

**PSPA Local Groups  
Staying in touch with your members**

**Introduction**

Social distancing to protect ourselves and our loves ones means it could be many months before PSPA Local Groups are able to meet in person again.

Although disappointing, we’ve been busy trialling Zoom based video meetings to ensure you can continue to still meet and support each other virtually.

To help you plan and hold Local Groups meetings via Zoom, we’ve developed this useful resource, giving lots of hints and tips to help make your online catch ups run smoothly.

**Holding Local Group meetings on Zoom**

**How do Zoom Local Group Meetings work?**

If you’d like to host a Local Group meeting on Zoom, PSPA can help.

Email us at [volunteering@pspassociation.org.uk](mailto:volunteering@pspassociation.org.uk)

Working with you, we will schedule in a date, create a Zoom link using our PSPA Zoom account, ensuring your meeting remains safe and secure, and email out invites to all your group members, including instructions detailing how to use Zoom.

If it is your first time holding a Zoom Local Group meeting, Carol Amirghiasvand, Director of Engagement, is happy to go through facilitating a meeting with you on the phone. Carol or Julia Brown, Helpline Team Leader, will also be happy to attend the meeting to help it run smoothly.

**How long should the Zoom Local Group meetings last?**

On average, an hour is plenty of time for a meeting. This allows time for:

* Coordinators to give housekeeping instructions and updates
* Attendees to catch up on each-others’ news
* To hold an activity, talk or discussion.

**Should I create a Zoom meeting agenda?**

An agenda can help to manage peoples’ expectations, especially if it is their first-time taking part in a video call. It can also give the meeting some structure. More informal chats can work also – why not ask your group members what they would prefer?

**What should we do during the meeting?**

There is a wide variety of activities you can hold during Zoom meetings, to help make them fun and to add variety if you intend to hold them on a regular basis.

**Suggested Zoom Local Group activities**

A welcome from the Coordinator

Open up the meeting with a welcome. Go through some house-keeping points and introduce any guest speakers you may have invited.

An update from PSPA

Using the key dates from the appendices, you could give members reminders of activities taking place at PSPA, such as the launch of the online raffle on 23 July, availability of Christmas cards from October and the start of the Christmas Bauble appeal.

It also gives you a chance to remind people about the resources available on the PSPA website and via the Helpline as well as important topics such as declaring GiftAid when making donations.

Round robin news from each of the attendees

So that everyone gets the chance to share any news from them and their family or speak about any issues they have been experiencing, allow time for a round robin chat. You will need to manage this, by introducing each person, when it is their time to speak.

A group discussion about different challenges living with PSP & CBD

Holding a discussion can help provide members with ideas and support, in case they have been experiencing challenges. Give members prior warning of the discussion topic so they have time to think of questions or ideas they can contribute.

A talk on topics of interest – given by group members or invite a speaker

Hosting talks during meetings can help introduce members to new interest and hobbies. Each member could be tasked with giving a talk on their chosen topic each meeting or you could invite a local speaker or member of PSPA to join you.

A quiz

Quizzes are a fun and entertaining addition to any Zoom meeting. Five or six rounds of questions should be enough to keep people testing their knowledge for approximately 25 to 30 minutes.

Why not charge an entry fee so you can offer a prize and donate the rest to PSPA too?

Make your own quiz or try out our five-round quiz in the appendices.

Bingo

Everyone loves a spot of bingo. Bingo cards can be generated for free online, from websites including [www.myfreebingocards.com](http://www.myfreebingocards.com) If you have a bingo game at home you can use that to draw the numbers live, alternatively you can use a website like <https://appzaza.com/bingo-number-generator> or cut up numbers and draw them from a hat or bowl.

A Beetle Drive

Roll the dice and see who will draw the beetle first in an online Beetle Drive. Play with a dice each or allocate one member the task of being dice master and rolling on behalf of everyone playing.

Pictionary

Draw out peoples’ creativity and get them guessing the names of films, books, songs or TV programmes with a game of Pictionary. Take in it turns to draw a clue and see who can guess the most correct answers!

A sing a long

Get members to email you their favourite songs and pick the most popular or well-known to sing along to during your meeting. You can email out the song words ahead of the meeting or share the words online using the ‘Share my screen’ function in Zoom.

Sell PSPA raffle tickets

We know our Local Groups love to support PSPA’s annual Summer Raffle and your support is needed more than ever this year. To help ensure as much of the funds raised as possible, go directly to supporting people living with PSP or CBD, this year we are holding the raffle online only.

