

IfA INTERNATIONAL PRACTICE SPECIAL INTEREST GROUP

16 December 2013, 1400

Held via Skype

Minutes

Present: Alice Hobson (AH, Secretary), Leonora O'Brien (LO'B, Chair), Gerry Wait (GW, Treasurer)

Apologies: Kenneth Aitchison, David Jennings, Paul Belford, Ian Oxley, Annette Roe

1.	Groups Meeting Update (GW) <ul style="list-style-type: none"> • So far 324 members in the IPG • Drive for CPD Workshops/conferences from all groups • Diggers Forum suggested each group send a paragraph to the others for inclusion in all newsletters. LO'B to prep 300wds. 	Action L'OB (Feb)
2.	Membership of IPG Group (LO'B) <ul style="list-style-type: none"> • We need more information on our audience in order to better structure our plans. • Email Lianne Birney requesting membership info – names, grade, organisation • Request IfA protocol for a SurveyMonkey survey of members • SurveyMonkey questions to be drafted by LO'B - GW and AH to review and comment • SurveyMonkey questionnaire to go to members (via IfA email) 	LO'B (Dec) ALL (Dec) ALL (Jan - Feb)
3.	IfA 2014 Conference <ul style="list-style-type: none"> • 6 abstracts received, running order drafted • Need to issue acceptances and rejections • Ideas for workshops mooted, to be discussed upon receipt of membership survey • Other abstracts from the committee to be written and considered • Collate promotional materials for conference – liaise with Manda Forster 	LO'B (Dec) ALL (Jan-Feb) L'OB (Feb-Mar)
4.	Newsletter <ul style="list-style-type: none"> • Examples of newsletters from other groups to be sought from Lianne Birney • Call for contributions/case studies/profiles • Prepare 1st newsletter layout and draft content 	LO'B (Dec) AH (Feb) AH (Mar)
5.	Website <ul style="list-style-type: none"> • Check progress on the homepage, advertise LinkedIn • Group/Newsletters/Workshops etc. as required 	ALL (Feb)
6.	Social Media <ul style="list-style-type: none"> • LinkedIn decided as the best platform for the group, GW to set up for internal review. ALL too add information and news. • Page to go live in late Jan/Feb 	GW (Dec – Jan) ALL (Jan - Feb) GW (Feb)
7.	Next meeting <ul style="list-style-type: none"> • Meeting scheduled for February. • Agenda to include finalising 3 year plan for AGM approval and conference 	AH (Jan)

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