

EARLY CAREERS SIG

November 23 2024

Teams

Minutes

Present: SS, RO'T, SP, JE, GD, KS, TL

Agenda Point		Action (Initials)
1.	<p>Apologies SB, existing/future advisors</p>	
2.	<p>Minutes of the Previous Meeting Minutes are approved. JE proposed that we use this portion of the meeting in future to discuss actions from the previous meeting, to ensure that we complete these and that we can see them in the context of future meetings.</p>	SS to check that actions from previous meetings have been completed.
3.	<p>Housekeeping SS now has access to Gmail accounts and recovery. In terms of access to accounts, it was decided that advisors should not have access and therefore passwords need changing where necessary.</p> <p>TL to set up WhatsApp communities/channels - emergencies, events, general etc. to facilitate productive discussions outside of meetings. KS would like an additional channel for board updates.</p> <p>General agreement that we should make use of advisors where possible. Existing advisors would still like to be involved but likely won't attend meetings unless necessary, excepting Mike and Meg who will attend where possible. Meg has offered to provide higher education support.</p> <p>SS to organise interim meetings and share date with the rest of committee, in case anyone else can attend.</p>	<p>SS to speak to Jo about access to the email.</p> <p>SS to speak to Gulfareern about reclaiming ownership of the LinkedIn page.</p> <p>SS to organise interim meetings and share dates with the rest of the committee, in case anyone else can attend.</p> <p>TL to set up WhatsApp communities/channels</p>
4.	<p>Cara's email SS to respond to Cara and let her know that we hope to hold at least 1 in-person meeting next year - date and location TBC.</p> <p>SS to respond to Cara and let her know that we might send out some surveys next year, but that these are more likely to be polls as opposed to big demographic ones of a similar format to those sent out by ClfA.</p>	N/A

<p>5.</p>	<p>Leave twitter/ x? General consensus that we should leave twitter. RO'T to release a statement to update followers and ask for input if required.</p>	<p>RO'T to release an statement to update followers and ask for input if required.</p>
<p>6.</p>	<p>EC SIG Definition- KS; approval and send for review? General consensus is that we should send the new definition to the advisors for comments.</p>	<p>SS to send the new definition to advisors for comments.</p>
<p>7.</p>	<p>Social media policy- JE; send for review? JE/SB has amended the policy in-line with feedback received. General consensus that we should send new definition to advisors for comments.</p>	<p>JE to send updated policy to SS. SS to send SM policy to advisors for comments.</p>
<p>8.</p>	<p>Project Management SIG- GD GD had a meeting with Charlotte who had recommended that we could do a joint event (tea-time/evening) networking event and also do a joint mid-morning/lunchtime networking event at the CifA conference. GD to establish report writing as the first training event and talk with CifA to try and get it registered as an official CPD event - date TBC but target date late March 2025.</p>	<p>GD to continue to liaise with Charlotte about future events. TL to create a new WhatsApp community for this.</p>
<p>9.</p>	<p>Landscape SIG Post SS shared landscape SIG post, which we were previously asked to collaborate on.</p>	
<p>10</p>	<p>International Practice SIG/ Palestine Statement? SS shared that Mike approached us about doing an international practice SIG/Palestine Statement.</p>	<p>SS to talk to IPSIG (Leonora)</p>
<p>11.</p>	<p>AC Proposals SS discussed the 4 main AC proposals, which she will disseminate for review before the next AC meeting.</p>	<p>SS to disseminate the 4 main AC proposals prior to the next AC meeting.</p>
<p>12.</p>	<p>AOB SS shared an email from David at BAJR re. collaboration. Discussed that the opportunity did not align with our business plan, capacity of volunteer hours etc. TL advised that she is to step down at the next AGM and start to advertise for her role. R'OT has a meeting next week to talk about upcoming blog collaboration opportunity with heritage trust network.</p>	<p>SS to draft a response and share with both the committee and advisors for feedback.</p>
<p>13.</p>	<p>Date of next committee meeting and future events Next meeting - New Year (Date TBC). Any other updates to be posted in WhatsApp Communities.</p>	