

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

INTERIM MEETING MINUTES – 22 October 2015

Minutes from the Membership Board Best Practice Committee (MBBPC), held on Thursday 22 October 2015 from 12.00 Noon to 12.45pm at Conference Call.

Attendees:

Garfield Southall (GS), Margaret Ross (MR), Judith Taylor (JT) Haiyan Wu (HW)
 Bob Thurlby (BT), Peter Abrahams, Alastair Revell (AR), Jonathan Shenton (JS), James Uhomoibhi (JU),

In Attendance:

Karen Myatt (KM)

Apologies:

Jose Casal-Gimenez, Kevin Chamberlain (KC), Iain Thompson (IDKT)

1. Introduction

Garfield gave a brief introduction and outlining his wish to have some things in place by the November meeting in London.

2. Work Programme

2.1 Liaison Role – is currently ongoing, GS and KM agreed to help. AR and GS to consult further to advance this.

Action GS to contact AR to see how both can advance this project

2.2 New Committee Member Induction – KC was not available at this time, KC and GS to consult to further advance this.

Action KC and GS to consult to further advance this.

2.3 Cyber Security – GS is working closely with Sir Edmond Burton of IAAC. Events in a box have been created and are about to be piloted with schools in the Chester area. GS will be able to give a better update of how this is working at the November meeting where plans can be made to roll these out to groups.

Action GS to feed back at November meeting

2.4 Recording and Broadcasting – JS has completed a review of YouTube and focused on how recordings have been presented. One recording had only 56 viewers and therefore JS felt that broadcasts were not being seen. It was noted that there were many other sites for the broadcasts some with over one thousand viewers. JT informed BPC of the purchase of the Panopto licenses for the use by all member groups. It was thought a standard branding needed to be created before moving forward. JT and JS agreed to get together for further discussions. JT queried the feasibility of having a demonstration of Panopto at the next meeting. Carl Harris is due to demonstrate this at the upcoming MB meeting in November. It was noted that PROMS-G are currently running a pilot and unfortunately found it very slow however it was noted that their recordings were in HD which would slow down the processing times. JT will give a licence to Edinburgh branch in order for JS to investigate. MR asked for a licence for Hampshire, it was noted they had already received a licence but JT would forward the details again.

Action JT to contact JS for further discussions, to send a Panopto licence to Edinburgh branch and resend details to Hampshire Branch

3. Role Based Convention

3.1 Chairs – BT has submitted his document to GS for feedback, but will send again. BT outlines his document as a way to explore what it is the chairs required before the convention, publicise this and ask chairs to bring relevant information with them in order to discuss during sessions.

Action BT to send document to GS

Action KM to change Autumn Convention on Volunteer Portal to Role Based Convention

3.2 Secretaries – JT has had a meeting with MGT and are currently working on a plan of action, taking into account what it is we do for secretaries and what it is we expect secretaries to do, it is intended to have an outline draft by the November meeting. GS would like to advertise the details of the agenda for each strand from November. JT circulated a copy of last year’s agenda.

Action JT to have draft complete by November meeting

3.3 YPG – HW gave a brief overview of progress to date. Olivia Tan has agreed to do a presentation on Student Chapters and how this fits within the MGT. Tom Crick had agreed to make a presentation on YPG however his availability will need to be checked following the change of date.

3.4 Disability and Community Liaison – PA has completed a skeleton of what he intends this thread to cover and forwarded it to GS. PA was unaware of the Community angle to the thread however on reflection felt this would fit in very well with that of disability.

PA raised concerns regarding the availability of time, break out rooms and numbers expected. It was felt there would be two session of one and half hours, one in the morning and a similar one in the afternoon. It was thought this could be a well-attended stream as members have little knowledge of this role. MR had recently sent information to a group regarding this role and will forward this information to PA for reference.

Action MR to forward information to PA

4. AOB

4.1 Next meeting date – Unfortunately GS is unable to make the meeting on the 12th November however two further dates were proposed that of Friday 13th and Monday 16th. KM will do a doodle poll to find the better session.

Action KM to set up a doodle poll

The meeting closed at 12.45pm.

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Dates of next committee meetings: TBC to be held at BCS London 10.30am to 4.30pm

SUMMARY OF ACTIONS

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

No	Action	Who	Target	Completed ?
ACTIONS FROM MEETING 24 : 11 December 2014				
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
ACTIONS FROM MEETING 26: 21 MAY 2015				
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
ACTIONS FROM MEETING 27: 20 August 2015				
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		
ACTIONS FROM INTERIM MEETING 22 October 2015				
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