1. Office and General

·         NE to invite Prof. Eugene Cloete (EC) to the Aquaknow SANWATCE Secretariat group so EC can stay updated

·         NE: best to copy and paste meeting minutes, not upload the document

·         NH to follow up with Suzette Els on calling international and mobile phones (-3072)

·         NH to inquire after the printer cartridge

·         NE to sort out sub-contracts: Jaqui Golden, Murray Biedler, NH

·         NH to speak to Marietta from Stellenbosch University HR (-3760)

·         NE thanks NH for effort and contributions

2. Filing

·         Meeting minutes are to be printed and filed weekly

·         NH to file papers after NE has piled them up in some order

3. Workshop in Johannesburg on the Finalising the Business Plan (BP)

·         NE filled in NH on the details of the workshop: two weeks to write up the BP, until the end of the    month for BP to be completely finished

·         DM and NE to combine notes on the workshop to write a short report for circulation

·         NH to contact Juhanita van Wyk from the City Lodge about outstanding issues/payments for the conference venue and accommodation (011 5527600)

4. E-Conference

·         NH to write an email to stay in touch with Murray Biedler although contract is not yet finalised

5. Italy Conference

·         NH to follow-up with Andrea Leone (skype: andreafpl) regarding Bruno’s visa