

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

MINUTES – 15 May 2014

Minutes from the 22nd meeting of the Membership Board Best Practice Committee (MBBPC), held on Thursday 15th May 2014 from 10.30am to 2.30pm at BCS Offices, London

Attendees:

Garfield Southall (GSo), Bob Thurlby (BT), Kevin Chamberlain (KC), Margaret Ross (MR), Alastair Revell (AR),

Attending by teleconference: James Uhomoibhi (JU) left at 12noon, Judith Taylor (JT) left at 1pm, Simin Kamali (SK) from 2pm onwards

The meeting was quorate with 7 voting members.

In Attendance:

Iain Thompson (IT), Sallyann Cossey (SC)

Apologies:

Motassim Thupsee (MT), Jose Casal-Gimenez (JC)

1. Introduction

GSo welcomed everyone to the committee meeting and ask for Any Other Business.

1. CITP (KC)
2. Motassim's video (GS)
3. Founders Award (MR)

2. Minutes of Previous Meetings

2.1 Accuracy of minutes 12 February 2014

The previous minutes were accepted as a true record of the 12 February meeting. These should now be put onto the secure area and the portal.

2.2 Review progress on actions and matters arising

Actions 16.6 on-going – GSo will forward on an email

Actions 18.1 on-going

Actions 19.1 completed

Actions 19.11 on-going

Actions 19.13, 19.14, 19.20 on-going

Actions 20.1 completed

Actions 20.2, 20.9 20.15 on-going

Action 21.1 on-going (JT has spoken to Simon Curd – who agrees there are issues – he is trying to address these)

Actions 21.2, 21.3, 21.4, 21.5, 21.6, 21.7 completed

Actions 21.8, 21.9, 21.10 on-going (MR has spoken to Denis of Cybercrimes Forensics)

Action 21.11 completed (we will make it clearer in future that events may be recorded)

Action 21.12 – on agenda

Action 21.13 – on-going

IT will email the Strategic Plan to the committee and will make Maggie Kneller's presentation available on the Volunteer Portal.

Action: Iain Thompson

3. Terms of Reference (Review)

3.1 Priorities for 2014

JT has spoken to Simon Curd regarding the Security of the Volunteer Portal – and he agrees there are a few issues. He is trying to address these.

The Terms of Reference were discussed and the committee ran through the Key Responsibilities section.

3.1 Provide advice, guidance and mentoring services for individual Member Groups as required. BT thought that point should be expanded to reflect the Liaison Role.

3.2 Be responsible for Member Group office training, both generic training such as induction for new committee members and role specific (for example, treasurers). KC was tasked with writing a standard induction to sit alongside the Role Based Communities.

3.6 Liaise with Professionalism Board over revisions to the BCS Code of Conduct. This would be done via IT.

3.9 Identify good practices both inside and outside BCS and encourage their adoption where appropriate. KC thought we should be identifying poor practices as well good.

GSo will update the Terms of Reference as necessary.

Action: Garfield Southall

4. Membership Board Update

There was a lengthy discussion at Membership Board about what exactly a Member Group was – which was prompted by the Action to improve the effectiveness of Member Groups. But, the question is – how do you measure it? This issue was left with Membership Board for the time being.

There was an observation that not enough people had voted in the Council Elections.

BCS have been tasked with nominating a Trustee for the Turing Bombe at Bletchley Park.

Membership Board is still not represented properly on the Volunteer Portal. JU asked if we informed new committee members of the Volunteer Portal and AR asked if there were any analytics on the Volunteer Portal. IT said he thought the usage was very low. MR asked why there wasn't a direct link from the BCS homepage to the Volunteer Portal. JT confirmed that the Member Groups Team would always send the relevant link to the Volunteer Portal when a query was received and the link was in the Member Groups team email sign-off. GSo suggested, once the security was right, we should start promoting the Volunteer Portal more.

5. Spring Convention 2014 – Survey Results

5.1 Survey Results

The Survey Results for the Member Groups Convention March 2014 have been circulated and the general feeling was that the day went very well. The majority of delegates were in favour of a theme or topic – although it was agreed the theme should be topical and broad so to appeal to a wide audience – i.e. Big Data or Internet of Things...

The committee wanted to invite the new CEO to the next convention – JT will make sure the event is in his diary asap.

Action: Judith Taylor

5.2 Autumn Convention Update

An email has been sent to the Chairs about the Autumn convention being role based and only two Chairs said they thought it was a mistake to change the format. There would be a limit of only two delegates per group and no deputies would be allowed. AR suggested we run a breakfast session for new committee members. There was also a suggestion for a BCS Social Event i.e. a trip to the Thames Barrier, a walk or a museum visit. KC suggested changing the agenda so that the usual morning presentations happened in the afternoon and ended with wine and nibbles. GSo will work with JU on the structure of the day.

