



**DRAFT Agenda**  
**14<sup>th</sup> September 2015**  
**Lateral, 8 City Walk, Leeds, LS11 9AT**  
**9.30 a.m. for 10 a.m. start**

9.50	Welcome by the Chair	Shelagh
9.55	Apologies for absence: Kath Horner; David Jeffels; Danny Brown	Joanne
10.00 – 14.30 <b>Including 30 minute lunch</b>	<p><b>Social Media Training Workshop:</b></p> <ul style="list-style-type: none"> <li>• Cover Twitter (including the basics of how to tweet) and how to write a blog post</li> <li>• Put tweeting and blogging in a strategic context, but also allow for practical hands-on experience</li> <li>• Focus on tweeting for the (yet to be set up) Future Years account (although some delegates will also use the knowledge for their own personal accounts or their own forums)</li> </ul> <p>Objectives – what delegates should get out of it:</p> <ul style="list-style-type: none"> <li>• An understanding of how (and why) to tweet and write a blog post</li> <li>• Confidence in using Twitter etc</li> <li>• Understanding of distinction between personal and professional, and different tones of voice, eg when tweeting for Future Years, as themselves, or for their own organisations – when to give opinion etc</li> <li>• How to make the most of their attendance at events, eg through event hashtags</li> <li>• How to raise the profile of Future Years through tweeting and blogging</li> </ul>	Helen Robinson and Jane Hustwit from Involve Yorkshire and Humber
14.30	Minutes of the last meeting	Shelagh
14.35	Matters Arising from the minutes of the last meeting	Shelagh
14.45	Sub-regional Activity Reports: reports from what has been happening and issues from around the region	All
15.15	UKAFA Update	Shelagh
15.25	Future Years AGM: 15 <sup>th</sup> October 2015, York	Joanne / Shelagh
15.35	Update on Workplan	Joanne
15.45	Finance Report	Joanne
15.50	Any other business	Shelagh
16.00	Dates of future meetings <ul style="list-style-type: none"> <li>• 7<sup>th</sup> December 2015</li> <li>• 7<sup>th</sup> March 2016</li> </ul>	