

**RHI STEERING GROUP MEETING ON 4 November 2016**

DATE		CONTACT LOG FOR 4 NOVEMBER MEETING
25/10	BM	Request from B McCann to issue invite to Steering Group for one item agenda meeting on 4/11/16
25/10	Bm	Confirm Andrew's availability for 4/11, happy to go with 11am
25/10	Bm	Invite issued to Steering Group members
25/10	Bm	Acceptances from Terry, Brendan, Chris, Stuart & Seamus, Lucy declined, on leave
25/10	Bm	Conference Room A booked
26/10	Bm	Acceptances from Ian, Andrew & Heather
2/11	Bm	Acceptance from Alan Smith
2/11	Bm	Discussed with Brendan, list of recommendations sent out to group with reminder of date/time of meeting

**MINUTES PREVIOUS MEETING (NOT APPLICABLE AS MEETING 4/10 ONE ITEM AGENDA, MINUTES OF MEETING ON 27/10/16 WILL BE INCLUDED IN NEXT FULL STEERING GROUP MEETING, DATE OF WHICH IS TO BE CONFIRMED)**

Date	Status of Minutes

## RHI STEERING GROUP MEETING ON 4 November 2016

### **MEMBERS LIST**

Andrew McCormick  
Chris Stewart  
Heather Cousins  
Michael Woods  
Brendan McCann  
Lucy Marten  
Terry Coyne  
Seamus Hughes  
Ian McFarlane  
David Conliffe  
Stephen McMurray