

MINUTES OF VIRTUAL HALL GROVE GROUP PRACTICE
PATIENTS' VOICE STEERING GROUP MEETING 10 February 2022

SPECIAL MEETING TO DISCUSS PV NEWSLETTER PROCEDURES & USE OF
MAILCHIMP

In Attendance: Andrew Longman (Acting Chairperson), Roger Hudson (Minute taker), Helen Eames, Jenny Gebka, April Nicholson-Read, Peter Wilson.

1. The Group considered the paper provided by AL. This sets out the advantages of using Mailchimp and the fact it assisted the PVSG to comply with the requirements of the GDPR. The paper also set out the various stages and tasks involved in producing a Newsletter.
2. MAILCHIMP
 - 2.1. It is agreed that the free package of Mailchimp will suffice for the distribution of the Newsletter.
 - 2.2. The position will be monitored as to whether a paid version of Mailchimp is required. **Action AL**
 - 2.3. JG will deputise, if necessary, to distribute the Newsletter using Mailchimp. **Action JG**
3. NEWSLETTER PROCEDURES
 - 3.1. It is agreed that the same version of the Newsletter will be used for the printed and online versions.
 - 3.2. The aim will initially be to issue quarterly Newsletters plus occasionally a Newsletter about a specific topic, such as Mental Health. The next quarterly Newsletter will be issued in the Spring.
 - 3.3. Each Newsletter will comprise a maximum of 4 sides of A4.
 - 3.4. Contributions from SG members will, if necessary, be redrafted before they are submitted.
4. The following timetable and responsibilities for the production and distribution of the Newsletter is agreed;

No. of Weeks	Activity	PV SG member
1	Submission of articles to HE by PVSG members that would like publishing.	All
2	Collection of articles & material for the Newsletter	HE
3	Drafting & proof reading	HE, PW & JG
1	Adding Bit.ly web link shortcuts	RH
1	Circulation using Mailchimp	AL
8	Timescale for Newsletter production	

5. ANY OTHER BUSINESS – A possible issue is that elderly patients are reluctant to "bother the doctor" because of the impact of the Covid pandemic. It is agreed that this should be discussed with the Practice at the next PV meeting.
6. Date of Next Steering Group Meetings (via Skype) – 1pm on Wednesday 2 March 2022 with Practice representatives