

**Minutes of Work Plan Meeting  
Held on Thursday 21<sup>st</sup> October 2010  
At the Invercarron Resource Centre, Stonehaven**

	<b>Item</b>	<b>Action</b>
<b>1.</b>	<p><b>Welcome &amp; Apologies</b> <b>Present:</b> Allan Cairnduff - <b>AC</b> Diane Collinson <b>DC</b> Lenny Lawrence <b>LL</b> Bill Pirie <b>BP</b> Isabella Williamson <b>IW</b></p> <p><b>Apologies:</b> Susie Brown – <b>SB</b> Chris Wark – <b>CW</b></p>	
<b>2.</b>	<p><b>KMAP Secretary:</b> We need to clarify the constitution regarding a named committee member as secretary as Vickie will be doing the majority of the secretarial work.</p>	<b>DC</b>
<b>3.</b>	<p><b>Community Engagement in North Kincardine and Mearns:</b> Initial steps are being made to Community Councils and volunteer groups who are considering community engagement exercises.</p>	<b>DC</b>
<b>4.</b>	<p><b>KMAP Work Plan:</b> Discussion followed on the 2010 / 2011 work plan and an updated interim plan was formed. This is to be typed up and circulated.</p>	<b>DC &amp; VA</b>
<b>5.</b>	<p><b>Student Placement / Research Worker:</b> Some discussion regarding this followed. It was agreed that we will pursue this as an option and we have to initiate job description / specification.</p>	<b>DC</b>
<b>6.</b>	<p><b>AOCB:</b> <b>Mearns Patient Participation Group:</b> This group applied for a grant and it would appear it was discussed at a meeting but they have not received any monies. Previous minutes will be checked and item added to the agenda for the business meeting. <b>ARPF:</b> IW briefly outlined an important point that was raised at the ARPF meeting on the 18<sup>th</sup> October 2010. Minutes will be circulated to the committee when they are received.</p>	<b>DC</b>
<b>10.</b>	<p><b>Date of next meeting</b> Business Meeting 18<sup>th</sup> November 2010 7pm - Invercarron Resource Centre</p>	