

## Restated Action List following NAGM Meeting 19<sup>th</sup> November 2016

### **Actions Prior to May 2015 NEC Meeting**

1. Areas & Groups to send to National Finance Officer all copies of completed risk assessments
2. Areas to put National Chairman or a National Officer on the signatory of Area Bank Accounts. Note to Matt D to add Gerry Edwards to NTAC account.
3. Honorary General Secretary to maintain National Trophies Register (with help from NFO as necessary)
4. National Finance Officer to maintain a list of people banned from PLUS, areas to provide details
5. NC to send reminders of next meeting within a month of the next meeting and a week before
6. Area Chairs to make sure area/group websites are up to date
7. Areas to forward NAO their area diary to compile National diary (to [abarnard@jet.uk](mailto:abarnard@jet.uk))
8. NR/SR to inform National/Areas when online communicating tool training is well in advance so other areas can be involved

### **Added May 2015**

9. HGS to amend constitution to reflect 2014 and 2015 NAGM changes and decisions made
10. MAC / NFO to sort out Barkingside finance – when they closed they wanted their funds to go to the WASH Committee.

### **Actions added August 2016**

11. Adrian and Nick and whoever else as appropriate to become signatories on the account used for the Cornwall holiday.
12. Nick to sort out being signatory on the bank accounts he needs to be a signatory on

### **Actions added November 2016**

13. All Groups to let their Area know their banking details.
14. John Smith to email Jeff the Sara Cox interview clip with Ian Crawshaw and then....
15. Jeff Rea to place the interview clip on the website, and give credit to the BBC.
16. Francis to email Adrian / Adam / Nick the info about the course on First Aid / competent person qualification for an outdoor activity (Sheffield, £120)
17. Area Chairs to send copies of the National Directory to Groups.

18. Jeff Rea to set up a distribution list for the NEC.

19. Nick to send the quote from Markel International to the NEC.