



## Marketing and Communications Group

Meeting Notes

17<sup>th</sup> May 2019

**Present:** Stewart Sandilands (acting chair), Jakki Carton, Hannah Congrave (Minutes), Emma Hollinshead

**Apologies:** Gareth J Johnson

### **Items discussed**

- Assess OneNote for notes on changes needed to Terms of Reference
- Decide on further intentions for the first meeting
- Developed ideas on what the portfolio of members could look like – developing a list of members to share areas of expertise and learning and development areas. The portfolio would exist as a resource for group members to increase helpful networking
- How we relate to the Corporate Central marketing departments and remain mindful of corporate branding and how we improve these relationships
- Created the Agenda for the first meeting
- Suggest recommended dates for first meeting

**ACTION: Set date for formal group launch & invite representatives**

**ACTION: Organise inaugural formal group launch meeting**