

Activity	Which new group			
	Hub/coordination/liaison/ strategy	Awareness raising/events	admin/finance/communica- tions	training and courses
Liaising/coordinating with sub-groups				
co-ordinating sub-group activities	x			
Find graphic designers and passed on contact to food group	x		x	
Communications				
Co-ordinate bulletin writers			x	
Liaising with Nicola about web-site	x		x	
Contact point for incoming e-mails			x	
Environment Festival				
organising programme of events for Environment Festival (meetings with Helen Witherington, getting info together for publicity, planning events etc)	x	x		
overseeing logistics for Environment Festival (James)		x		
Strawberry Fair stall		x		
Arbury Carnival stall		x		
Milton Country Fair stall		x		
Help organise and run Rosie Cox event		x		
Market Square stall		x		
General events/stalls				
Arjuna stall (more than once)		x		
Transition Tavern (pub night)		x		
Open Space meeting in July	x	x	x	
Make new displays for stalls - hangings with folders etc		x		
Storing items for stalls, lending gazebo etc		x		
Zero Carbon Caravan Event with cyclist going to Copenhagen, with Tony Juniper		x		
Council energy show - give presentation and run stall		x		
Create presentation and give talks about Transition		x		
buy "in transition" film and show it		x	x	
stall at St Faith's school		x		
Growing plants to give away at stalls (alongside food group)				
Community meal in church - co-ordinate volunteers for food prep and with church on night		x		
What is Transition Cambridge event in Environment Week		x		
Stall on Parkers Piece		x		
Show Power of Community		x		
Transition Network events (regional/national)				
Attend regional transition meeting in Downham Market (Iain & Suzie (didn't make it in the end), Mary)	x			
Attend Transition Conference in London in May (4 people)	x			
Attend regional meeting in Diss (steering group members and others)	x			
Policy/strategy				
form policy for transition cambridge e.g. no direct action, nothing illegal, anti-nuclear, not protesting but building bridges etc.	x			
General				
Organise and pay for public liability insurance			x	
Consider Transition Cambridge logo, decide changes		x		
Longer term planning of strategy and events			x	
Special strategy meeting with timelines of where we want to be at specified dates in the future	x			
Finance				
Liaising with Treasurer (Martin)	x	x		
Deciding how much funding we could afford to give to sub-groups / specific events / projects	x	x		
Pay for Group spaces for e-mails			x	
Pay for web-space for wiki			x	
Fund-raising				
2 grants for Transition training			x	x
Grant for events to start new groups			x	
Grant for story writing competition			x	
Grant for wind-turbine making workshop			x	x
Helping new people to get involved and new groups to form				
Meeting up with people interested in joining/volunteering with Transition 1-1			x	
organise newcomers evenings in café (Naveen and Bev) + create info sheets to give people		x	x	
Providing information on how to form new sub-groups, creating A4 sheet on how to do this			x	
Creating similar A4 sheet on how to create area groups			x	
Advertise for and get together people to volunteer on stalls			x	
Inviting new people onto steering group, head-hunting likely people				
Liaising with other groups in Cambridge				
Meeting with Cambridge Carbon Footprint to iron out some issues	x		x	
Liaising with Sustainable Shefford (Maggie), Fulbourn (Pippa)				
Discussing meeting with CAN	x			
Liaising with church about getting an office in the church building	x		x	
Attend a meeting of student voluntary groups	x		x	
Register Transition Cambridge with volunteer bureaux	x		x	
Council liaison - meeting with Sian Reid and several others	x		x	
Council liaison - Rob met with Andrew Poulter	x		x	
Attending consultations with Council on Sustainable Communities Act and inputting TC views	x		x	
Training				
Organise a local Transition Training, including fund-raising, bookings etc.				x
organise post-training meeting				x
Organise permaculture training (bookings, venue, trainer etc)				x
Publicity				
Make leaflets with events listed to give out		x		
Making a variety of posters and putting them up around town		x		
Publicising events on local web-site such as Local Secrets		x		
Press-releases		x		
Deciding on logo for TC		x		
Organising air-time on local radio		x		
Resources				
Buy projector		x	x	
DVDs - keeping track of who's got what, lending them out		x	x	
Getting t-shirts printed		x	x	
Buy, store and sell Transition Handbooks		x	x	
Transition Café				
Co-ordinate café			x	
Liaising with Café Project about use of Café			x	
Social events				
Christmas party		x		
"Find out about the steering group" meal at Naveen and Jono's		x		