

## Yorkshire Society Obstetric Anaesthetists Committee Meeting

<b>Date / Time</b>	Wed 06th September 2017	19:30 hours
<b>Venue</b>	GoToMeeting	
<b>Chair</b>	Dr. Makani Purva	
<b>Notes / Action Points</b>	Wayne Sheedy	
<b>Attendance</b>	Dr. Makani Purva	
	Dr Anju Raina	
	Mr Wayne Sheedy	
	Dr Aseem Tufchi	
	Dr Louise Savic	
	Dr Sue Smith	
	Dr Kay Robins	
<b>Apologies</b>	Dr Sarah Radbourne	
	Dr Amanda Vipond	
	Dr Martin Diacon	
	Dr Clare Smith	

Agenda No	Item	Action	Responsible	Due Date
1	<p><b><u>Apologies</u></b></p> <p>Dr Sarah Radbourne Dr Martin Diacon Dr Amanda Vipond Dr Clare Smith</p>			
2	<p><b><u>Minutes of the last Meeting (31/05/17)</u></b></p> <p>Accepted</p>			
3	<p><b><u>Hinsley Hall , Friday 29<sup>th</sup> September 2017</u></b></p> <p>Recruitment to date is 18 registered interest with 5 currently paid £25 deposit, WS sent reminder to the other 13 on 6/9/17.</p> <p>CPD point (2) have been approved.</p>	Continue to chase deposits	WS	29/09/17
4	<p>Only Programme, feedback form and ASM 18 Flier to be printed for delegates\No bags. WS to arrive c. 4-4.30pm to set up and will liaise with hotel re final arrangements. Certificates to be emailed after meeting.</p>	WS to liaise with hotel and Print forms	WS	11/09/17
5	<p><b><u>Annual Scientific Meeting, Clayton Hotel, Leeds, Tuesday 24 April 2018</u></b></p> <p>Date of ASM 2018 confirmed: Tuesday 24 April 2018</p> <p>Venue confirmed as: Clayton Hotel, Leeds, contract signed for minimum of 80 delegates at £24 per head</p> <p>Sponsor Update: 15 Sponsors have been contacted, 2 have confirmed (Pajunk and Smith &amp; Nephew) support and 2 have declined (CJMedical and Durbin) to date.</p> <p>Speaker Update\Programme: A draft programme is required by end of October at the latest to ensure we have enough time to apply for CPD points from the Royal College.</p>	<p>LS to chase up sponsors who have not yet committed and issue draft Agenda if necessary</p> <p>LS to develop Programme and contact speakers</p>	CS LS LS	29/07/17 30/10/17 30/10/17

6	<p>It was decided that target was a medical audience with perhaps one speaker that would interest midwives and ODP. We could amend programme depending on number of Midwives and ODP that register. Discussion took place around topics for ASM 18 programme suggestions included Rheumatology in pregnant Women, Bleeding (with suggested speaker Rachel Collis)</p> <p>Feedback on latest EMBRACE report. Jehovah Witness a patient perspective and also Medico legal problems and how to deal with them although it was agreed that medico legal problems had been explored recently</p> <p>AV Quote: Quote received from Saville with same set up as previous but with blackout blinds if needed £1,300 inc VAT</p> <p><b><u>YSOA Newsletter, Date of next edition, content?</u></b></p> <p>Next edition February 2018 (2 annually, Feb and July\Aug) KR to email WS content to include and WS will update the Newsletter WS to obtain quotes for updating Website and including security against hacking.</p> <p>Welcome to Dr K Robins new Editor of YSOA Newsletter</p>	<p>WS to revisit hotel and discuss options with Saville.</p> <p>KR and Other Members to forward content and ideas to WS</p>	<p>WS</p> <p>LS</p>	<p><b>30/11/17</b></p> <p><b>31/12/17</b></p> <p><b>31/01/18</b></p> <p><b>09/06/17</b></p> <p><b>31/07/17</b></p>
7	<p><b><u>Website Costs (maintenance and Security)</u></b></p> <p>SABIZ UK cost of website security PA July 17-18 £480 pa &amp;VAT Maintenance costs for adding and amending content charged at reduced rate of £20ph</p> <p>WS to develop some draft templates to update the look of the YSOA website</p>	<p>WS to mock up new website look for approval of committee</p>	<p>WS</p>	<p><b>30/11/17</b></p>
8	<p><b><u>Charities to Support ASM 2017</u></b></p> <p>It was decided to make £500 available for support of a charity, the choice of MD and CS.</p> <p><b><u>AOB</u></b></p> <p>Next GoToMeeting planned for 2<sup>nd</sup> week in October</p> <p>Chase quotes for Poster Boards and Projector</p>	<p>WS To email MD and CS for decision on Charities to support</p> <p>WS will email Doodle Poll</p> <p>Chase quotes</p>	<p>WS</p> <p>WS</p> <p>WS</p>	<p><b>07/09/17</b></p> <p><b>22/09/17</b></p> <p><b>30/10/17</b></p>

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