

## **Minutes of Steering Group Meeting Sat 18/03/2023**

**Attendees:** Dave Reynolds (Chair), Christine Thompson (Vice Chair), Michelle Armstrong (Secretary/ minutes), Kelly Ambrosini, Colin White, Hazel Johnson, Jane Hackworth-Young

**Apologies:** Emma Pennington, Tracy Chappell, Andy Haines

DR summarized where we are at by introducing the 'dashboard' hard copy list (digital copy is on the website). Everyone agreed to carry on with their assigned documents at home to speed up the process.

**ACTION:** MA to send DR details on how Dancercise data is stored ref his work on the MA will work on a 'first pass draft' on the membership strategy & bring to group to discuss those areas of potential weakness.

KA – volunteer code of conduct completed

DR introduced a workshop set up on the risk assessment as a group exercise. We looked at various examples of risk assessments. We also made notes under various headings e.g. health and safety risks, financial risks, shareholder risks etc. DR will collate all our notes for a future session.

We agreed that next week we will attempt to sign off on the membership strategy and the week after to complete the risk assessment policy.

Looking ahead we agreed to take a week's break on Easter Saturday.

***Next meeting – Sat Feb 11th 10.30am in the Hackworth Lounge***

*Advance apologies: JH-Y*