

**Wednesday 12th February 25. 7:00pm – Zoom**

**Present: Peter, Sofia, Marium, Keren, Andrew, Haris, Hasan, Paul, Amir**

**Apologies:**

**Not Present:**

**Official Minutes**

Item#

**120225-1: Apologies.**

None

**120225-2: Agree on previous minutes as accurate.**

* Minutes not handed out for previous meeting.

**120225-3 Declaration of conflict of interests.**

* None

**120225-4: Finance.**

* Waiting for Eventbrite money – Andrew to liaise with Haris.
* £81k in bank.
* Not all speakers paid yet – in process.
* Everyone to claim money each month, or at least tell Haris how much they would have claimed as it means he can forecast future spending.
* Training budget will be looked at. We do have a big training budget for BCLOC also.

**120225-5: External Meeting Attendance.**

* There are many external meetings that happen on a semi regular basis – at the moment Peter goes to these. He would like this to be divided around the committee – this would relieve some pressure on Peter but also upskill our team. We need to have a think before our next meeting to see what we can commit to and be involved in.

**120225-6: CPD Plan for year**

* Amir and Keren will work on a firm plan to bring to the committee for next meeting.

**120225-7: Dates for meetings for rest of year.**

* 5th March – 6pm Remote
* 9th April – 7pm Remote
* 21st May AGM – Novotel
* 4th June – Novotel
* 16th July – Remote
* 10th Sept - Novotel

**Next Meeting:**

**5th March – 6pm Remote**

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| **Action** | **Responsible** | **By When** |
| Sort out Eventbrite money to go into correct account | Andrew/Haris | ASAP |
| Training budget to be decided | Haris | Following accounting year |
| CPD Plan for year | Amir | By next meeting |
| Seminar washup | Andrew – To organise meeting | ASAP |