Action: Garfield Southall & James Uhomoihi

6 Volunteer Awards

There was one award nominations to discuss – for Julian Eley, nominated by Maggie Kneller. The nomination was approved for Certificate of Appreciation and would now go to Membership Board for ratification.

Phillip Webb had been discussed at Membership Board and they have approved him for Meritorious.

Action: Judith Taylor and Sallyann Cossey

7. Work Programme

7.1 Professional Evangelism WG – progress update

BT gave an update on the Professional Evangelism working group saying that it has proved difficult to get information. He has produced a document which enables you to do an Evangelism project and will circulate this to the committee.

Action: Bob Thurlby

7.2 Role Based Communities – progress update

As mentioned previously in the meeting, JU and GSo will send round a proposal for discussion.

Action: Garfield Southall and James Uhomoihi

7.3 Events in a Box – progress update

This item was covered in 'Review progress on actions and matters arising'.

8. Liaison Officer's Role

It was suggested that the committee move away from the previous list of Liaison Officers and their allocations and deal with each query on a case by case basis. So, a group with an issue would contact GSo, who would then allocate to the best person to help at the next committee meeting. This process would be on the Volunteer Portal. GSo asked AR if he could put together a document on the best way forward.

Action: Alastair Revell

10. Any other business

BT mentioned that the Hertfordshire Branch had discovered this year wasn't the Ada Lovelace anniversary. But they still want to run a flagship event around 'Women in IT' – hopefully involving BCSWomen. They are planning on asking Liz Bacon if she will do the key note address.

BT will bring Micro Processors to the next committee meeting for everyone to have a play with. The Hertfordshire Branch have been offered another 200 and will run their event again as it was a great success, very hands on and good fun!

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 16 : 6 November 2012				
16.6	Speak to Liz Bacon/Bill Mitchell regarding the speed networking feedback / proposed actions on engaging with local community / schools about any overlap with the Academy and how to engage through Member Groups.	Garfield Southall		Completed
Actions from Meeting 18: 7 February 2013				
18.1	JT to provide a list of member groups that MB wish liaisons to investigate, and when provided the relevant liaisons to investigate and report back on why they are under spent or 'inactive' (i.e. websites are not being updated).	Judith Taylor All		No longer relevant
Actions from Meeting 19 : 21 May 2013				
19.11	Send out letters asking for confirmation of acceptance of the Founders Award	Margaret Ross		Completed
19.13	Get Events in a Box on the Portal	Margaret Ross		On-going
19.14	Create a LinkedIn group for Role Based Communities and invite more people to join the group.	Garfield Southall		On-going
19.20	Create a list of other SG's and Branch that might be considered for closure	Judith Taylor		Not relevant
ACTIONS FROM MEETING 20 : 12 NOVEMBER 2013				
20.2	Review Recording & Broadcasting in a year's time.	Jose Casal-Gimenez /Motassim Thupsee / Kevin Chamberlain		Completed
20.9	Membership Board 'Away Day' output on Volunteer Portal	Iain Thompson		On-going
20.15	Contact Jannette Bolton and Karen Tuck at Head Office, Swindon regarding Events in a Box.	Margaret Ross		On-going
ACTIONS FROM MEETING 21 : 12 FEBRUARY 2014				
21.1	Contact Simon Curd re. security of the Volunteer Portal	Judith Taylor		Completed
21.8	Take the lead on Autumn Convention 2014	James Uhomobhi		On-going
21.9	Send Events in a Box to Member Groups team	Margaret Ross		On-going
21.10	Contact Autumn Convention Speakers about creating Events in a Box	Margaret Ross		On-going
21.12	Write up role and expectations of a Liaison Officer, circulate to committee and add to Volunteer Portal	Garfield Southall/Iain Thompson		No longer relevant
21.13	Speak to JT about Founders Award letters	Margaret Ross		On-going
ACTIONS FROM MEETING 22 : 15 MAY 2014				
22.1	Update Terms of Reference	Garfield Southall		On-going
22.2	KC was tasked with writing a standard induction to sit alongside the Role Based Communities.	Kevin Chamberlain		On-going
22.3	Invite new CEO to convention in November	Judith Taylor		On-going
22.4	Autumn Convention 2014	Garfield Southall & James Uhomobhi		On-going

22.5	Volunteer Awards	Judith Taylor & Sallyann Cossey		To be removed
22.6	Professional Evangelism – circulate document	Bob Thurlby		On-going
22.7	Role Based Communities – circulate proposal	Garfield Southall & James Uhomobhi		On-going
22.7	Liaison Officer's Role	Alastair Revell		Agenda item
22.8	Add link to Convention video to Volunteer Portal – once approved by GSo	Sallyann Cossey		On-going
22.9	Report back on the USA Section	Simin Kamali		On-going