

PMSIG Committee Meeting

20 January 2023 11:00-11:40
MS Teams

Agenda

1. Apologies

Gill King (Chair), Meg Keates (CfA), Marie-Claire Rackham-Mann

2. Attendees

Charlie Willis (Secretary), Alistair Barclay (Treasurer), Sarah Hannon-Bland, Alisa Westgarth

3. Chairs Welcome & Introductions

Welcome to Ailsa Westgarth who joins us as an ordinary committee member.

4. Matters Arising

a. Summary of 2022 Activities

- Successful AGM and CPD talk.
- Successful CPD requirements survey and discussions around future CPD talks.
- Preparation of a mentoring and training survey.

b. AGM

- AGM is due – Tentative date is Friday 17 March 2pm-4pm hosted online.
- AGM to be followed by speaker, committee agreed that a theme of training/early career inputs would be beneficial to our overall aims
 - Alistair to talk to colleagues about their experiences of apprenticeships/training programmes.
 - Charlie to discuss with CfA to identify a possible suitable speaker.
- Paperwork to be completed ahead of the AGM
 - Budget – Alistair
 - 3 Year Plan – Charlie to draft and circulate

c. Plans for 2023

- Agreed to explore options for ClfA events:
 - conference lunchtime sessions
 - Innovation festival input
- Online CPD/talks programme– Charlie to circulate list arising from survey.

d. Committee

- The committee will be coming to the end of their 3-year terms in 2023, plans need to be made to encourage new committee members.
- Gill would like to explore the option of sharing the Chair role, any member of the group can contact Gill directly to discuss.

e. Advisory Council

- Sarah has been attending these meetings on behalf of the committee and updated us on the main themes. Sarah will circulate the invite to the meetings and has asked that if others could share attendances that would be much appreciated.

5. AOB

6. Date of next committee meeting and future events

- Friday 17 February 2023 – 11am on Teams

Apologies should be forwarded to the Group Secretary.