

**BCS, THE CHARTERED INSTITUTE FOR IT**  
**MEMBERSHIP BOARD BEST PRACTICE COMMITTEE**

**INTERIM MEETING MINUTES – 17 December 2015**

Minutes from the Membership Board Best Practice Committee (MBBPC), held on Thursday 17 December 2015 from 12.00 Noon to 12.45pm at Conference Call.

**Attendees:**

Garfield Southall (GS), Judith Taylor (JT) Kevin Chamberlain (KC), Iain Thompson (IDKT), Peter Abrahams, Jonathan Shenton (JS), James Uhomoihi (JU),

**In Attendance:**

Karen Myatt (KM)

**Apologies:**

Jose Casal-Gimenez, Margaret Ross (MR), Haiyan Wu (HW) Bob Thurlby (BT), Alastair Revell (AR),

**1. Introduction**

Garfield gave a brief introduction outlining the meeting content being that of the Role Based Convention and its agenda

**2. Role Based Convention**

It is the plan to hold the role based convention between 10 am and 5pm. The day will begin with presentations from Garfield, Policy Committee and Finance Committee, it was questioned if DE should have a slot regarding strategy, it was thought best to do this at the end of the day as DE is an emotive speaker and would help end the day on a high.

It was noted changes to Thread C needs to be made to read Disability and Community Liaison and plenary needed to be changed.

Panopto capture doc was received well by the committee, instructions were easy to follow, it was questioned if caption/subtitles could be added, it was noted Panopto is able to do this and JS would add to the document, however it was noted that this may not be worthwhile for all presentations. It was also agreed to include a panopto presentation based on the document produced by JS.

**Action** KM to change to Disability and Community Liaison and plenary

**Action** GS to change items in the Agenda boxes following meeting

**Action** JT to contact DE re strategy presentation at Convention

**Action** KM to format paragraphs for each thread

**Action** JS to complete paragraph for panopto presentation

**Action** KM to ensure an online link to revised documents

**Action** JS to include Caption/Subtitles instructions to capture document

The days plan is as follows

10am to 10.30 Welcome and opening presentation

10.30 to 11.30 Session 1

11.30 to 11.45 Break

11.45 to 13.00 Session 2

13.00 to 14.00 Lunch

14.00 to 14.30 Panopto Presentation

14.30 to 15.00 Strategy Presentation

15.00 to 16.00 Group Presentations Plenary

16.00 to 17.00 Wine Refreshments & networking

**3. AOB**

Award presentations had not been fully voted on

**Action** KM will chase votes.

The meeting closed at 12.35pm.

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**Dates of next committee meetings:** 21 January 2016 Conference call 12.00noon to 1pm

**SUMMARY OF ACTIONS**

(Actions without a target date to be completed by the date of the next meeting).

No	Action	Who	Target	Completed ?
<b>ACTIONS FROM MEETING 24 : 11 December 2014</b>				
24.4	to contact BT regarding Systemic approach to risk	IDKT		On-going
24.6.3	to look at the further implementation of the cyber events, to revisit and review package from last year and consult with Cyber Securities in BCS and PPAB.	GS		On-going
<b>ACTIONS FROM MEETING 26: 21 MAY 2015</b>				
26.5.3	to consult with DE and Executive Committee for Convention contributions	GS		Ongoing
26.7.1	to produce a branches and SG prize criteria for next meeting	JS		Ongoing
26.7.1	to produce a paper outlining the review process and setting up the online focus group for the next meeting	AR		Ongoing
26.9	to circulate Risk paperwork to BPC	GS		Ongoing
26.9	to send photo and bio to Karen to update volunteer portal	all		Ongoing
26.9	to update volunteer portal accordingly	KM		Ongoing
<b>ACTIONS FROM MEETING 27: 20 August 2015</b>				
27.2.2	will contact AR to see where actions are at.	GS		
27.4.3	agreed to contact DE regarding the PPAB paper	GS		
27.7.1.2	to contact web team regarding questions highlighted in MR's report and find someone who may give a presentation at the next convention.	GS		
27.7.4	to contact chairs to let them know an alternative representative will be welcome to attend.	GS		
27.7.4	to ask Simon if he would do a presentation on Panopto	JT		
<b>ACTIONS FROM INTERIM MEETING 22 October 2015</b>				
2.1	to contact AR to see how both can advance this project	GS		
2.2	KC and GS to consult to further advance this.	GS & KC		
2.3	to feed back at November meeting	GS		
2.4	to contact JS for further discussions, to send a Panopto licence to Edinburgh branch and resend details to Hampshire Branch	JT		
3.1	to send document to GS	BT		
3.1	to change Autumn Convention on Volunteer Portal to Role Based Convention	KM		complete
3.2	to have draft complete by November meeting	JT		

3.4	to forward information to PA	MR		
4.1	to set up a doodle poll	KM		Complete
<b>ACTIONS FROM MEETING 28: 13 November 2015</b>				
28.2.2	to add Panopto to role base convention agenda	KM		Complete
28.4	agreed to circulate Ada Lovelace birthday information	MR		
28.5.1	to give feedback to BT on Chairs document	GS		
28.5.2	to complete the secretary's stream	JT		
28.5.2	to circulate think shop video	JT		
28.5.3	agreed to sort a trainer for this session	JT and GS		
28.5.3	will draft an advert to his session and include unconscious bias as part of this	PA		
28.5.4	to produce topics as to what would be expected within the stream for the day and produce an agenda and blurb	HW		
28.5.4	to work on Agenda for convention	GS and KM		Complete
28.6.1	to add Volunteer Awards Definition to next agenda	KM		Complete
28.6.2	to send Meritorious Award information for Andrew Mohan to committee for voting.	KM		Complete
28.6.3	to send recognition of appreciation award information for Steve Durbin out to committee for voting.	KM		Complete
28.8.2	to add Long Service Award (pins) to next agenda	KM		Complete
28.8.4	to add Branches Booking to next agenda	KM		Complete
28.8.5	to look at dates in London for the 2016 Convention	KM		Complete
<b>ACTIONS FROM MEETING 29: 17 December 2015</b>				
2	to change to Disability and Community Liaison	KM		Complete
2	to change items in the Agenda boxes following meeting	GS		
2	to contact DE re strategy presentation at Convention	JT		
2	to format paragraphs for each thread	KM		Complete
2	to complete paragraph for panopto presentation	JS		
2	to ensure an online link to revised documents	KM		Complete
2	to include Caption/Subtitles instructions to capture document	JS		
3	will chase votes	KM		Complete