



<b>Present on call:</b> Nadia (acted as Chair of the meeting), Neelay, Linda, Joy, Kristy, Ale, Carlos
<b>Apologies:</b> Gustavo
<b>Date of next meeting:</b> 20 <sup>th</sup> February at 6PM UK Time

### Item 1 – Welcome

Nadia opened the first Chapter Development Committee meeting of 2019 by welcoming everyone to the meeting.

### Item 2 – Plan for 2019

Nadia introduced tools that are planned to help the Committee in their work:

- Excel-based [Action Tracker](#) for the Committee, which contains a list of agreed actions and where Committee members can update the status of these actions.
- [Project Roadmap](#) excel. This document showcases the Committee’s project roadmap and the planned phases for each project. It’s purpose is to help plan Committee workload and meeting agendas so that workload would be as balanced as possible. **Action for all: After the project work has been assigned to committee members, everyone should update the timeline for their projects.**
- **Distribution of work** was then discussed for the rest of the meeting. This is also an excel file which contains a draft of planned work for 2019-2021 for the Committee, work distribution draft and project descriptions.

The [“distribution of work”](#) document has been developed based on the new [Chapter Development Framework](#) document. The Chapter Development Framework contains the Committee’s long term roadmap and objectives.

Nadia introduced the Committee to the targets set for 2021, and then the Committee discussed the actions for 2019, 2020 and 2021 for each target. Some points were raised during the discussion:

- *(Small edits were made to many actions during the meeting, these were not minuted in detail)*
- Many 2019 actions contained involvement of Chapter Development ReCos. It was pointed out that the Committee needs to be conscious of proceeding with all planned actions and to consider how ReCos can be utilized smartly without requiring too much from them considering their already heavy workload.
- For some targets, the planned actions were not as detailed as for others. It was briefly discussed that these actions may still evolve and develop and this is not yet a final version
- Actions for Objectives 5(1)-5(3) (Volunteer Engagement) need further development. **Action for Linda: Together with Kristy, continue development for these objectives prior to next meeting.**

There was not enough time to discuss the Committee workload and division of tasks. **Action: Nadia to update the task list and ask Committee to contribute. Nadia will make an initial suggestion of how the work will be divided for Committee members, and continue working on the actual project plans.**

**Meeting Minutes**  
**Chapter Development Committee**  
Monday 15<sup>th</sup> May 2017  
6pm UK time

The meeting ended at 7.40PM UK Time.