ITEM	Action
ITEM 1 **Opening Remarks** 1. The Chair opened the meeting and wished everyone a happy new year and thanked them for their continued support. The Chair highlighted the unfortunate increase in demand for our Aurora services and that we must ensure we continue to capture all those in need.	
ITEM 2 **Outstanding Actions Previous Minutes** 2. EW stated the outstanding action around the well-being weekend would be covered in Item 4 and the outstanding action on developing a poster would be dealt with under Item 5. All other actions were complete following the last meeting.	

ITEM 3 **AGM Preparation**
3. EW agreed to look at the suggested date of Friday 23 Feb 2024 at 1900, with the alternate option being 21 February 24. The Board agreed;
   a) It should be a hybrid event, with in-person attendance encouraged.
   b) The invitation should be to the Aurora membership and wider community. AC to develop a wider community invite list.
   c) That the Imagine Cruises offices would be a great venue and EW would reach out to the Team there.
 	
4. EW discussed the draft agenda and would finalise following the meeting. AC agreed to deliver the welcome (with data set from NC), EW would ensure the flow of the meeting and deliver the Aurora Strategy, CH agreed to give the financial update.
 	
5. The board agreed the AGM was a great chance to reach out to the membership for support in fundraising, and looking at their wider networks for support. EW would include this in the agenda.
	EW
	
	AC
	
	EW
	
	EW, AC, CH, NC
	
	EW

ITEM 4 **Well-Being Weekend** 6. The board agreed that we would deliver a wellbeing day either on the 9th or 16th March 2024 at the De Vere Hotel at Cotswolds Water Park. EW agreed to go and discuss with the venue the options, to help understand attendance numbers and start to shape a balanced programme of education and well-being. 7. EW agreed to continue to explore large house options for	**ALL**

	September 2024, including securing funding to deliver this option at scale.		**EW**
	8. The Board discussed eligibility to attend the weekend and those that had not attended an event would get priority. It also led into the discussions around the life-cycle of an Aurora member with very clear parameters for joining the Aurora community, but challenges in transitioning members beyond the services. CH agreed to provide information on the opportunities through the Ridgeway Centre, EW agreed to circulate to the board a draft 'aurora member's agreement' to include becoming an aurora mentor.		**CH/EW**
ITEM 5	**Marketing and Communications**		
	9. The board agreed to the purchase of 500 Aurora badges to raise awareness, and recognise the growing community. CE agreed to ask the company to raise another invoice and order these ready for the AGM.		**CE**
	10. AC agreed to increase social media through using the announcement whats app group posts and we would look to see if this feed could be on our website landing page.		**AC**
	11. The board raised the importance of a website landing page to encourage new memberships and gain credibility whilst fundraising and applying for grants. CE advised the business was happy to support the creation of the landing page and AC agreed to confirm the domain name to host it on. EW would produce the content and work with CE's Team to produce this by the 12 January for Board review.		**AC/CE/EW**
	12. The board approved the poster design with minimal changes, but would like 'Together We Are Stronger' on the front. They would like to produce A3 Posters to place at the hospital and ridgeway, A4 posters for small surgeries. For the A5 flyers the board would like the reverse to have a little more information about Aurora and a link to the website landing page. EW agreed to provide the additional content.		**EW/CE**
	13. CE agreed to get quotes and pictures from aurora members to enhance the web landing page and social media.		**CE**
ITEM 6	**Grants & Finance**		
	14. EW reported a mail outreach of 75 letters had been sent but with little traction yet, EW would follow up in the coming weeks.		**EW**
	15. EW advised we opened a just giving platform. AC agreed to look for the possible password from a previous activation.		**AC**
	16. Nationwide link through an Aurora member was progressing and all wording had been sent across. EW would continue to chase. Also EW had found an Openworks grant opportunity that is being followed up on.		**EW**
	17. To progress with the grant's CH agreed to share the last two years of accounts.		**CH**
	18. NC said her organisation RWE had a grants process and EW agreed to support in developing the wording for the application.		**EW/NC**
ITEM 7	**AOB & Date of Next Meeting**		
	19. CH/AC agreed to look at the educational programme for the next 12		

	months and provide EW with a list of dates and topics	**AC/CH**
	20. The board agreed to take part in 'Pretty Muddy' and encourage members to join the fun. EW agreed to place this on the announcement page and once just giving is established we would look at running a fundraising campaign around this.	**EW**
	21. All agreed to produce a list of people we would like to thank to help shape how the board would deliver this. It was suggested this could be done through; a bespoke event, free invitation to a gala event, aurora presentation piece.	**ALL**
	22. The Board agreed we needed to consider how to best leverage Breast Cancer Awareness Month in October. All agreed to come back with ideas during the next meeting.	**ALL**
	23. CE/NC agreed to look at GDPR ruling and current wording of the Microsoft form that is to be sent out to ensure the data base in current and reflective of the aurora membership.	**CE/NC**
	24. EW would circulate the date for the next meeting ahead of the AGM once the date had been finalised.	**EW**

E Winfield (e-signed)

Elizabeth Winfield
Chief Operations Officer
Aurora Breast Cancer Wellbeing