

Roman Road Bow Neighbourhood Forum Steering Group meeting minutes

Date	7.30pm, 21 st February 2018
Venue	Flat 20, 2 palmers Road, E2 0SX

Attendees:

Name	Position	Name	Position
Alex Holmes (AH)	Chair		
Lee Sargent (LS)	Secretary	Sarah Allen (SA) – via remote vide link	
Mike Mitchell (MM)	Finance		
Daniella Ricci (DR)	Erasmus Student		

Minutes:

Item	Issue	Action
1.0	Apologies/ New attendees / introductions - NW apologies	
2.0	Minutes from last meeting 24/01 Read and agreed.	
3.0	Matters Arising 3.1 – Progress on securing help and social media. Agreed £600 spend on social media. 3.2 – Article for “Our East End” Article submitted including article by MM re AGM goes to press 1 st March.	AH – email Iona re social media help.
4.0	Newsletter AH to use Our East End article plus DR notes to get newsletter out end of Feb. Iona to do March Newsletter plus including “Save the date” for AGM.	AH to do Newsletter for end of Feb.

5.0	<p>Finance update - MM to circulate separate attachment re report to date.</p>	<p>MM to circulate Finance report.</p>
6.0	<p>Report on sub-area consultation events.</p> <p>DR discussed draft of a written report to be completed by mid-march and shared overview of recent events.</p> <p>DR discussed ongoing consultation held at Olga Primary School every Monday from 19th Feb to mid-march.</p>	<p>DR to submit report by mid-march.</p>
7.0	<p>Plans for next event and AGM on 21st April</p> <p>MM to draft agenda for the formal part of the event.</p> <p>AGM ideas –</p> <ol style="list-style-type: none"> 1) Reporting on current activity 2) Area Breakdown 3) Topic Breakdown <p>Date for next Steering committee –</p> <p>1st choice – 20/03/18 - Tuesday</p> <p>2nd choice – 21/03/18 – Wednesday</p>	<p>MM – Formal Agenda.</p> <p>SA – Event Agenda.</p> <p>DR – To ask if TK can attend March Steering Committee Meeting.</p>
8.0	<p>Thanks to Daniella</p> <p>MM presented card and gift to DR</p> <p>Steering committee thanked her for her work and wished her all the best.</p>	
9.0	<p>AOB</p> <p>Steering committee agreed that stationery can be purchased for upcoming events.</p> <p>Printed Maps for upcoming events required.</p> <p>Passwords to access RRNF website (Wordpress)</p>	<p>LS to get costs for Maps including encapsulated version.</p> <p>LS to ask TS for passwords for Wordpress site</p>