

# Business Meeting

17/08/2018 09:00 - 12:00

<b>Presenters</b>	Connie Nielson, Dawn Smith, Fatima Campbell, Jennifer Nichols, John Hamilton
<b>Attendees</b>	Bob Smith, Connie Nielson, Dawn Smith, Dustin Parks, Edward Arroyo, Fatima Campbell, Jennifer Nichols, John Hamilton, Liam Pettit
<b>Location</b>	Conference Room

## 1. OPENING

09:00-09:25

Presenter(s): Dawn Smith

### 1.1. CALL TO ORDER

### 1.2. INVOCATION

#### Connie Nielson

We welcome members to the last meeting of the meeting as currently constituted, prior to the transition. Introducing our new Executive Chair Designate who is attending his first meeting since being appointed as a member in the summer.

## 2. REVIEW OF PREVIOUS MEETING MINUTES

09:25-09:50

#### Decision

The minutes from the previous meeting were approved by all attending members

#### Approval of Past Meeting minutes

Anonymous vote: **Yes: 9 (100%)** **No: 0 (0%)**

## 3. CORRESPONDENCE

09:50-10:15

Presenter(s): Fatima Campbell

### 3.1. REPORTS

#### Discussion

Sales of our products in the UK and US markets increased 15% year-over-year last. Online sales at partner sites were a big part of that success.

#### Dawn Smith

The German Market Manager was not ready for this meeting and performances will be analyzed in a future meeting.

#### Connie Nielson

Sales in the French market fell by 5% due to an increase in sales cycles due to new regulations.

#### Decision

All strategies are good and must now be put into action. Each Manager must put in place a strategy to tackle new markets to reduce risks and dependence on our current sectors.

#### Discussion

 Annual-Report.xlsx

## 3.2. STANDING COMMITTEES

### Discussion

Reports from the following standing committees were reviewed:

- Budget Committee
- Ethics Committee
- Rules and Regulations Committee

## 3.3. SPECIAL OR AD HOC COMMITTEES

## 4. BUSINESS

10:15-10:35

Presenter(s): Connie Nielson

### 4.1. UNFINISHED BUSINESS

#### Dawn Smith

There is no unfinished business to discuss

### 4.2. STANDING COMMITTEES

## 5. SPEAKERS

10:35-10:55

Presenter(s): Jennifer Nichols, John Hamilton

### 5.1. EDUCATION ACTIVITIES

#### 🔗 Decision

#### Continuous Professional Development

With new GDPR rules coming into effect this year all staff must partake in the GDPR CPD events that are taking place over the coming months. This is compulsory for all employees.

### 5.2. PRESENTATION OF HONOURS/AWARDS

#### Discussion

In Q4 we will have a presentation for the Best Presentation of the Year Award. This award celebrates the most inspiring and effective presentations, that are delivered by impact, confident and engaging speakers. The award sets to challenge speakers even further and encourage them to put as much effort as possible into raising the bar higher.

#### 🔗 Decision

A shortlist for the Best Presentation Award should contain 3 people from each regional office

## 6. CLOSING CEREMONY

10:55-11:10

## 7. ADJOURNMENT

11:10-11:25

## Tasks Summary

---

Task	Due Date	Owner	Project	Completion	Priority
Communication to be sent out to all employees regarding GDPR training	31/08/2018	Connie Nielson		0%	*****