**Actions from AFF Finance Sub Group Meeting**

16.6.22 – Present: NC, KW, CT, FS Apologies: EB

**Updates**

Learning Calendar

* 19 May Menopause event, grand success
* 26 May, meeting with Brendan Barber, also a success. Discussed how to follow up from the meeting short term and in discussion with EC medium term. NC thanked those attending. Feels like lots of positives that can come from this. Brendan Barber supportive of featuring in an AFF event
* D&I, July 13th. Discussed detailed preparations for this F2F event.
* Morrish events, 14. KW attended, very good and will share webinar link. AFF Morrish event 21 June
* September event on Pensions supported

NC’s actions

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| 1 | D&I event:  Buy camera for AFF, claim back via FS  Test camera and software with lap top  Brief speakers  Issue invite, details of speakers, timings, virtual option and event  Those attending need dietary needs – will charge for non- attendance if lunch provided | **June** |
| 2 | Complete new draft rules and issue in advance of next meeting. Linking with GFTU to share lessons in transfer to new Unincorporated Association status or Cooperative.  NC confirmed liability issues with current plans, can AFF insure against these for EC members? | **Urgent** |
| 3 | D&I report, NC has still to issue the adapted version to EC members for comment by his deadline. | **Urgent** |
| 4 | NC chasing outstanding biogs and photos | **Urgent** |
| 5 | NC had shared new draft AFF imagery. NC will seek further input and work with EB. NC still wanting more input and time to consider feedback | June, NC/ EB |
| 6 | 2022 meeting and learning event calendar, do we share with AFF leads and ask for input and thoughts on topics? Not yet. Wait for NC’s discussions with Nicky and Jed. | **Pending** |
| 7 | Website  Remaining templates for logo/ letter head to KW  Repository of data, e.g. notes of meeting.  Not appropriate KW’s lap top  GDPR issues for KW as contractor | June |
| 8 | Meeting with Brendan Barber  Write out to EC members/ possibly AFF affiliates to share information  Link with Laura on data FCSB hold  Pursue BB’s participation in an AFF event  Keep relationship oiled | **Urgent** |

KWs actions

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| 1 | Pension seminar and survey. KW has drafted survey and awaiting CT’s comments |  |
| 2 | Hybrid working survey, KW & SJ drafted. |  |
| 3 | Next Exec meeting, request agenda items, issue agenda/ papers prior to meeting, complete notes of meeting. | On going |
| 4 | Live Feedback item for future EC | Put back, other priorities |
| 5 | KW to do LNA for Exec members, keep it light, shows investing in them as Exec members. | Put back, other priorities |
| 6 | Email out to EC members updating them on OSG discussions around 13.7.22 event and what’s expected of them | Done |

FS’s actions

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| 1 | Audit, commissioned auditors on EC ok. Trying to get completed for 31.5.22 deadline, also made contact with Certification office to request extension if needed. | **Urgent** |
| 2 | Subscriptions for this year, early days, but 5 still outstanding | June |
| 3 | TUC venue, check timings | June |

CT’s actions

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| 1 | Learning Calendar Actions:   * Hybrid working, final preparations * Pension seminar   – Neil Kinnock quote and Ch5 programme – live on your pension – link   * Comment on draft survey * Organise speakers | CT |

Regards

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