



Minutes of FSA Suffolk Committee Meeting – Via Skype

Wednesday 18th April 2018

1. Attendance/ Apologies			
Name	Role	Attendance	Apologies
Charlotte Atkinson	Chairperson	✓	
Louise Smith	Vice Chair		✓
Steph Holland	Secretary – Events and Social Media	✓	
Andrew Hamp	Treasurer		✓
Elizabeth Swift	Secretary – Membership Officer		✓

Agenda Items

2. Matters arising from the minutes of meeting on 10.2.18	Actions
<p>As only two committee members were able to take part in the meeting, the rest of the committee members will be sent the minutes from the last meeting to agree by email. CA and SH have agreed the minutes.</p> <p>Terms of reference CA has asked on the FSA Basecamp about creating our terms of reference – she will adapt them for our committee and distribute via email to be agreed at the meeting in June.</p>	<p>LS/AH and ES</p> <p>CA</p>
3. Committee meeting on 16th June 2018	
<p>There will be a committee meeting before the skill share on 16th June from 10-11am.</p> <p>Items for the agenda</p> <ul style="list-style-type: none"> - Website - Terms of reference - CPD workshops - FSA conference 	
4. Skill share 16th June 2018	
<p>Venue to be confirmed – AH has volunteered so we will explore this as a possibility. The Skills Share event needs to be promoted with members ASAP.</p> <p>Plan for the day:</p> <p>11am – 2pm</p> <ul style="list-style-type: none"> - Welcome circle song and game 	<p>CA – contact AH</p> <p>SH – advertise on FB and via email</p>

<ul style="list-style-type: none"> - Update from committee/FSA news - Speed meeting - Skill share activity carousel – in two halves - Lunch - Feedback on post it notes (including ideas/volunteers for CPD workshops) - Closing circle – song and game <p>Cost – maybe £2/3 or £3/5 for members/non-members Committee members to agree price by end of April</p> <p>At the following skill share meeting (autumn term) there could be an optional workshop after the event (from 2pm) if everyone thinks this is a good idea.</p>	<p>All</p>
<p>5. Marketing and Publicity</p>	
<p>We discussed the idea of a website for the FSA Suffolk group in order to reach out to those members who don't use FB without bombarding them with emails. SH to get a quote and set up a website – domain name www.fsasuffolk.org.uk</p> <p>It could include a directory/map of practitioners within Suffolk, links to FSA website and other relevant sites.</p> <p>The committee need to agree the position it takes on marketing individuals. There could be a termly newsletter collated by SH to share available courses via the mailing list. People can put relevant courses up on the facebook page to be approved by SH or CA. This will be for sharing CPD courses and training courses for practitioners, not for promoting sessions for customers.</p> <p>New Data Protection regulations will come into force in May. ES will need to email all current members with new data protection agreement, to be written by CA. SH to make an Opt in button for signing up to the mailing list.</p> <p>CA will put together an email to update members about:</p> <ul style="list-style-type: none"> - data protection - update on marketing & publicity - skill share - FSA conference update 	<p>SH/ All to agree to the idea of a website for the group (whether or not we go ahead will depend on costs)</p> <p>All discuss/agree this idea (at next meeting)</p> <p>ES, CA, SH</p> <p>CA</p>
<p>6. AOB</p>	
<p>None</p>	
<p>Date of next meeting</p>	<p>Committee meeting 10-11am and skill share event 11am-2pm Saturday 16th June 2018. Venue TBC</p>
<p>Minutes taken by S Holland</p>	