Support Group Leader Online Meeting 05/10/2022

I have detailed in the below table decisions which have been proposed and approved by the current Committee of Management for Trigeminal Neuralgia Association Australia since June 4th 2022 which should be understood by the Support Group Leader network

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| Committee Meeting | Approved Actions | Reason |
| July 2022 | the removal of the Associate category of membership | It was felt the Full Membership Price was an appropriate entry level for members |
| July 2022 | the need to designate one committee member/SGL or member as membership manager as soon as possible | Lyn Donnelly is still managing this role but it is a stand alone volunteer role |
| July 2022 | The Committee approved the creation of two different but supportive formats for future newsletters. Helen Tyzack to oversee the compilation and Lyn Donnelly to oversee the distribution. It was also noted that the membership should be surveyed about what content they want to see and the timings. Lyn Donnelly to oversee the survey process | Survey was sent out to all members. We received responses from 71 members.  Outcomes of the survey show that when a sufferer attends a support group meeting, they get a great deal of value. Also, if a support group was in their particular area – they would attend |
| July 2022 | The committee agreed that Support Group Leaders recommend they consider offering some form of a Welcome to Country at the commencement of each meeting. It was noted by Peter Gough that elders prefer a heartfelt statement rather than just reading from a text | This option should be discussed by the groups, to evaluate what your group members would prefer.  Three Gold Coast group members stated that if we did an acknowledgement to country they would not attend the group. |
| July 2022 | The committee confirmed previous discussions and approves the continuation of the merchandise sales program | We have mugs, stubby holders and water bottles available. Has anyone got any ideas how to move the product – local fund raising events |

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| Committee Meeting | Approved Actions | Reason |
| July 2022 | The committee approved the production of an anniversary magazine, as a substitute for the regular newsletter, for distribution in January 2023 | We are looking for interesting content for newsletters, the website and our Anniversary publications |
| August 2022 | The committee approved the distribution of the emergency flash cards to members of our Medical Advisory Board and to Support Group Leaders, and to maintain contact so they have a continuous supply | The flash cards have been a great success and sales wee very brisk when first announced. Would leaders like to have a small supply of cards to sell to attendees who do not wish to become members? |
| August 2022 | Following discussion about the 20th anniversary celebrations in 2023, the Committee agreed to proceed developing the following new ideas to mark the occasion: To ask Support Group Leaders to determine what they can do to mark the occasion within their group and/or within their community; to investigate whether some sort of collaboration with Fighting TN in Victoria might be used as a marker for our 20th. The committee approved Lyn Donnelly scheduling a meeting with all Support Group Leaders to canvas their ideas for marking the 20th anniversary of our organisation. | Next year is our 20th anniversary year and we want to mark it with as many events etc as we can.  We want to canvas ideas and gain an idea who can provide some time to assist in this project |
| August 2022 | The committee discussed the rationale for including Support Group meeting reports in the Quarterly then agreed to continue to insert them until after Survey number 2 to members, a survey expected to dig down further into specifics. | The survey respondents indicated that they liked to see the doctor support group meeting reports in the newsletter.  The reports are also uploaded to the website.  Please ensure your group members understand what is available within the website |
| August 2022 | Sarah Wilkinson explained what she can do in terms of mapping and shared her visual analysis on members across the country | The vision behind this piece of work is to provide a platform where members can connect with local sufferers, members and non-members. We have a pool of 1000 contacts collected over time, plus location analysis from Facebook. |
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| Committee Meeting | Approved Actions | Reason |
| August 2022 | Lyn Donnelly reported that the first four modules of the Support Group training program have been completed | The training modules can be accessed by all Support Group Leaders, and you are welcome to work through the content to reinforce your knowledge. |
| September 2022 | The committee approved the President holding one-on-one meetings with each member of the committee and each Support Group Leader as per the intention in the supporting documentation accompanying the agenda. These conversations will be based on a questionnaire, be conducted via Zoom and be confidential. | The current workload is currently being undertaken by Lyn and Helen. In order to expand our Association we need to understand why our people volunteer, how much time they have available etc. how long they intend to continue to volunteer, and create succession planning.  This will be an opportunity to get to know each volunteer and create a volunteer organisational chart. |
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| Other Topics |  |
| Volunteer Advertising | The Association now has a Seek Volunteer account. The premise is, if we ask there may be people out there with the skills we require, who want to volunteer but have no idea how to connect to us.  The role of Twitter Manager has been advertised and we have had one applicant. |
| Utilising information on the website for your support group meetings | Articles and video content are continuously being added to our website – please utilise this resource. |
| Hybrid meetings | Online and face to face  How does the Sydney group do this |
| Zoom v MS Teams | Research is underway to see if the Association could use MS Teams for online meetings rather than zoom. I have downloaded the application and am currently running tests. |
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