

## August 6 2019 Digital Skills Forum minutes

<b>Time/Date:</b>	Tuesday 6 August 2019, 1.00 to 2.30pm.
<b>Location:</b>	OptimalHQ, Level 4, 139 The Terrace (located between James Cook and Novotel Hotels).
<b>Attendees:</b>	Victoria MacLennan (Chair; NZRise), Graeme Muller (NZTech), Paul Matthews (Institute of IT Professionals), Ellen Davidson (MBIE), Lisa Sengelow (Ministry of Education), Taylor Murfitt (MBIE).
<b>Apologies:</b>	Dale Karuaria (Te Puni Kōkiri), Katrina Sutich (Ministry of Education), Sandra Laws (MBIE), Elena Higgison (Department of Internal Affairs), Gerald Minnee (MBIE), Florence Malama (MBIE), Richard D’Ath (Ministry of Education), Amy Corkery (DPMC).

### **Introductions:**

There were two new attendees to the Forum (Taylor Murfitt, new Secretariat from MBIE and Lisa Sengelow from Ministry of Education). Welcome Taylor and Lisa.

### **Agenda item: Revise the Charter**

The focus of the meeting was to revise and update the Forum’s Charter to fit the current purpose of the Forum.

The meeting was an interactive discussion on the scope of the charter, relevance of current sections and resulted in a workshop to rewrite charter aspects.

The draft will be distributed to members for review at the September meeting with a view to accepting the new charter, followed quickly by publication and distribution to key stakeholders.

### **Meeting times**

The Skills Forum meetings have been moved to start at 1:15pm as OptimalBI (the office who hosts the meetings due to no rooms available at MBIE) has lunchtime yoga on Tuesdays so time is required to return their training room to a meeting room state.