

### Summary Action List

| Item No     | Item for Action  | Responsible   | Due Date        | Update |
|-------------|--|---|-----------------|--------|
| <b>2.3</b>  | A Kiker to circulate information to all members on the information to include for brief statements for inclusion in their YCC Scotland website profiles.<br><br>All members to ensure their YCC Scotland website profile is up-to-date, ending any updates to A Kiker. | <b>Alexander Kiker</b><br><br><b>ALL</b>            |                 |        |
| <b>5.1</b>  | M Bennie to provide link to PIS data to A Kiker for circulation among the group.   | <b>Marion Bennie</b>                                |                 |        |
| <b>6.3</b>  | A Paterson to pursue use of Notice Board TV for GP publicising slides.   | <b>Alison Paterson</b>                              |                 |        |
| <b>7</b>    | K Et Taouil to send copy of IRIC poster to A Kiker for circulation among the group.  | <b>Karime Et Taouil</b>                             |                 |        |
| <b>8.2</b>  | A Kiker to investigate the benefits and detriments of a Facebook page for YCC Scotland, compare with other regional centres, and compile a report for the next meeting.  | <b>Alexander Kiker</b>                              |                 |        |
| <b>9.3</b>  | All members are to review the proposed questions for a FAQ section of the website and provide feedback to A Kiker by the end of May 2018.  | <b>ALL</b>  | <b>30/05/18</b> |        |
| <b>12.1</b> | T Duff to attend the next NMP meeting on behalf of YCC Scotland.   | <b>Tracy Duff</b>                                   |                 |        |
| <b>13</b>   | YCC Scotland to prepare a short report outlining the roles, goals and responsibilities of YCC Scotland and the advisory board, with a specific focus on the purpose and implementation of social media.  | <b>Tracy Duff, Alison Paterson, Alexander Kiker</b> |                 |        |
| <b>14</b>   | Date of next meeting: to be arranged via Doodle poll, aiming for October 2018, avoiding school holidays.   | <b>Fiona Houston</b>                                |                 |        |