

Additional Actions

Steering Committee Meeting – 28th June 2010

Timings:

Monday 28th June 2010
ABB, Stone

Actions:

Paris

Action	Responsible person	To be completed by
“Observers” in study committee and working group meetings Ask permission from SC chairs/WG regular members for NGN and other YM to attend WG meetings to be held at Paris as “observers”.	BC	
- Send out email to all SC UK regular members (details needed: number of observers allowed, date, time, location of meeting)	BC	9 July 10
- Send out invitation to NGN and NC secretaries (after enough responses gathered from NC secretaries)	BC	16 July 10
- Inform WG of “observer” names and contact details (after above)	BC	
Stand Find out exact dimensions of stand – RK (BC spoke to RK 30/6/10)	RK/BC	30 July 10
Website Finalise an up to date off-line version of the website for Paris	MA	9 Aug 10
Send copies of off-line version of website to Paris attendees	MA	16 Aug 10

Website

Action	Responsible person	To be completed by
Advertise for web-assistant on website	MA	16 July 10
Advertise for web-assistant through communications/newsletter	MA/AG/EP	30 July 10

Events

Action	Responsible Person	To be completed by
Find a local event coordinator for Birmingham University event	PFP	Mid Aug 10
Find a local event coordinator for Scottish Power event	PFP	
Arrange a meeting with the two 2011 event coordinators,	PFP	30 July 10

welcome and plan a smooth handover and transition		
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AGM

Action	Responsible Person	To be completed by
Electronic voting records to be run by RM (only person with full access to membership list)	RM	Nov 10