



Minutes of FSA Suffolk Committee Meeting – at Charlotte’s Wood, Wilby

Saturday 16<sup>th</sup> June 2018

<b>1. Attendance/ Apologies</b>			
<b>Name</b>	<b>Role</b>	<b>Attendance</b>	<b>Apologies</b>
Charlotte Atkinson	Chairperson & Host	✓	
Louise Smith	Vice Chair	✓	
Steph Holland	Secretary – Events and Social Media	✓	
Andrew Hamp	Treasurer		✓
Elizabeth Swift	Secretary – Membership Officer	✓	
Gill Chapman	Secretary – Minute-taker	✓	
Jo Ling	Committee Member	✓	
Emma Wales	Trainee Forest School Leader	✓	

The minutes of the meetings on 10.2.18 and 18.4.18 were agreed

**Agenda Items**

<b>2. Matters arising from the minutes of meeting on 10.2.18 and 18.4.18</b>	<b>Actions</b>
<p>Following on from our last meeting, we discussed the roles of the committee members and clarified the different positions available. The secretary role will now be shared between Steph Holland (Events, Social Media and Website Coordinator), Elizabeth Swift (Membership Secretary) and Gill Chapman (Minute-taker). Jo Ling also offered to be part of the committee team.</p>	
<b>3. Marketing and Publicity – GDPR and website</b>	
<p>Steph has agreed to create the website on behalf of the committee (<a href="http://www.FSASuffolk.org.uk">www.FSASuffolk.org.uk</a>) and to check it with them before it goes live.</p> <p>As a group, we discussed the complexity of sharing information about events and courses. We have decided that any events and CPD courses must be shared at the termly meetings either in person or via email. These will then be included in a termly newsletter. Members will still be able to share relevant news and events via the facebook page (<a href="http://www.facebook.com/fsasuffolk">www.facebook.com/fsasuffolk</a>) but only if the content is aimed at Forest School Practitioners and FSA members, not members of the public. The committee reserves the right to decide not to share marketing if it is deemed to be an advertisement or not relevant to the FSA Forest School principles.</p> <p>The FSA are planning to create a map of its members via their website. We hope to create a local map for Suffolk on our own website. Members who wish to be included in this directory will need to email Steph with their details, including the name of their company</p>	SH

<p>and a postcode within Suffolk. A link to their website or facebook page can be shared as well.</p> <p>We hope to set up a Mail Chimp account to collect a database of contact details in compliance with the new GDPR regulations. This will allow members an easy opt-in sign up to the mailing list, and an equally easy opportunity to unsubscribe at any time.</p> <p>Steph will help Elizabeth to set this up and will put links via the Facebook Page and the website for people to sign up to the mailing list. This can then be used by Elizabeth to email out to all members, and to distribute the termly newsletter.</p>		SH ES
<b>4. Skill share format and future CPD workshops</b>		
<p>The proposed format for the skill share events is:</p> <ul style="list-style-type: none"> <li>- Welcome circle song and game</li> <li>- Update from committee/FSA news</li> <li>- Speed meeting</li> <li>- Skill share activity carousel – in two halves</li> <li>- Lunch</li> <li>- Feedback on post it notes</li> <li>- Closing circle – song and game</li> </ul> <p>We then discussed hosting a different CPD workshop after the skill share which people can sign up for separately.</p>		
<b>5. FSA Update</b>		
<p>Charlotte updated the committee with news from the FSA. She is unable to attend the next regional Skype meeting, and Louise has kindly agreed to stand in for her on Thursday 20<sup>th</sup> September from 7-9pm.</p> <ul style="list-style-type: none"> <li>• The basecamp system used by FSA is available for use by regional groups if they would like it. It is another method of communicating via a shared noticeboard. However, most of the committee felt this would not be a necessary extra way of communicating, on top of the Facebook Page and email address.</li> <li>• The FSA Facebook Page has removed its restrictions for people to post. They are looking for a moderator.</li> <li>• There have been a few queries about needing insurance to run skill share events. Charlotte will look into this further.</li> <li>• FSA members can now be put onto the Level 3 trained members map</li> <li>• FSA conference / festival – ‘Belong in this place’. Any Suffolk FSA members wishing to volunteer at the event can email Rory at <a href="mailto:fsaconferencenorfolk@gmail.com">fsaconferencenorfolk@gmail.com</a></li> </ul>		LS  CA
<b>6. AOB</b>		
None		
<b>Date of next meeting</b>	Sunday 25 <sup>th</sup> November 2018 Committee meeting 10-11am skill share event 11am-2pm CPD workshop 2pm-4pm Venue TBC (East Suffolk)	
Minutes taken by S Holland		

Events shared at the meeting:

Redwoods – training on 23<sup>rd</sup> July

Huathe – Level 3 training in Autumn 2018

Charlotte's Wood – First Aid 15<sup>th</sup>/16<sup>th</sup> October 2018 and FS helper course

Nature Explorers – Skillshare 1<sup>st</sup> July 2018 and Wellbeing Workshop 15<sup>th</sup> July 2018 @ West Stow