

LC meeting notes

1. Welcome

S Rae, D Muir, G Fyvie, C Encombe, D Tharby, D Giles, E Kilmurray, B Ryan

2. Apologies

Chas Booth, Caroline Lamond, Sally Millar

3. Minutes of previous meeting

Approved, subject to amending item 4 to say 'Applicants require a constitution...' and amending final point of item 4 to read ...surprised at no online voting

4. Matters arising

A - Action: Evelyn to prod Keith Alison to supply shape file to Bruce

B - Sally, Caroline are on this

C - voting cards ordered, orange ones left over from 2017-18

D - other dates are 10th, 15th January. Action: everyone to retweet SM's tweet about advice sessions

Note: for 'the ladybird book of £EITH CHOOSES': print emails in reverse order, then work from these to find out what went wrong, who did what etc. Action: Bruce, who fanatically files his emails

5. Timeline

To do this week

- press release - see item 6 below
- social media push. Action: Bruce, Susan

It was noted that Bruce and Susan are happy to Tweet, and Bruce is happy to do website work, but need to get login details. Susan can do Tweetdeck, George can teach Bruce Hootsuite.

To do next week

Revamp minimally text of apply now materials (including translated elements).
Deadline = launch date = 20 Nov

6. Branding etc

Selfie board

This was a success, but it was recommended to crop photos to contain just the board.

Bruce has forwarded the correct version of Arabic to the committee.

It was noted that the artist needs to change the Arabic and Spanish for new selfie boards and other materials. Then new boards can be made within 24 hours. Action: <WHO?> to get another made for the advice sessions, and then another for the event, to make a total of 3. It was noted that we cannot take photos of children, except maybe with express parental consent.

Press release

Action: Bruce and Susan to write press-release to promote support sessions

Decision: put adverts in *The Leither*: inside front page in December issue, back page in January issue.

Action: Bruce/Susan to send *The Leither* specs to David McNaughton

Support sessions

11 Dec - McDonald Road (Nelson Hall) is booked

10 January - McDonald Road venue is not available - so this can't go on advert

15 January - McDonald Road (Nelson Hall) is booked

7. Equalities update

We don't have an equalities monitoring form, so no progress here

8. Voting process

George says filming will be done on 6 December, video supplied on 10th December

9. Application screening criteria

Action: Bruce to draft statement of how we evaluate whether a project really addresses inequalities, then circulate. This to be discussed and finalised on 2018_12_05.

10. LNP update

Monday, 6pm at Nelson Hall. There are two long agenda items

11. Risk Register

Action: Bruce review and circulate draft, ensuring version numbers are used.

12. Privacy impact assessment

Action: Bruce and Caroline to work on this.

13. AOB

Don is working with the Democratic Society on use of Participare to promote the projects. He noted that alternative software could be used but this would be less optimal.

14. DONM

2018_12_05, 2pm