

HGFA ASN Monthly Meeting Agenda

Tuesday 9th February at 8:00pm (ESDST)

Key Points:

1. Welcome and meeting introduction

- This will include a discussion of any previous meeting's action items

2. Network Update

- The ASN staff will provide an overview of any relevant activities, initiatives, etc that have occurred in the previous month, as well as a brief overview of future Network plans.

3. SMS Framework document

- Progress on HGFA's Framework document can be discussed, as well as any areas where advice may be sought. It is understood that there may be no progress on this, because in the last meeting, the use of this document was dependant upon

4. Priority of focus for next few months (Activity Plan)

- This will include confirming dates for the following month, and any changes that may need to be made to the Activity Plan.
- It is requested that both the HGFA Reps and the ASN staff have the latest Activity Plan readily available for review.

Action items from the previous meeting:

Action	Person(s)	Due date
Heather to contact Godfrey regarding the Safety Committee	ASN	February 2010
Send invite to the January 2010 Board Webinar <i>Complete: 22nd January 2010</i>	ASN	22 nd January 2010