

Minutes – Steering Group Sat 15th April 10:30 – Shildon Railway Institute

Attendees: Dave Reynolds (Chair), Christine Thompson (Vice Chair), Michelle Armstrong (Secretary), Kelly Ambrosini, Colin White, Hazel Johnson, Tracy Chappell

Apologies: Andy Haines, Emma Pennington, Jane Hackworth-Young

Outstanding policies review

- Risk assessment - is a big job. HJ's suggestions 'for action' include staff training, however most of these will be more appropriately addressed by the new committee.
DR – it's important we don't get too stuck on this, it's a starting point and will need to be continuously reviewed. The group agreed to baseline the current draft.
- Membership strategy - *APPROVED*
- Emergency procedures – ***ACTION*** – HJ to complete a draft
- Reserves – to do

The group discussed comms around the 'big' membership meeting on 4th June and the following suggestions included: -

- It's time to decide
- It's your choice
- The future is in your hands
- Your vote is critical

The group discussed the idea of holding voting open until up to a week after the big meeting to capture those members who may not be able to make that date. Also discussed setting up a manned 'polling booth' on site for specified times.

ACTION whole group to start thinking of a list of possible FAQs that may arise during the 'big meeting' for the next meeting.

Next meeting Sat 22nd April 10:30am, Hackworth Lounge, Shildon Railway Institute