



<b>Present on call:</b> Nadia, Tommaso, Neelay, Kristy, Joy, Linda & Ale
<b>Apologies:</b> Carlos
<b>Date of next meeting:</b> 17 <sup>th</sup> October 2019

### **Item 1 – Welcome Tommaso**

We began the meeting welcoming Tommaso and a quick round of introductions.

The Team Charter was reviewed, and a few items were updated.

[https://cisvio.sharepoint.com/:w:/r/c/\\_layouts/15/Doc.aspx?sourcedoc=%7B4FDB8DAF-A011-4363-855B-EDA92C75CCFC%7D&file=How%20we%20Work%20-%20CDC%20Team%20Charter%20-%20Approved%20September%202018.docx&action=default&mobileredirect=true](https://cisvio.sharepoint.com/:w:/r/c/_layouts/15/Doc.aspx?sourcedoc=%7B4FDB8DAF-A011-4363-855B-EDA92C75CCFC%7D&file=How%20we%20Work%20-%20CDC%20Team%20Charter%20-%20Approved%20September%202018.docx&action=default&mobileredirect=true)

Specifically updates were made to:

- How Groups Operate – monthly updates should be posted 3 days prior to our next meeting
- How we Communicate – emails should be read within 1-3 days of receipt
- When and how often we will meet – we will set out monthly meetings 3 months at a time
- Who will be included – ReCos and other Governing Board members may ask to attend
- Agenda and Minutes – the agenda will be available 5 days prior to the meeting and minutes should be posted to SharePoint within 72 hours of the meeting

### **Item 2 - Update from Chair** (Tommaso)

- Safeguarding was a major topic. A new action plan was put in place which includes the verification system
- Priorities have shifted from our goal of 2x the reach to safety and quality first along with growth
- Programme Review was discussed, specifically how to bring the Review to members
- A new staff member position for safeguarding has been advertised
- Board have decided to have 2 Chairs for TQA: Cande will focus on training and Maggs will focus on risk management/safeguarding
- The new board hopes to communicate more with committees and members

### **Item 3 – Action Tracker**

**Action Tracker** – reviewed the tracker and actions from in-person meeting

#### **Project Updates**

- Strategic Planning Workshop – getting ready to roll out this project
- Global Hosting Plan- asking for this info at the chapter level to collect at IO, this will be useful information for our ReCos
- New Chapter Guide – should be ready to bring to committee in October
- Website Update – Emily is working on this - **Action Item: Nadia to check in with Emily**
- Understanding motivation behind Chapters hosting more – **Action Item: Carlos to update the Committee on this project**

- PA Roadmap – Linda has a few more items to update before this is ready

#### **Item 4 – Category System Updates**

Nadia has followed up with Dave (finance) and Wulff (Risk Management) with the questions raised at our in-person meeting and Nadia now has a few suggested revisions which she will share before the next meeting. We discussed how to proceed. It was decided that we should move towards consultation.

#### **Item 5 – Any other business:**

Action Item: Nadia to send out doodle poll for our next three meetings.