

# RCN Nurses in Management and Leadership Forum Steering Committee Strategy Day Meeting Notes

27 February 2023, 11:00-16:00

Location: RCN HQ, Sarah Swift G01

## Attendees:

Sally Bassett (SB) (Chair)  
Craig Davidson (CD) - *Virtual*  
Eleanor McManus (EM) - *Virtual*  
Angela Sealy (AS)  
Rabina Tindale (RT) *Virtual*  
Liam Williams (LW)

## Guest:

Paul Jebb (PJ) - *Virtual*

## Staff:

Denise Alexis (DA)  
Bruno Daniel (BD) - *Virtual*  
Jane Edey (JE) - *Virtual*  
Sally Faley (SF) - *Virtual*  
Christine McKenzie (CM)

## Apologies

No	Agenda Item
1.	<b>Welcome and apologies (SB)</b>  The committee would like to thank PJ for all his hard work and the impact he has had on the steering committee; his support for the success at Congress in 2022 is notable.  <b>Action:</b> Confirm letter of thanks has been sent to PJ. CM/ DA
2.	<b>Review Notes of the</b>

	AS will update the steering committee action plan with agreed actions from the minutes of the last two meetings.
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**3. Planning for 2023**  
**Introduction Christine McKenzie**

- Ø Sufficient administrative support to the chair is not available, the work falls to the chair and if absent it is not progressed.
- Ø Ideas are generated but we are not specific enough in our work to ensure delivery .
- Ø We need to be realistic and focus on the work that we can do.
- Ø We need to buddy up with each other and work with someone in the case, due to other commitments, someone else can take the work forward.
- Ø This is SB last year as a steering committee member, fearful of the steering committee fizzling out.

to have a duty of care of members posting on behalf of the forum on social media.

**Action:**

Committee to agree on content for social media and timelines on when to post items. RT to connect with LW on using his posts from LinkedIn (RT)

RT to create a poll asking members what it is they want from their

Need to ensure SMART learning outcomes as this helps to develop the audience. There is a need to create marketing assets for promoting the conference.

The committee now need to make the initial approach to speakers and the events team will follow this up.

To note that t

opportunity to further promote the Conference. This could be an

**Action:**

The committee need

## Decision

	<p>6. LW = 01/01/21 31/12/24</p> <p>7. <b>Vacancy</b></p>
7.	<p><b>Review of and further actions and leads for projects and activities 2023</b></p> <p><b>Additional Actions:</b></p> <p>AS and SB to meet to update the action plan with the action of the previous two meetings and Congress; resend to all.</p> <p>EDI Conference Lead CD. All are to join the Preplanning meeting on March 6th.</p> <p>All to join the Member call on March 21<sup>st</sup> .</p> <p>Social media and poll to be completed by end of March (RT).</p> <p>Scope and plan webinars using meetings, not formal events (RT).</p>
8.	<p><b>AOB</b></p> <p><b>Points of information from SB</b></p> <p>Nicola Ranger, Director of Nursing, will be attending FCC on March 29th</p> <p>The RCN will be publishing its five-year strategy shortly</p> <p>The Award committee have confirmed that new awards will be created to recognise the contribution of forum members and steering committee members. The Awards nomination and submission process will be circulated shortly.</p>
9.	<p style="text-align: center;"><b>Close</b></p> <p><b>Next steering committee teleconference: 27<sup>th</sup> April 18:30-19:30</b></p>