

Draft

Wednesday 17th January 2024
13.30 – 15.30 - Popley Fields
Agenda for Group Leaders Meeting

- 1. Welcome and Introductions (1.30)**
- 2. Updates (1.40 – 2.00)**
 - a. Membership numbers
 - b. Variety of courses is amazing
 - c. New Groups and leaders
 - d. Thanks to the excellent group leaders for all their hard work
 - e. Finances update
- 3. What we need to work on and why (legal reasons) (2.00 – 2.20)**
 - a. Risk assessments
 - b. Incident reports
 - c. Registers
 - d. Waiting lists
 - e. GDPR and emails
- Break tea/coffee/biscuits (10 mins) (2.20)**
- 4. Demonstrations (2.30 – 3.20)**
 - a. Membership portal (+ reasons why) - demo
 - b. Group leaders able to update portal themselves – demo ???
 - c. Sending standardised emails from Beacon
 - d. Tour of the Group Leaders tab (Group Leaders Handbook)
- 5. AOB/Questions (3.20 – 3.30)**
- 6. Close (3.30)**