

NICCFD FMLT Meeting Action Items Status

(Updated: September 23, 2010)

Action #	Issue	Responsibility	Remark	Due	Status
September 2010 – Item 4b	OIF	Dave	Inquire about availability of OIF minutes and circulate to the group as available prior to the next FMLT meeting.	January 18, 2010	
September 2010 – Item 6b	Declaring Areas Guidance	FMLT Members	Review the interim version of the document and send comments to the authors (Ione, Dave and Andrew).	October 15, 2010	
September 2010 – Item 7c	Workplan	FMLT Members	Interest Area subgroups to initiate communications on their topic of interest by October 15 and begin working on a strategy to identify and action the related issues associated with the interest area. Progress will be reported out at the next FMLT meeting in January.	October 15, 2010	
September 2010 – Item 11e	Guest speaker	Amy	Pursue a guest speaker for the next FMLT.	January 18, 2010	
September 2010 – Item 3a	FMLT TOR and Contact Information	Amy	Circulate final TOR and contact information to FMLT members and Chuck Rowan	September 30, 2010	TOR and contact information circulated September 23, 2010. Completed.
September 2010 – Item 4c	OIF	Andrew	Circulate a list of OIF membership to the FMLT.	September 30, 2010	List circulated September 20, 2010. Completed.
September 2010 – Item 7b	Workplan	Amy	Compile and circulate the results of group ‘Top 5’ discussion.	September 30, 2010	Compiled and circulated September 23, 2010. Completed.

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June 2010 – Item 3d	FMLT TOR	Amy	Circulate draft TOR	End of June	Draft circulated June 28, 2010. Completed.
June 2010 – Item 3e	FMLT TOR	FMLT Members	Review draft TOR and send any recommended revisions to Amy.	September 3, 2010	Comments received from members and included in current draft circulated for discussion at September 16 meeting. Completed.
June 2010 – Item 4c	Workplan	FMLT Members	All to think about tangible local operational issues that the FMLT could work on, email your list of items to Amy to compile, and then a ‘Top 5’ can be decided on at the September meeting. This will also usefully inform the focus of a field trip.	September 3, 2010	Comments received from members have been compiled and circulated for discussion at September 16 meeting. Completed.
June 2010 – Item 5b	Declaring Areas Guidance	Dave, Ione, Andrew	Project team to have a draft product available for presentation at next FMLT meeting.	September 16, 2010	Interim version circulated September 16 th to the FMLT. Completed.