## Activity

### Liaising/Coordinating with sub-groups
- Co-ordinating sub-group activities
- Liaising/coordinating with sub-groups
  - x
  - Find graphic designers and passed on contact to food group

### Communications
- Co-ordinate bulletin writers
- Liaising with Nicola about web-site
  - 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)
- Strawberry Fair stall
  - x
- Arbury Carnival stall
- Milton Country Fair stall
- Help organise and run Rosie Cox event
- Market Square stall

### General Events/Stalls
- Arjuna stall (more than once)
- Transition Tavern (pub night)
- Open Space meeting in July
- 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
- Council energy show - give presentation and run stall
- Create presentation and give talks about Transition
  - x
- Buy "in transition" film and show it
  - x
- Stall at St Faith's school
- Growing plants to give away at stalls (alongside food group)
  - x
- Community meal in church - co-ordinate volunteers for food prep and with church on night
- What is Transiton Cambridge event in Environment Week
- Stall on Parkers Piece
- Show Power of Community

### Transition Network Events (Regional/National)
- Attend regional transition meeting in Downham Market (Iain & Suzie didn't make it in the end), Mary
- Attend Transition Conference in London in May (4 people)
- Attend regional meeting in Diss (steering group members and others)

### Policy/Strategy
form policy for transition cambridge e.g. no direct action, nothing illegal, anti-nuclear, not protesting but building bridges etc.

**General admin**
Organise and pay for public liability insurance
Consider Transition Cambridge logo, decide changes
Longer term planning of strategy and events
Special strategy meeting with timelines of where we want to be at specified dates in the future

**Finance**
Liaising with Treasurer (Martin)
Deciding how much funding we could afford to give to sub-groups / specific events / projects
Pay for Group spaces for e-mails
Pay for web-space for wiki

**Fund-raising**
2 grants for Transition training
Grant for events to start new groups
Grant for story writing competition
Grant for wind-turbine making workshop

**Helping new people to get involved and new groups to form**
Meeting up with people interested in joining/volunteering with Transition 1-1
organise newcomers evenings in café (Naveen and Bev) + create info sheets to give people
Providing information on how to form new sub-groups, creating A4 sheet on how to do this
Creating similar A4 sheet on how to create area groups

Advertise for and get together people to volunteer on stalls
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
Liaising with Sustainable Shelford (Maggie), Fulbourn (Pippa)
Discussing meeting with CAN
Liaising with church about getting an office in the church building
Attend a meeting of student voluntary groups
Register Transition Cambridge with volunteer bureaus
Council liaison - meeting with Sian Reid and several others
Council liaison - Rob met with Andrew Poulter
Attending consultations with Council on Sustainable Communities Act and inputting TC views

**Training**
Organise a local Transition Training, including fund-raising, bookings etc.
organise post-training meeting
Organise permaculture training (bookings, venue, trainer etc)
Publicity
Make leaflets with events listed to give out
Making a variety of posters and putting them up around town
Publicising events on local web-site such as Local Secrets
Press-releases
Deciding on logo for TC
Organising air-time on local radio

Resources
Buy projector
DVDs - keeping track of who's got what, lending them out
Getting t-shirts printed
Buy, store and sell Transition Handbooks

Transition Café
Co-ordinate café
Liaising with Café Project about use of Café

Social events
Christmas party
"Find out about the steering group" meal at Naveen and Jono's