organizing Committee expenses to be met from the conference budget had been received and refused.

A request for clarification of whether ACPWH should apply to register for VAT was awaiting a response from the Association's accountants. The annual income now generated by ACPWH takes the earnings for the current financial year over the VAT threshold, which requires automatic registration. However, the accountants may recommend deferral of

registration pending a review of the exemptions that would apply to the Association because of its status as an unincorporated association.

#### *Public Relations Officer*

Paula Igualada-Martinez delivered this report. Kate Martin, a non-member, had been involved in the design of a patient information leaflet to help raise awareness of the structure and function of the female pelvic floor, and this is intended to go inside tampon boxes. The leaflet was shown to Committee members. Information on this leaflet had been sent to the CSP and confirmation of receipt had been received from the Society's press office. The same information was sent to Proctor & Gamble, but there had been no recognition or acknowledgement of ACPWH involvement. The Association still need to review the content, but the editing process has been agreed with the author. Deborah Mason of Wellbeing of Women could be approached regarding this and possibly Gail Stephens too. Paula agreed to write about the effects of pelvic floor muscle exercises on labour for the *Journal*. It was noted that Clair Jones and Paula had had an article published in *InTouch* magazine, which has a readership of 15 000.

#### *Publications Secretary*

There was nothing new to report. Ros Thomas had said that she was unsure about how to promote the ACPWH badges, which sell for £12.00 each. It was agreed that these should be made available for sale both during courses run by the Association and at Conference. Ruth Hawkes agreed to communicate this to Ros.

Ruth advised members that she had been given a DVD and that ACPWH approval/endorsement was sought. She agreed to follow this up initially by passing the disc around the Executive Committee and giving feedback to the members.

#### *Membership*

Blair King advised the group that he had not provided an Executive Committee meeting report because monthly membership reports are circulated to committee members by Fitwise. Additionally, the Association's monthly departmental analysis and monthly reconciliation are currently sent to the Treasurer.

As an unincorporated association, all Executive Committee members have equal responsibility for the finances of ACPWH. Blair suggested that all members of the Committee should receive monthly financial reports, departmental analyses and reconciliations in future. This was agreed.

#### *Website*

It was agreed that the members-only section of the website should only be accessible to members of the Association.

It was noted that the editions of the ACPWH *Journal* that had been posted on the website included personal information in the form of the home and e-mail addresses of Executive Committee members. These details have now been removed from the website.

#### *Diversity Officer*

There was nothing to report.

#### *Research Officer*

Irene Pullar introduced herself as the new Research Officer and outlined her plans for the role.

#### *Fitwise Management Ltd*

Fitwise was asked to ensure that the contact details of the members of the Executive Committee listed in reports circulated to the membership were up to date. Katie Mann confirmed that she would e-mail Fitwise with the current contact list details.

#### *Clinical Interest Group Liaison Committee*

Pauline Walsh indicated that there was nothing to report. It was noted that Ruth Hawkes and Pauline are the current CIG Liaison Committee (CIGLC) representatives, but that any member of the Executive Committee is able to take on this role. A consistent approach to who would attend CIGLC meetings was recommended and Ruth Hawkes agreed that she would attend future meetings.

## **Strategic planning**

The strategic plan was discussed in detail and its objectives were agreed. Some of the original targets were removed. A financial forecast for putting this strategy into operation will be prepared, and once this is completed, the plan will be posted on the website. Once the strategic plan is updated and re-formatted in line with

the recently published CSP equivalent, Ruth Hawkes will prioritize the objectives.

## **Discussion group topics**

Some minor adjustments were made to remove the bottom line on the second page of the document about discussion group topics. Otherwise, the members of the Executive Committee expressed their approval of the reply.

## **Conference**

### *2010*

The programme for Conference 2010 submitted by Ann Johnson was accepted. It was commended for its mix of speakers and topics. *Journal* co-editor Kathleen Vits requested confirmation that speakers are invited to submit an article for publication in *JACPWH*, and that this request is sent to all speakers as part of their information packs. It was also requested that further requirements, i.e. assurance that any submitted material is the author's original work, and that the use of diagrams and graphics is legitimate, should be stipulated in the letter to any speaker invited to submit an article for publication.

Kathleen further requested that she and her co-editor, Linda Boston, should be notified immediately of a speaker's willingness to provide an article.

### *2011*

The first meeting of the Conference 2011 committee had been held and concerns had been expressed about the International Continence Society event being held in Glasgow commencing on 29 August 2011. Funding and study leave are considered to be huge issues. Further consideration must be given to the suitability of running an event closely associated with the ACPWH Conference in terms of both timing and location, and its potential impact on delegate attendance. In view of this, Kate Lough will consider new ideas for Conference 2011, including the possibility of an alternative venue. Views on this dilemma will be invited from area representatives prior to making any decision.

### *2012*

Conference 2012 event will be held in London and its theme of exercise will be appropriate since the Olympic Games are also being held there that year.

## **Manipulation Association of Chartered Physiotherapists**

The Manipulation Association of Chartered Physiotherapists (MACP) had contacted ACPWH to advise us that they were giving consideration to an additional tier of physiotherapist. There were concerns that this had come directly from the MACP rather than the CSP, which might suggest a hidden agenda.

It was agreed that Ruth Hawkes would reply to the chair of the MACP, thanking them for informing ACPWH about their plans for a higher tier of physiotherapists and asking for more information.

## **Charitable status**

It was agreed that Ruth Hawkes would write to the CSP in order to advise the Society that ACPWH is considering incorporation with charitable status. She will also request clarification from the CSP regarding whether this would have any effect on the Association's current relationship with the Society in terms of the capitation fee and the current insurance arrangements that the CSP operates on behalf of all its CIGs.

## **Annual Representative Conference 2010**

Kate Lough gave this report. She had prepared a mock presentation for delivery at the Annual

Representative Conference, and her material had been sent to Executive Committee members so that they could comment and provide feedback on potential questions that she may be asked. Kate wanted to ensure that her approach was in line with the thinking of the Executive Committee and members were asked to provide her with feedback as soon as possible.

## **Other business**

### *National Institute for Health and Clinical Excellence*

A request had been received for ACPWH feedback on factual errors on the guidelines for lower urinary tract symptoms. Ruth Hawkes had circulated an e-mail to this effect and all members of the Executive Committee had been asked to comment. Some feedback had already been received.

### *Clinical interest group event*

The CIG event to be held in the Hilton Hotel, London, UK, on 20 May 2010 will be attended by Paula Igualada-Martinez.

## **Date and venue for the next meeting**

The next meeting of the Executive Committee will be held on Saturday 22 May 2010 from 10:00 to 16:00 h. The venue is yet to be confirmed.