


<b>Meeting Title:</b>			
<b>Date:</b>	<b>Tues 30 Jan 2024</b>		
<b>Time:</b>	<b>2-2.45pm</b>		
<b>Location:</b>	<b>MS Teams</b>		
<p><b>Attendees</b> <i>Jess Lewis (SCC), Phil Horton (Royal Yachting Assoc), Melanie Robertson (SCC), Bakr Bahaj (University of Southampton), Mandi Bissett (Southampton Collective), Jo Cleary (Balfour Beatty), Phil Dominey (SW Rail), Fanny Garrigou-Grandchamp (Equans), Elizabeth Giles (Quilter), Adam Goulden (tec), Mark Hancock (Southampton Friends of the Earth/SoCAN), Liz Harris (SUSU), Jason Light (University Hospital), Gareth Miller (Chamber of Commerce), Stuart Perry (Science Park), Adam Tewkesbury (University of Southampton),</i></p> <p><b>Apologies:</b> <i>Emma Hyslop (Upper Shirley High), Ellis Jackson (Transition Southampton/SoCAN/Tru), Rebecca Kinge (SoCAN, Charlotte Large (Equans), Gemma Pratt (Go Southampton), Sue Simmonite (ABP),</i></p>			
	<i>Item</i>	<i>Who</i>	<i>Complete?</i>
<b>1</b>	<b>Process –</b> PH shared flow diagram for position statement/ workflows, to add comms channels following publication	PH	Y
	GM confirmed happy to lead Comms working group. PH/JL/MR to develop skills matrix to look who else might sit on Comms group. EG suggested compilation of list of additional avenues of communication in addition to website.	GM PH/ JLe/ MR	
<b>2</b>	<b>Skills Matrix –</b> PH has developed table, MR to add info received via email and explore whether possible to have member’s area of website/ other shared access options. Future application forms to set out skill sets. JLe noted that members should represent a community and be able to connect to these communities	MR MR	Y Y

Minutes

	AG suggested we invite a Climate Assembly representative	JLe	
3.	<p><b>Membership –</b></p> <p>2/3 vote required for consensus</p> <p>Marty Climenhaga, Pauline Stukings, Sarah Brightwell voted in.</p> <p>Opportunity to be given to provide further information and go to a future vote.</p> <p>Amend application form in line with skill matrix.</p> <p>MR contact applicants</p>	MR	>
4.	<p><b>Working groups –</b></p> <p>Once skills matrix complete, look to set up working groups.</p>		