

MEETING DETAILS	
Date and time:	Monday 20 April 2020 9:30am
Venue:	Zoom Video Conference

Committee Members	
Mary Hinsen (Deputy Chair), Kaye Moore, Bev Muir, Maryon Beer, Jennifer Hay, Sharleen Stirling-Lindsay, Peter Mead, Amy Delport	
Apologies	Victoria Ravenscroft
By Invitation	Shannon Thomson
Minutes Taken By	Amy Delport
Meeting Opened	9:31am Mary Hinsen (Deputy Chair)

No.	Item	Discussion/Action	Responsibility
1. Minutes from previous meeting			
	Approve	MOTION: That the committee accepts that the minutes from the previous meeting are a true and correct version. Moved: Mary Seconded: Jennifer Carried	
	Reviewed Actions from previous minutes	<p>Strategic Plan - Ongoing – to be discussed at a later time</p> <p>Mata-au Award - Francie Diver suggested to contact the O'Neills and Peter Lyon</p> <p>BNZ – following up</p> <p>To do list – work in progress – keep updating as done</p> <p>Mail Chimp – Shannon to send these if Amy can't</p> <p>Google suite – still moving forward but progress is being made.</p> <p>Mind food – Ongoing – to be discussed at a later time</p> <p>Sub committee reports – Media/Comms report to be put on agenda monthly</p> <p>Email forwarding - Victoria forward her emails – reminder</p> <p>Sponsorship email address - login details to be put in spreadsheet</p>	<p>All</p> <p>Maryon</p> <p>Amy</p> <p>Committee</p> <p>Shannon</p> <p>Mary/Shannon/ Amy Mary</p> <p>Amy/Shannon</p> <p>Mary</p> <p>Maryon</p>

No.	Item	Discussion/Action	Responsibility
2. WoolOn Strategy/Governance			
	In Committee Discussion	<p>MOTION: Go In Committee for discussions Moved: Mary Seconded: Maryon Carried</p> <p>MOTION: Come out of In Committee for the rest of the meeting Moved: Mary Seconded: Kaye Carried</p>	
	Highlands Contract	Highlands Contract - signed and in the drive – any changes highlighted in red. Prices given by Highlands for Highlands services are guaranteed, but subcontractors pricing cannot be guaranteed.	
3. Membership			
	Correspondence for discussion	<p>MOTION: We have acknowledged Mr Randle's notice of Member's Notice and that be dealt with when circumstances allow. Moved: Peter Seconded: Mary Carried</p>	
	Minutes	<p>Going forward minutes should be available for people to see – maybe a link on the footer on the page of the committee – monthly updated and let members know this too.</p> <p>MOTION: the committee minutes for meetings are uploaded monthly to our website and we will let members know that they are there. Moved: Sharleen Seconded: Maryon Carried</p>	Amy/Shannon/Mary
4. Online Programme			
		<p>Online programme: subcommittee held a meeting. Suggestion of name for programme 'WoolOn 2020 Online Programme.'</p> <p>Draft of programme in drive – skill sharing aspect will continue for the rest of the year, content and downloadable content and ask me anything interview sessions. Privacy statement required. Committee to read draft of skills sharing section and feedback via email by the end of the week.</p> <p>HETTANZ wants information on website – education page is up waiting for content.</p> <p>Subcommittee to meet again to look at topics/content and worksheet. Amy MacAskill from HETTANZ will edit worksheet format.</p>	Committee

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5. Financial Reports			
	Monthly report	No report this meeting	
6. Media/Communication Reports			
	Monthly report	Comms report presented by Shannon – copy in subcommittee report folder Mary thanked Shannon for all her work	
7. General Business			
8. Correspondence			
	Victoria Ravenscroft	The letter from Victoria will continue to lie on the table.	
	Sue Scott	Was contacted by Amy and replied thanks	
	MailChimp Letter Drop	Here has been lots of positive feedback received from the emails sent to members and subscribers.	

Next Meeting	
Date and time:	Monday 11 th May TBC
Venue:	Zoom Video Conference
Meeting Closed:	10:39am Mary Hinsen (Deputy Chair)