

Sederunt: Norah Fitzcharles, Sam Allwinkle, Alan McLachlan, Kerry Musselbrook, Trish O'Brien, Bruce Penman		Absences:	Apologies:		Minutes Taken By: Christine Tudhope
No.	Agenda Item	Action	When	By Whom	Status
1.	Minutes of previous meeting	The minutes were approved.			
2.	Matters Arising	Community Stakeholder event working group to meet 23 January; 20 Dec 07 meeting rescheduled. Exec group members to provide contact details for the communities event to Wendy McAdie. Paperwork regarding reporting timescales for the FLAIR project be checked prior to reminder letter from SA.	23 Jan 08 ASAP ASAP	KM/PC BP/TOB SA/KM	For information On-going On-going
3.	Structure for Delivery	It was agreed that all 3 models for the future sub-structure of the Forum are presented at the meeting on the 14 th February 08. The group agreed to identify a preferred option from the 3 available and present this at the meeting.	ASAP	NF	For information On-going

		<p>also be held at partner institutions rather than at Napier all the time was supported in principle.</p> <p>Model 2 is the preferred option, the Director is to take into account the amendments and the issues raised by model 3 – stating that members can be on any of the 2 sub groups or both, therefore addressing the regional issues. Once done this is to be re-circulated to the Executive for final comment.</p> <p>Amended document to be sent to those attending the 14 February meeting.</p>	<p>ASAP</p> <p>1st Feb 08</p> <p>ASAP</p>	<p>KM</p> <p>KM</p> <p>KM</p>	<p>Draft</p> <p>Follow up</p>
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