

## Steering Group meeting: Thursday 12 September 2024

<b>When</b>	Thursday 12 September 2024, 0930-1200
<b>Where</b>	Virtual
<b>Who</b>	Toby Stevenson, Shay Brazier, John Campbell, Ryan Kuggeleijn, Matt Smith, Fiona Wiseman, Terry Paddy, Rebecca Osborne Secretariat: Craig Evans Observers: Brian FitzGerald (EECA), Mark Herring (EA)
<b>Apologies</b>	Briony Bennett (Ara Ake), Sean McCready (CC), Peter Bartlett (MBIE)

## Session notes

### 1: Welcome

The new Chair introduced themselves and welcomed everyone to the session

The SG:

- confirmed there was a quorum
- noted their individual obligations relating to the Commerce Act 1986 prohibiting anti-competitive conduct
- noted apologies
- confirmed the agenda.

## Strategic items

### 2: Membership and renewals

The Steering Group discussed memberships and renewals for 2025, noting a letter will go out to members on the anniversary of their joining date alongside a subscription invoice.

- The group noted all but 1 existing Member had indicated a willingness to continue participating, and encouraged continued focus on demonstrating tangible progress to retain memberships every year
- The SG agreed the membership renewal letter be sent out on the respective Members anniversary date.

### 3: The next 6 months

The Steering Group discussed the to-do list for the next six months given that members agreed at the AGM and the lay of the land.

- Focus on two key areas identified at the AGM:
  - Monetising flexibility value and rewarding people
  - Providing data/information to enable people to develop their flexibility business case.
- The SG agreed to concentrate efforts on a smaller number of initiatives and do them well rather than trying to do many things at once.
- The Flex Day event aims to develop minimum viable propositions and identify collaborative projects.
- The Flexibility Plan will be updated by early 2025 ahead of assessing progress.
- The SG approved deploying the remaining operational funds from 2023-24 to support delivering the to do list, focusing on communicating better and providing targeted regulatory advice.

## Standing items

### 4: Engagement

The SG discussed the key interactions that have occurred since the previous Steering Group meeting. An update was provided about engagement numbers on the website, newsletter and linkedin.

- Three new members joined bringing the total number of memberships to 37.
- Agreed to develop a structured plan for engaging key stakeholders and telling Flex Forum's story more effectively
- Discussed need for better visibility and understanding of Flex Forum's work across the industry
- The Chair, Secretariat and SG volunteers to develop a 'who to catch up with plan'.

### 5: Workplan

The SG noted updates to workplan progress and other FlexForum tasks.

The SG noted that the workplan and task tracker is to be updated to reflect the workplan agreed at the AGM.

### 6: Finance

The SG noted the finance update, cash flow projections and status of subscription payments.

## Procedural items

### 7: Agreeing financial arrangements with members

The SG agreed to reimburse specified Members for services they provide to the FlexForum. But noted that there needs to be a record kept of details of work completed.

### 8: Updates policies and procedures

The SG noted the two proposed updates to the policy and procedures - financial transaction procedures and delegated authority procedures.

## 9: Membership requests

SG noted the recent membership enquiries, requests and decisions since the previous meeting.

## 10: Actions

The SG noted the status of actions from previous sessions.

## 11: Next Steering Group meeting

The SG agreed the next meeting would be 10 October 2024.

## 12: Any other business

Change of bank account signatories.

- SG noted that change of signatories is required. Add Terry, Shay and Toby to the list.

A request to respond to EA consultation on consumer data access..

- SG agreed to develop a response, recognising potential for divergent member views.
- FlexForum to organise facilitated discussions to align on key points and potentially propose code amendments.

Meeting ended 11.18am