

Forum: Steering Group

Agenda: 9 October 2016 at 3pm at Foxwood Academy, Derby Road NG9 3GF

1.	<u>Attendees</u> (inc. any apologies)	All	
2.	<u>Minutes of the last meeting</u> a) Matters arising b) Action points	All	
3.	<u>Chairman's Report</u>	Richard	5 mins
4.	<u>Treasurer's Report</u>	John	5 mins
5.	<u>Secretary's Report:</u>	Graham	5 mins
6.	<u>Forum Set-up Tasks</u> a) Forum Constitution: Review draft circulated last week. Amendments discussed and agreed b) Inaugural General Meeting: Nov 20th - location & time - draft agenda i) Introductions: what we're about & why ii) Agree: Name iii) Agree: Constitution iv) Agree: Area – explain rationale for choice v) Elect Steering Group vi) Next steps - process to elect Steering Group c) Pre-Meeting activities: ideas to consider - advertising inc. free papers, Notts TV: who, where, when - on line publicity inc. social media: ditto - posters/leaflets: ditto - 'asks' from members beforehand? i) Clarifications/queries ii) SG nominees	All	60 mins
7.	<u>AOB</u>	All	10 mins
8.	<u>Date & Venue of Next Meeting</u>	All	