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| **ISSUE** | **NOTES** | **IMPACT**  | **ACTION** | **WHO** |
|  |  |  |  |  |
| **Advertising** | * Not done in time – mistakes and wrong message (register in advance)
* Overtaken on FB by ‘reposts’
 | * Put people off
* Reputational damage (message to stakeholders)
 | * Good comms
* Timely advertising
* Message in newsletter
* Message to stakeholders
 | CEO |
| **Attendance**  | * 6 board
* 3 members of the public
 | Great to see the level of engagement and curiosity in the room. |  | All  |
| **Refreshments**  | * Plenty of food and refreshments
 | Some left over food | Refreshments for normal meetings (drinks and biscuits)Larger catering for stakeholder; xmas; annual meetings  | Board clerk |
| **Welcome** | * Board welcoming the public and each other
 |  |  | Chair |
| **Equipment** | * Overhead worked for the people there
* Acoustics hard to hear people
 | * Alienate people from information and conversation
 | * Be mindful of acoustics
* Consider mics for large events
 | Board clerk |
| **Papers**  | * Board papers went out (slightly) late and not all at the one time
* Papers and writing material availability for board and public
 |  |  |  |
| **Chairing**  | * Meeting overran
* More focus on outcomes and actions
 | * Potentially affects people’s need to contribute
* Put people under pressure to stay
* Can put public off coming
 | * something practical and aligned with our wider goals
* need to be reset in line with future papers and contributions
 |  |
| **Clarity on roles**  | * People had wider remit on discussion and papers
* Meeting maintained focus
 | * Define roles more
* everyone feels confident
* about what’s expected and where they can add the most value.
* Attendees clear about purpose and engagement

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| **Personal story** | * Put a human face to the data
 | * People connect more easily when they see real experiences behind the facts
 | Community spotlight Guest speaker |  |
| **Presentation**  | * Text heavy
* Not personal or relevant (C&P from report)
 |  |  |  |
| **Public engagement** | Open to questionsNot prepared for questions to be read outWider acesuibltiy needs (deaf / disabled etc)  |  | Have submitted questios readPublish question on website after meeting Understand acessbiltiy needsDigital access |  |
| **Values** | TransparentRespectful |  |  |  |
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