

**Volunteer meeting notes 5th May**

**Agenda**

1. **Agree Date for Initial Meeting**
   1. A date and time of Tuesday 25th May at 8pm was agreed – Jon will book a Zoom meeting and the details will be shared on the Residents’ Letter, on the Website, by email and via the WhatsApp group.
   2. A volunteer meeting will be booked for Thursday 20th May to discuss the agenda for the main meeting.
   3. All nominations for the roles of Secretary, Treasurer and Chair should be submitted via email by Wednesday 19th May.
2. **Letter Update**
   1. It was agreed that the Residents’ Letter should be updated to show the requirement for nominations for the above roles and for committee members.
   2. The letter will also show the time and date and details of the Zoom meeting.
   3. Jon will send the letter for approval and then print by Friday, 7th May
   4. Cathy will work out distribution details and letters should be posted by Monday 10th May
3. **Individual Commitment** 
   1. Some group members are happy to be considered for roles and will nominate themselves accordingly
   2. It was agreed that an ideal number of committee members should be between 9 and 12 with representatives from all streets on the estate. A final decision on this will be made when nominations are received.

1. **Politician and police involvement in initial meeting**
   1. Agreed that it would be better to involve other parties once the association was properly set up
2. **AOB – None**

Attendees – Jon, Cathy, Kerrie, Peter & Claudia