

Forum: Steering Group

Agenda: Wednesday 10th January at 7.00pm at Oban House, Chilwell Road

1.	<u>Attendees</u> (inc. any apologies)	All	
2.	<u>Minutes of the last meeting</u> a) Matters arising & action points (attached)	All	5 mins
3.	<u>Officer's Reports/Feedback</u> a) Chairman report: b) Treasurer report for Dec + year-end (attached):	Richard Graham	10 mins 10 mins
4.	<u>AGM Planning – finalise actions</u> 1. Flyers: residential drops. Who/where/when 2. Flyers: shops/schools/libraries etc. Who/where/when 3. Display boards/white board. Need to be purchased - 1 per subgroup? (Barracks/Toton Lane/HS2 station) - selection of slides to be shown & printed? - have students agreed to attend? 4. Other items to purchase? 5. HS2 'stall' – have they agreed to attend? 6. Incorporation paper. Circulated in advance? 7. Meeting process - Meeting chair/facilitator - Roles on the day 8. Any else?	All	45 mins
5.	<u>AOB</u> a) Update on plans for RCAN community engagement in Feb b) Anything else	All	15 mins
6.	<u>Date & Venue of Next Meeting</u>	All	5 mins