

# LACA-Lead the Change board meeting minutes

## Conference call

03 March 2020

Attendees	Apologies
Emer Timmons – Co Chair	Baroness Ruby McGregor-Smith CBE
Denis Woulfe - Co Chair	Elysia McCaffrey
Michael Prescott	Caroline Waters OBE RSA CiPD
Emma Codd	Jonathan Bullock
William Touche	
Dr Randall S. Peterson	
In Attendance: Susan Beaumont-Staite	
Jane Vose	
Silvia Zborovjanova- Secretariat	

### 1. Welcome – Denis Woulfe

- 1.1 DW welcomed members and noted apologies from Baroness Ruby McGregor-Smith CBE, Elysia McCaffrey, Caroline Waters OBE RSA CiPD and Jonathan Bullock.
- 1.2 DW apologised for the late change in converting a face to face meeting to a conference call due to COVID-19.
- 1.3 DW expressed appreciation for the members to join the conference call and for their support.

### 2. Approval of minutes – Denis Woulfe

- 2.1 DW led the review of the minutes from the board meeting held in December.
- 2.2 The minutes were approved by all members and will be published on LACA's website.

### 3. Review of engagement materials – Denis Woulfe

- 3.1 DW led the discussion about the first engagement materials produced – brochure with inserts. Unfortunately, due to face to face meeting being cancelled, members did not have an opportunity to review the final the printed brochure at the meeting. Therefore, DW requested that Silvia Zborovjanova would post a number of brochures to each member to support of any engagements. (LACA Business cards for each member to be posted too).
- 3.2 The latest summary list of pledge supporters was shared and reviewed.
- 3.3 DW also led the discussion about the final first cohort engagement list with assigned contact lead responsibility.
- 3.4 DW noted a briefing pack with the advice for the engagement was shared prior this meeting for any feedback.

### 4. Report on the progress by each strategic group

- 4.1 *Policy advice, research – Emma Codd (EC), Caroline Waters (EW) and Elyssia McCaffrey (EM)*
- 4.1.1 The document with 10 CEO commitments was discussed. EC suggested that each of 10 commitments need to be supported with 1-2 best practice examples. EC proposed to create

a roadmap with guidelines that companies could adapt depending on their current state of maturity.

4.2 *Skills development - Dr Randall S. Peterson (RP) and Jonathan Bullock (JB)*

4.2.1 Sponsorship topic was discussed. EC mentioned that she had previously created a document about sponsorship with detailed information about the relationship between sponsors and sponsorees. She said she would need to seek approval before sharing.

4.3 *Media comms and events – Emer Timmons (ET) & Michael Prescott (MP)*

4.3.1 ET provided updates in regard to international engagement at United Nations, NY on 5<sup>th</sup> March. Due to COVID-19, NU was scaled down with cancellations.

4.3.2 ET mentioned that the deck with potential branded products was shared via email prior to this meeting.

**5. Next steps & AOB – Denis Woulfe**

5.1 DW summarised the meeting's discussions. Minutes will be produced for agreement at the next meeting.

5.2 There was no other business.

**DATE OF NEXT BOARD MEETING:**

- Meeting: Monday 6<sup>th</sup> July 2020 – 16:00 – 17:00, meeting converted to conference call/ Zoom meeting.