



Minutes of FSA Suffolk Committee Meeting

**Sunday 25<sup>th</sup> November 2018 10-11am**

<b>1. Attendance/Apologies</b>			
<b>Name</b>	<b>Role</b>	<b>Attendance</b>	<b>Apologies</b>
Charlotte Atkinson	Chairperson	✓	
Louise Smith	Vice Chair		✓
Steph Holland	Secretary – Events and Social Media	✓	
Andrew Hamp	Treasurer		
Elizabeth Swift	Membership and Communications Officer		✓
Gill Chapman	Minutes Secretary	✓	
Jo Ling	Committee Member	✓	
<b>2. Agree minutes and matters arising from the meeting on 16.6.18</b>			<b>Actions</b>
<p>Minutes were agreed by CA, SH and ES (GC and JL were not present at this part of the meeting)</p> <p>The committee discussed the lack of attendance/ apologies from the treasurer for the meeting. Andrew also did not attend the previous meeting. CA to contact Andrew to see if he still wishes to continue in his role as treasurer.</p> <p>We discussed the role of membership officer (Elizabeth) and agreed that this should be extended to include email communications to members, e.g. of minutes, reminders about Skill Share events, etc. Steph will continue to do promotions and reminders on social media.</p>			CA
<b>3. Updates from committee members</b>			
<p>Website - The website for our FSA Suffolk group is now up and running. Thanks to Steph for her hard work with this. The website address is <a href="http://www.fsasuffolk.org.uk">www.fsasuffolk.org.uk</a>. We discussed what could go on the website – ideas included a list of committee members with photos and information about their role, a blog (?), up and coming CPD, a list of members' websites (with links to them if possible). We agreed to ask the group attending the skills share event for their ideas about what should go on the website.</p> <p>Basecamp – We have been asked by the FSA if we would like a Basecamp group to be set up for our local group. This would enable members to post items, communicate about events, etc. We decided that as we now have our website (along with the FSA Suffolk FB page and email list) that this is something that we probably don't need to do for now but we agreed to mention at the skills share to see what members think. Other network groups were mentioned that it might be useful to bring to the attention of our group: East Anglian L3 group FB and the</p>			SH

Forest School songs FB group.		
FSA Festival – was attended by a number of committee members including Elizabeth who ran a workshop and Steph who manned our FSA Suffolk stall.		
<b>4. Agree plan for Skills Share</b>		
11am – 2pm <ul style="list-style-type: none"> <li>- Welcome circle song and game</li> <li>- Introductions and updates from the group</li> <li>- Update from committee/FSA news</li> <li>- Skill share activity carousel – in two halves?</li> <li>- Lunch</li> <li>- Feedback on post it notes (including ideas/volunteers for CPD workshops)</li> <li>- Closing circle – song and game</li> </ul> <p>We also discussed the idea of sharing documentation at future Skills Share events such as our Risk-Benefit Assessments and policies. This could be something to ask people to bring along to the next meeting.</p>		CA
<b>5. AOB</b>		
None		
<b>Date and venue for next meeting</b>	AGM 10-11am and skill share event 11am-2pm Saturday 2 <sup>nd</sup> March 2019. Venue: West Suffolk – Steph offered to host at West Stowe	
Minutes taken by C Atkinson		