

## TAP Network Steering Committee - 2020-2021 Steering Committee

### Meeting Decisions

10 February 2021

**Present:**

**Ms. Florence Syevuo, SDG Kenya Forum  
Mr. John Romano, TAP Secretariat  
Ms. Jean Scrimgeour, Accountability Lab  
Ms. Claudia Villalona, TAP Secretariat  
Ms. Judith Kaulem, Poverty Reduction  
Forum Trust**

**Absent:**

**Mr. Peter van Sluijs, CSPPS  
Ms. Linh Nyugen, ADA**

**Next meeting:**

24 February 2021

**Chairing Meeting:**

Ms. Jean Scrimgeour, Accountability Lab

### **DECISIONS TAKEN FROM CONFERENCE CALL IN GREEN; FOLLOW-UP ITEMS IN BLUE**

#### **Agenda Items:**

1. Review and Approval of last Steering Committee Call Notes and decisions between calls (5 minutes)
2. Decision and Next Steps for TAP Communications and Outreach Associate Position (15 minutes)
3. Review of TAP February 2021 Budget Report (15 minutes)
4. Confirmation of TAP Coordination Call - Tuesday, 23 February 2021 (10 minutes)
5. Partnership Updates (10 minutes)
  - a. Fundraising Opportunities Overview
6. Review of TAP Partner Applications (5 minutes)
7. AOB

#### **1. Review and Approval of last Steering Committee Call Notes**

##### **Discussion:**

You can find the last Steering Committee Call notes from January 29, 2021 in the google doc here:

[https://docs.google.com/document/d/1J6VtnpjN\\_QG07LklixjR3zfNnuVAIIJ2/edit](https://docs.google.com/document/d/1J6VtnpjN_QG07LklixjR3zfNnuVAIIJ2/edit)

### **DECISIONS**

**The Steering Committee moved to approve the last Steering Committee call notes from the 29 of January 2021.**

## **2. Decision and Next Steps for TAP Communications and Outreach Associate Position**

Decisions and follow-up from this Agenda item were taken off the record.

## **3. Review of TAP February 2021 Budget Report**

### **Discussion:**

The proposed TAP Budget report can be found here:

[https://drive.google.com/file/d/1fO7z\\_PByM-6qhG\\_Mox--AeDDpQyjaiDB/view?usp=sharing](https://drive.google.com/file/d/1fO7z_PByM-6qhG_Mox--AeDDpQyjaiDB/view?usp=sharing)

Decisions and follow-up from this Agenda item were taken off the record.

## **4. Confirmation of TAP Coordination Call - Tuesday, 23 February 2021**

### **Discussion:**

The TAP Coordinator proposed that the following TAP Coordination Call take place Tuesday, February 23, as an opportunity to update members on new engagement opportunities, priorities for the year, potential new hires, and introduce the Partnership refresh process. The call would also provide an opportunity for the new co-chairs to introduce themselves to the membership.

### **Follow up:**

**The Steering Committee co-chairs will follow up with the TAP Coordinator to confirm a date for the TAP Coordination Call.**

## **5. Partnership Updates**

### **a. Fundraising Opportunities Overview**

### **Discussion:**

The TAP coordinator drafted an overview document for background and suggestions for TAP's fundraising activities. The document can be found here:

[https://drive.google.com/file/d/1ITpgvNIX02qU8bNF4nvwT9\\_YxUbfalCQ/view?usp=sharing](https://drive.google.com/file/d/1ITpgvNIX02qU8bNF4nvwT9_YxUbfalCQ/view?usp=sharing)

The document shared provides an outline of TAP's current funding, potential funding workstreams, and an analysis of potential donors.

The Coordinator asked that Steering Committee members provide comments and suggestions, particularly to the project overview and potential donors sections on the document. The former outlines activities TAP is doing and plans to do based on the WorkPlan. Suggestions on other activities/donors to expand to are welcome. Accountability Lab suggested that there should be stronger language around network building and supporting the membership during the crisis rather than just focusing on the outputs of the network itself.

### **Follow up:**

- **The document will be open to further feedback and comments from Steering Committee members until Monday, February 16.**
- **The TAP Coordinator will flesh out the descriptions for projects and activities, in addition to adding a tailored strategy and portfolio.**

## **6. Review of TAP Partner Applications**

### **Discussion:**

There were no new partner applications since the last Steering Committee meeting. The TAP coordinator called attention to the need for improving the recruitment process during the upcoming Partnership Refresh. Accountability Lab suggested that TAP hold a recruitment drive month long campaign amplified through social media for example.