We know not everyone is able to use the internet so selling raffle tickets within your Local Group meeting is a great way to ensure, everyone who wants to get involved can.

Why not nominate one or two group members to coordinate the raffle entries and purchase the tickets on behalf of the group?

Visit [www.pspassociation.org.uk/summer-raffle](http://www.pspassociation.org.uk/summer-raffle) from 23 July to buy your tickets.

A virtual Tea-Party

Celebrate getting together with members by hosting a virtual tea party to help raise funds for PSPA.

As well as enjoying a slice of cake and a cup of tea together, you could also host a cake decorating competition. Members could vote for their favourite cake decoration during the meeting and a certificate given to recognise the winner.

Download a PSPA Tea-Party pack here.

Watch the PSP & CBD awareness film

Take part in the PSP & CBD Awareness week, 20 to 26 July, by watching the Swallow film, written by Freya Hannan-Mills, whose grandmother passed away from PSP.

If you would like to show the film during your meeting, please email [communications@pspassociation.org.uk](mailto:communications@pspassociation.org.uk) to receive a link to the film. You can share this during the meeting by playing it on your computer and sharing your screen in Zoom.

**Appendix**

Local Group Meeting Quiz

**Round 1 – History**

1.Which two of Henry VIII’s wives were executed?

Anne Boleyn and Kathryn Howard

2.How many children did Queen Victoria have?

Nine!

3.The German attack on which country caused Britain to enter the Second World War?

Poland

4. In which year was the Gunpowder Plot?

1605

5. Which Scottish monarch was convicted of treason and was beheaded at Fotheringhay Castle in Northamptonshire on 8 February 1587?

Mary I (of Scotland) also known as Mary Queen of Scots

6.How was New York known prior to 1664?

New Amsterdam

**Round 2 – Capital cities**

1.China

Beijing

2. Canada

Ottowa

3. Poland

Warsaw

4.Pakistan

Islamabad

5.Switzerland

Bern

6.Estonia

Tallinn

**Round 3 – Name the song**

1.We can go dancing, we can go walking, as long as we're together.

Take a chance on me, Abba

2. Remember to let her into your heart. Then you can start to make it better

Hey Jude, The Beatles

3. How many ears must one man have before he can hear people cry?

Blowin’ In The Wind, Bob Dylan

4. You were content to let me shine, that’s your way. You always walked a step behind.

Wind Beneath My Wings, Bette Midler

5. There’s a world outside your window, and it’s a world of dread and fear.

Do They Know It’s Christmas, Band Aid

6. I hate to turn up out of the blue uninvited, but I couldn’t stay away, I couldn’t fight it.

Someone Like You, Adele

**Round 4 – Food and drink**

1.Name the Greek dip that features yoghurt, mint, and cucumber.

Tzatziki

2. Which type of pasta’s name means little worms?

Vermicelli

3. What’s the best-selling flavour of Haagen Dazs ice cream?

Vanilla

4. In the UK we refer to them as baked beans, but what type of bean are they?

Haricot

5.You either love it or hate it, but what is Marmite made of?

Yeast extract

6. ‘Why have cotton when you can have silk?’ was used to advertise which chocolate bar?

Galaxy

**Bonus round – PSPA**

1.The charity was set up by Michael Coe in 1994 his wife was diagnosed with PSP. What was Michael’s wife’s name?

Sara Coe.

2.Last year we celebrated a landmark anniversary year. What was it?

25 years.

3.How many volunteers currently donate their time regularly to PSPA? 19, 90 or 190

190

4.Who is PSPA’s royal patron?

HRH, the Duchess of Gloucester

5.How many trustees does PSPA have?

Eight

6.What was our awareness campaign called last year?

Unmute PSP & CBD

**Tie breaker question**

What is the traditional distance between Land’s End and John O’Groats in miles, by road.

874 miles by road.

**Key PSPA Dates**

10 June Ask the Helpline – Q&A session on Zoom at 2pm

22 June Emergency Coronavirus Appeal launches

22 June PSPA Newsletter to reach subscribers

20 to 26 July PSP & CBD Awareness Week

20 July Watch Swallow and a Q&A with the writer on Facebook at 6pm

22 July Ask the expert – Q&A session on zoom with ?? at 2pm

23 July Online Summer Raffle launches

24 July PSPA Summer Tea Parties launch

1 September PSPA Christmas Cards available online

21 October PSPA Matter and Christmas Cards catalogue to reach subscribers

21 October The Christmas Bauble appeal launches