Communications Committee – Action Tracker

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| Meeting(s) | Minute | Action | Responsible | Timeline |
|  |  | **Matters Arising** |  |  |
| 17th September | 11.1 | **Felix Update**  To update on Felix’s activities and plans for the coming year. | Henry Alman (Felix Editor) | Update to next Comms meet |
| 17th September | 5.3 | **Membership Data**  Update on liaising with the Data Society for the membership data project | HoSVC | Update to next Comms meet |
| 17th September | 7.4 | **Annual Report**  Minor adjustment to report | HoSVC | 11th November |
| 17th September | 8.1 | **OT Communications**  Circulate OT plan to committee by 20th September | Union President | 20th September |
| 17th September | 9.1 | **Stakeholder Relationship Management**  Circulate James Medler paper to Trustee Chair | Managing Director | 11th November |
| 17th September | 9.4 | **Stakeholder Relationship Management**  Anchor relationship management took in general comms channel on ICU Staff Teams | Managing Director | Update to next Comms meet |
| 17th September | 12.3 | **Union Communications Strategy**  Draft strategy to next Leadership Meet | HoSVC | Update to next Comms Committee |
| 17th September | 12.4 | **Union Communications Strategy**  To circulate presentation on strategy to committee for feedback | HoSVC | Add to agenda for next Comms meet for discussion |
| 17th September | 13.1 | **Social Enterprise Marketing Plan**  To discuss with HoCS what framing is needed for a tactical approach | HoSVC | Update to next meet |
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