

## EARLY CAREERS SIG

29.05.25

Teams

Minutes

**Present:** SP, GD, CB (CifA), RO'T, TS, AE, AW, KS

Agenda Point	Action (Initials)
<b>1. Apologies - GE</b>	
<b>2. Actions of the previous meeting</b>  Discussed actions still outstanding or arisen since last meeting.	KS to ask JE for social media policy and RO'T to upload to website  GD to liaise with the PMSIG  SP to CC GD and TS into emails
<b>3. Social Media/access &amp; admin roles</b>  SS, TL, JE still logged into all accounts - socials, Google, blogs etc and are still admins on WhatsApp channels	ROT to change admin rights and to do password reset and check recovery emails
<b>4. Google Drive</b>  SS has uploaded all content which had previously been stored on her laptop to the Google Drive.  New committee members require access	KS to check no other documents are needed from SS  SP to send links to new committee members.  All familiarise with documents on the drive
<b>5. PMSIG events</b>  GD has restarted comms with the PMSIG. Other committee members to support where necessary.	GD to set up PMSIG WhatsApp channel.
<b>6. Advisors</b>  Maisy has stepped down as an advisor All other advisors to stay on Meeting with advisors was recommended to introduce new committee members.	SP to remove Maisy from WhatsApp channels  SP to reach out to advisors re. meet the committee meeting
<b>7. Recruitment</b>  A new chair is still required. Had a general discussion regarding the qualities we would look for in a chair.	CB to begin chair recruitment

<b>8.</b>	<b>CBA/ECSIG EC Conference</b>  KS provided an update about the conference.	KS to arrange a separate meeting with JK to discuss further details  AE to circulate details of the conference with KCL classics department
<b>9.</b>	<b>Updates from Cara</b>  CB discussed the upcoming changes to SIG's - role responsibilities, networking channels and budgets.  CB discussed the requirement for a member of the EC SIG to be present at Advisory Council meetings	    CB to liaise with interested committee members
<b>10.</b>	<b>Future of the SIG</b>  The decision was made to host meetings every 2 months going forward and to discuss anything in-between using the WhatsApp channels.	  SP to send a doodle poll in July for the next meeting.
<b>11.</b>	<b>AOB</b>	SP to post list of opportunities in WhatsApp group
<b>12.</b>	<b>Date of next committee meeting and future events</b>	July - Exact date TBC