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| **Committee Meeting Minutes** |
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| Meeting Date:  | 24 March 2017 | Start Time: | 8.00 am. | Venue: | Grindz Café, 1st Avenue, Tauranga |
| Attendees: | Lynne Herring (Chairperson) , Chris Bell, Tracy Henderson, Keith Bardwell |
| Apologies: | Darach Cassidy, Shayne Lyons, Matthew Dixon, Marcus Bathan |
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| **KEY POINTS FROM MEETING*** NZISM Branch Facebook update
* Recommended additional Venues, Matua Hall, Greerton Library, Ferguson Park Soccer Club
* AGM in June
* Topics – Confined Space, Methyl Bromide, Asbestos, Working at Heights
* All present agreed to take on extra work load if additional presentations were implemented
* Overview of NEC document
* National Managers update discussed
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| **Agenda Item #** | **Key Actions, Directions and Agreed Statements** | **Action****by** | **Date Raised** | **Date Required** |
| 1 | Email to go out to *members* asking if they want to present a topic | Darach | 24/3 | 14/4 |
| 2 | Send invites to join NZISM Facebook, can only join by invitation | Chris/Darach | 24/3 | 14/4 |
| 3 | Topics/Presenters FH Traffic Management – confirm for April branch meeting | Darach | 24/3 | 14/4 |
| 4 | Confined space presenter. Presenter information required, experience, background, covering legislative requirements to be forwarded to committee prior to presentation | Shane/Tracy | 24/3 | 14/4 |
| 5 | Investigate speaker on Methyl Bromide  | Chris | 24/3 | 14/4 |
| 6 | AGM – speaker Deb Cameron | Darach | 24/3 | 14/4 |
| 7 | Organise a ACC presentation – September | Darach | 24/3 | 14/4 |
| 8 | Strategy document on website, everyone to have a look | All | 24/3 | 14/4 |
| 9 | Advertise via Facebook positions coming available within committee, with brief description  | Darach | 24/3 | 14/4 |
| 10 | Develop objectives for the year and distribute to committee – post on website | Darach/Lynne | 20/1 | 14/4 |
| 11 | Keith to confirm Greerton Library as venue for April Branch Meeting | Keith | 24/3 | 25/3 |
| 12 | Survey questions to be forwarded to members via Facebook | Chris | 24/3 | 14/4 |
|  | Meeting closed at 8.45am  |  |  |  |
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Next Meeting: Date: May 2017 (date to be confirmed)

 Time: 8.00am to 9.30am

 Venue: Grindz Café, 1st Avenue, Tauranga

Friday 24/03/2017

Tracy Henderson, NZISM BOP Branch Secretary