

Meeting Minutes Template

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| **Date** | 18/07/2023 |
| **Time** | 9:00 am |
| **Platform** | Zoom |
| **Session** | Team Meeting |
| **Aim** |  |
| **Attendance** | Paulina Bieleninik , Alan Williams, Christopher Clark, Clare Ouaddane |

Discussion Points

* All of our volunteer team will be moving from one login to MS Authenticator effective 1st August, there will soon be invites sent out to all by IT team please keep an eye. We will have some information mentioned in the Newsletter this week.
* Following on from our discussion in the last PM meeting re the involvement of supervisors in the volunteer engagement activities and most of our supervisors thinking it's a great idea and wanting to participate. We have few more details to share: \*\*1.\*\* Each group lead could start with and Initial meeting with the assigned group to open it up to see how frequent they would like the meeting. It will be ideal to have at least 1 group meeting every 6 to 8 weeks. \*\*2. \*\*supervisors can also utilise these meetings to find out what activities people would like. \*\*3.\*\* Start of each meeting with an Ice breaker/team building game Arrange social nights/meetings eg games nights. \*\*4.\*\*Discussion on things around training/feedback/questions eg around EDI training, or anything else that the team might need. \*\*5.\*\* Agree next date for the next meeting to ensure group members have enough time to plan and ensure they attend. \*\*6.\*\* Group Lead should arrange – date of meeting, activity, sending out invite & follow up, organising with someone else to chair if they are on holiday etc.   
  \*\*7.\*\* Follow up with those unable to attend. Bring all the groups together for major events eg holidays/big birthdays etc (link in with social team)

1. Alan: Is this points which was mentioned above could be send to them drafted?
2. Christopher: Asking for the spreadsheet with how many shifts was done (the one which Laura is doing) to be sure who needs to be reached.
3. Alan & Christopher: Asking volunteer what they think about this idea first. So we can received a feedback if people would like to be part of it.
4. Christopher: Us paid staff will be part of those groups (if not leading them) ?

* In addition to the activities that will be carried in each group, we will arrange 1 catch up (or can be in one of the supervisor meetings) with all the group leads to share anything specific with the wider group. Have discussions around good practices or any development areas that you have identified for the group.
* Reminder for all operators: to add just MED on the referral box (not FOOD anymore)
* Just a vote of thanks from Martyn - I understand our supervisors are going to support our volunteer engagement function, which I think is a great way forwards, which I very much appreciate the initiative.