



Present on call: Nadia, Neelay, Ale Joy, Kristy, Linda
Apologies: Gustavo, Carlos
Date of next meeting: 19 th March 2019 6 pm UK time

Item 1 – Welcome

Nadia opened the meeting by welcoming everyone to the meeting and asked everyone to share highlights of their week.

Item 2 Governing Board Meeting (Nadia)

The New Strategic Plan & Programme Review recommendations were discussed. The Strategic Plan was approved, and decisions made on the Programme Review recommendations. Updates on these will be coming soon (before APRW).

Item 3 – Action Tracker (Nadia)

The committee will review the action tracker each meeting.

ACTION – committee members please [update Actions here](#)

Item 4 – Work Distribution [CD Project Roadmap 2019-2021](#)

- Linda added two new items to Work Distribution tab – Volunteer Engagement & Volunteer Leadership (this relates to items 5(1) & 5(2) on the Workplan 2019-2021 tab. These two items were reviewed, and it was noted that JB should be involved in the committee work. **ACTION – revisit these two new items in May to assign to committee members.**
- Nadia and committee members reviewed the work distribution assignments, and all agreed about their project lead & committee assignments.
- To make sure we achieve our goals for 2019, we need to keep updates current on the CD Roadmap SharePoint document. **ACTION project leads update the Year Overview & Project Updates tabs for your assignments.**
- Discussed Workplan item 5(3) Working with Regional Coordinators, Nadia will be the project lead, Neelay & Carlos along with the EMEA N/A advisors will assist with this project.

Item 5 – Potential Agenda Items for Next Meeting

- Linda to give updates on Strategic Plan Workshop Package
- Category System brain storming (Round 2 invitations)
- Discuss New Strategic Plan, also mentioned we may have a separate meeting for this discussion.

Meeting adjourned at 7:10 PM UK time.