

Executive Board Meeting VISA V Limited, Sherwood Business Centre, NG5 2GA 17.08.18 2-4pm

Agenda item	Topic	Decisions/Outcomes/Action points
1.	Purpose/Attending	Website/Comms review subcommittee - Mike Douglas, Sue Sambells, John Lennard. Apologies Lianne Taylor
2.	Comms Team	<p>SAS promoted specialist roles and now recruited</p> <p>Joshua Butler – Social Media Editor</p> <p>Josef Doyle– Newsletter Editor</p> <p>Matt Lawson – Comms Liaison Officer</p> <p>Alexandru Scurtu – Website Editor</p> <p>Details of roles/skills at https://www.nottswatch.co.uk/images/site_images/39138_What_would_I_do_with_links.pdf</p> <p>Details of new team plus MSAs to be added to website – restructure About Us page.</p>
3.	Website	<p>Concerns –2015 Review documents have vanished from our website. Action SAS email documents to JL.</p> <p>Discussed potential new website design. MD referred to https://www.neighbourhoodwatchscotland.co.uk/ and http://www.northantsnhw.co.uk/ as recent examples. If we keep to basic template (imagery can be altered) of one of these websites, costs won't be incurred. SAS suggested headings to include:</p> <p>Keep safe – include Alert, police advice, resources</p> <p>Find or start a scheme - link to page to find/set up scheme plus advice re NHW & setting up a scheme Get together with your neighbours to take action to cut crime.</p> <p>Get Involved – Link to “Join us” – if it can be created without pdfs so much the better – fine on most devices but not great on smart phone.</p> <p>About us - links to current website – minutes, governance, aims, team details</p> <p>Latest news – if possible, divert to local areas and maybe link in with social media?</p> <p>Updates re our projects – Student watch, Tech & Tea (Age friendly) Robin Hood Network etc.</p> <p>MD demonstrated map drilling down to local areas news/beat info.</p> <p>Action SAS to draft and email site specification mock up to MD.</p>
4.	Alert database	<p>Discussed how we can promote projects working in partnership with Steve Smith, Age Friendly, Notts CC:</p> <ul style="list-style-type: none"> • Venues/times for Tech & Tea plus other tech surgery drop in sessions • Good Neighbour schemes <p>MD explained to build this into our database to search from a postcode (as with NHW schemes) would be very costly and he believed, far more effective (and free!) to create user groups then issue a survey, via neighbourhood alert, to explain project and invite those interested in either volunteering or benefitting to join (simple click). We can issue updates to the group as and when. SAS has updated Steve Smith.</p>
5.	Next Exec meeting Next Review meeting	<p>TBC – SLA/Review meeting (CI Verma unable to attend 31.08.18)</p> <p>Monday 1 October 1.30-4pm Dunkirk Community Centre</p>