

## **The British Association of Sport Rehabilitators and Trainers committee meeting minutes**

- Apologies were received from Dr John Morgan (JM)
- In attendance were Steve Aspinall (SJA), Alison Whitaker (AW), Lindsay Woolstencroft (LW), Richard Moss (RM), Adam Naylor (AN), Hollie White (HW), Colin Johnson (CJ) and Chris Wilcox (CW).
- No conflicts of interest were declared and committee members signed conflict interest documentation in line with new policy (Item 20).

SJA opened the meeting and informed the committee that Emma Peacock had resigned from her position as lay committee member and thanked her for her contribution to date.

### **1. Review of minutes (matters arising)**

Minutes from Dec 17<sup>th</sup> declared accurate (all pages).

Action point re handover for AN completed.

Action point re educators day and position statement ongoing (Items 5, 6 & 11).

Action point re accreditation has triggered review of undergraduate programme at one institution and addition of interim visit.

Action point re podcast completed.

Action points re clothing supply and clinical pack ongoing

Action points re PSA letter (Item 4, 6) ongoing to be completed by June, also AW tasks ongoing and will be ready for annual review.

### **2. Brief report of activities from committee.**

**AM**, audit underway with members selected and requests sent, deadline Apr 2014. **RM**, Institution now received report and response awaited. Also MSc undergoing accreditation. **CJ**, one successful individual application in 2014 and 5 other enquiries. One potential complaint against member still at prima fascia evidence stage. **AN**, responding to member queries via email. **SJA**, insurance policies across various liabilities complete, moving on to consider BASRaT as ltd company over summer. Membership insurance handover to AN. BOC now formed IBOC, SJA to sit with a view to certification process. WFATT meeting in Sept, committee invited. PHI consultant role now in place and active. MoD now formed ERI committee. **CW**, none to note. **LW**, none to note. **AW**, website needs review by lay committee, AW to follow up. **HW**, none to note.

### **3. Feedback re new office administrators. ALL.**

Feedback for office administrators was positive. Need to have BASRaT admin account to reply to comments on social media. **Committee agreed.**

### **4. 2014 Symposium (HW)**

Hull University to hold 2014 conference 22<sup>nd</sup>/23<sup>rd</sup> Nov. Budget/schedule to be agreed and introductory detail to be released for upcoming newsletter. Tag line agreed as 'the rehabilitation continuum'.

### **5. PSA Outstanding tasks. ALL APPLICABLE.**

Data protection policy aimed to be completed in draft by July 2014 (CJ)

### **6. Communications toolkit update (AW)**

Info now received by AW and work underway.

**7. Marketing update inc CATA template (AW/LW)**

Using CATA template to improve BASRaT marketing LW started working on this.

**8. Newsletter content (AW)**

AW requested newsletter content, committee agreed to promote skeleton conference agenda. Also agreed to hold 'GSR in practice' photo competition inc release form.

**9. Social Media account for Admin (AW)**

See point 3

**10. CCG contact (SJA)**

Adjourned to July meeting

**11. Educators day (RM)**

Educators day running order and aims were agreed. Aim to share good practice, feedback/feedforward. Running order agreed to be a series of themed discussions. Date to be agreed beginning Sept 10th @ Hull. RM to contact institutions.

**12. Public information pieces from accredited institutions (AW/RM)**

Committee did not agree to payment for pieces. Guidance to inform the authors due by next committee meeting.

**13. Staff/Student ratio on accredited programmes (RM)**

Committee discussed BASRaT stance on staff/student ratio and minimum student attendance with regard to accreditation standards. Working party (AN, CJ, SJA) formed to further progress this item and report back to committee.

**14. Greybrook Student Award (SJA)**

Committee agreed to create a Greybrook student award. £500 student award to be awarded on basis of judgement by AN, CW. Also an Inaugural Bill McLoughlin award £500 for student contribution to the profession.

**15. Development of a healthcare marketing pack and brochure (ALL)**

Will be underpinned by work in items 6 & 7 and will be ongoing in due course

**16. Promotional material (HF/SJA)**

Promotional material purchase and sale agreed. Items such as window stickers and USB stick (8gb) agreed.

**17. Survey of member occupation (AM)**

Reprise of member occupation survey agreed, AM to supervise admin

**18. Podcast (AM)**

This ongoing and is likely to link with other marketing/public information pieces.

**19. Lay committee (HW)**

HW and SJA to co-ordinate replacement of EP (lay committee)

**20. Conflicts of interest documentation (HW)**

Signed by all present. JM to consider/sign at next meeting

**21. AOB**

LW and AW reported that mail chimp account for BASRaT admin may need further consideration or amendment.

**22. Date of next meeting**

Wednesday 2<sup>nd</sup> July, Pennygate (14.00)