



**Association of
Tongue-tie Practitioners**

Minutes of ATP meeting Date: 7th June 2017 - Agreed

Venue: The Effra Space, 17 Effra Parade, London SW2 1PX Time:
12.00hrs to 13.30hrs Committee Meeting 14.00hrs to 17.30hrs
Forum

As an association, we wish to engender an atmosphere of trust, confidentiality and respect within our meetings and forums, where colleagues can share clinical practice issues, learn from one another and so develop practice for the benefit of breastfeeding families and babies.

1. Apologies–

Jackie Shakespeare Sarah Mckie Jean Meadows Janice Blyths

Gillian Anderson Andrea Simpson Nicola Sims Jackie Hayward

Sallyanne Batstone Julie Carden Patricia Wise Juliet Albert

Jas Jones Jane Trefall Denise Pemberton Deb Wilson

Carmelle Gentle Louise Armstrong Janette Westman Gwyneth Rudman Cathy Gale

2. Present: a. Lynn Timms, Suzanne Barber, Luci Lishman, Sarah Oakley and Vicky Jordan Louise Beland, Carole Goddard & Regina Covington. SKYPE:

Diane Warren Yvonne Insh, Felcitia Wright, Jas Jones 3. Actions and minutes of last meeting

a. b.

Minutes approved copy for website SB

Actions:

- i. LT to go to Breast Feeding Network Conference, stand arranged. Fact sheet to be actioned. Travel expenses agreed as representing ATP. Agreed to reimburse reasonable travel expenses for any ATP member representing ATP, at any education event, by supporting a stand or presenting. Case by case consideration for accommodation required.
- ii. Consider Paypal payments for future events or membership. LL to explore.
- iii. SO to complete actions from meeting, apologies received.
- iv. SO contacted ABM for info for website.
- v. Reminder for members to complete adverse incident form for incidents from March 7th 2017 onwards.
- vi. LL to get accounts retrospectively assessed. Action outstanding from March 2017
- vii. Members will remain listed alphabetically on the ATP site. Consideration of member listing via map as visual VJ to discuss with DT once mobile issue resolved.
- viii. Updated of membership details form now sample on website.

- ix. Copyright of leaflets resolved.
- 4. LL to create member logo and update current version for launch at the ATP conference. LT to send out PDF for members use after the conference.
- 5. Conference: Approx: 60 delegates. Not likely to be in profit. Consider biannual conference and study days. Reconsider later date in the year for future events.
- 6. Agreement for conference expenses:
 - a. Outside speakers: Proposed travel, room, ticket and £200.
 - b. Internal speakers: £100 plus travel and ticket LT and SB
 - c. Organisers: Accommodation the night before SO and SB
 - d. Stand: Cost of 1 conference tickets divided by number of people setting up and running the stand for the whole day. LL & RC
 - e. Proposed thank you card and cheque for payment as opposed to expenditure on gifts.
 - f. Unanimously agreed by those present.
 - g. LL to action trust invoices.
 - h. VJ to book delegates in.
 - i. Raffle tickets LT
 - j. Conference goodies: pen and post- it plus bookmark and

programmes (SB)

- k. Stalls: LLL - LL email re contribution to the raffle
 - l. Effra Space SO to email
 - m. VJ to do feedback through Survey Monkey
 - n. Eventbrite SB to email delegates for dietary requirements.
7. LL: Requests support with some aspects of the treasurer's role, particularly distribution of leaflets and invoicing trusts. ATP member to be approached and any volunteers please show their interest.
8. Membership update: 145 members and 3 pending. 2 Honorary members, 48 Full PP, 49 NHS Full members.
- a. Reduced membership proposed from 1st July to £18 for remaining 6 months - agreed provided SO form completed.
- b. No increase in fees agreed at this current time.
9. LCGB conference – LT £103 profit generated from leaflet sales. Interesting conference esp. breast massage. 10. Training and audit – migrate to next meeting.

AOB:

- 1. LB Raised concerns over posting on face book forum. SO to action feedback to the poster.
- 2. CG issue of peer support re referrals, to discuss with LCGB

3. Peer revalidation forms feedback, please return to SB ASAP for conference presentation.
4. Discussed practitioners without insurance and action required. A greed to highlight on website that Affiliate membership is not for HCP or other practising without insurance. SO

Forum

Discussed issues parental presence for consent for treatment.

Discussed revalidation Discussed cases and experiences