

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

**MINUTES – 12 September 2014**

Minutes from the 23<sup>rd</sup> meeting of the Membership Board Best Practice Committee (MBBPC), held on Friday 12<sup>th</sup> September 2014 from 4.00pm to 5.15pm Via Google Hangout.

**Attendees:**

Garfield Southall (GSo), , Kevin Chamberlain (KC), Iain Thompson (IT), Motassim Thupsee (MT)

The meeting was not quorate with having only 3 voting members.

**In Attendance:**

Karen Myatt (KM)

**Apologies:**

Jose Casal-Gimenez (JC), Bob Thurlby (BT), Margaret Ross (MR), Alastair Revell (AR), Judith Taylor (JT)

**1. Introduction**

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

1. New members
2. Deputy to stand-in in Garfield's absence

**2. Minutes of Previous Meetings**

**2.1 Accuracy of minutes 15<sup>th</sup> May 2014**

The previous minutes were accepted as a true record of the 15<sup>th</sup> May 2014 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 – Completed
- Actions 18.1 on-going – No longer relevant
- Actions 19.11 on-going - Completed
- Actions 19.13, on-going – GS will try to help out to move forward
- Actions 19.14, on-going – hoping to link the people at the convention to this
- Actions 19.20 on-going – No longer relevant
- Actions 20.2,- Completed
- Actions 20.9 - on going – now looking at away day for next year 2015
- Actions 20.15 on-going – GS will try to help out to move forward
- Action 21.1 on-going (JT has spoken to Simon Curd – who agrees there are issues – he is trying to address these) – Completed
- Actions 21.8, - on-going
- Actions 21.9, - GS and MR to look at jointly
- Actions 21.10 on-going GS and MR to look at jointly (MR has spoken to Denis of Cybercrimes Forensics)
- Action 21.12 – on agenda – no longer relevant
- Action 21.13 – on-going
- Actions 22.1 – on-going– TOR should include liaison, meaning the original will need to be amended, GS to send out updated TOR
- Actions 22.2 – on-going –GS to call KC to help organise
- Actions 22.3 – on-going – KM to talk to JT re progress
- Actions 22.4 – on-going

Actions 22.5 – to be removed

Actions 22.6 – on-going – KM to check with Bob Thurlby (BT)

Actions 22.7 –An agenda item

Actions 22.8 – on-going –JT was checking as to whether this could be published, there appeared to be problems with the resolution. Motassim thupsee agreed to work on the videos more to improve the resolution, Colin was going to check the compression and see if it could be uploaded on BCS server. GS to contact Colin to check the location of the conversion video.

Actions 22.9 – on-going

**Action:** KM to check JT actions complete.

**Action;** GS to send out updated TOR

**Action;** KM to check Professional Evangelism with Bob Thurlby (BT)

**Action;** MT to work on Video to improve resolution

**Action;** GS to contact Colin to check the location of the convention video.

MT would like to become more involved in the group, if anyone needed help he would be only too happy. GS reported there are currently lots of things in the pipeline and therefore there would be lots to get involved with.

### 3.0 For Noting

- Guidelines for Boards and Committees
- Conduct of Electronic Meetings
- Sharing of Trustee Board Papers
- PPAB External Representation Policy
- Improving Relationships in BCS
- Trustee Board Regulation; Schedule 6 – Responsibilities of BCS Officers

Members were asked to read and note the above papers.

**Action:** all members to read and note the above papers

### 4.0 Term of Reference

To be put on next month's agenda

**Action:** KM to put Terms of Reference on next month's Agenda.

### 5.0 Membership Board Update (verbal)

Trustee Board asked Membership Board how membership engagement and increased membership could be improved. The membership board came up with a number of suggestions of how to move forward with this and how to record the outcomes. There were lots of good ideas and a reasonable plan for the way forward IDKT will be circulating a report shortly prior to sending to Trustee Board. Setting up new sections is expensive, although there are no new groups being set up at this moment. It was discussed the setting up and holding live webinars might encourage more engagement. MT can create site and set up webinars via BCS Office. IDKT has a "Go to Meeting" licence; MT also has this and can investigate how this could be used more efficiently.

Garfield also outlined Cloud Symphony and the use of Salesforce Technology as a world leading CRM system, a software service that will be online linking all areas of BCS IDKT and GS thought this to be a good system.

Talent spotting and bringing on younger people, if was felt the liaising role would bring this out more and something that we needed to be working on.

**Action:** MT to look at YouTube or alternative to produce webinars and will send ideas through to the committee.

**Action:** KM to put Talent Spotting on next Agenda

## 6.0 Conventions 2014

James Uhomoibhi has some ideas for the day, Garfield to contact JU to move forward with this.

**Action:** GS to contact JU

## 7.0 Volunteer Awards

Meritorious award for Peter Crouch was received from Chris Green; although it appears that Peter has been busy GS felt there was little that took him out of the Appreciation award. IDKT reported that Peter had helped the Wolverhampton Branch out when they were struggling and went above and beyond his role. As there was not a quorate of members it was decided to set up an electronic meeting to discuss this further.

**Action:** KM to set up electronic meeting.

Meritorious Nomination for Andrew Mahon was received from Christine Arrowsmith. GS felt that the document held less than his achievements. IDKT agreed and felt he has done more than the evidence provided, KC agreed. It was decided more information was required and GS agreed to contact Christine regarding this.

**Action:** GS to contact Christine Arrowsmith for more information.

## 8.0 Work Programme

**8.1** Professional Evangelism WG – progress update. KM to contact AR and BT for further information.

**8.2** Member Group Committees Training and Role Based Communities –progress update – no update received.

**8.3** Event in a Box – Garfield has agreed to take on action in order to move this forward.

**Actions:** KM to contact BT and AR re Professional Evangelism

**Actions:** GS to take on actions to move Event in a Box forward

## 9.0 Liaison Officers Role

Previous version of the Liaison Officer Role allocated a member of the Best Practice Committee to a specific group to give help and advice where necessary, however it was felt to be too static and only one or two cases worked well.

GS and IDKT came together and decided a way forward was to look after those who needed their help, i.e. new groups or those enquiring.

AR produced a report to which GS will circulate and in it are some suggestions for a way forward. GS would like to set up a round robin where everyone contributes to the document via google drive, it would be good to work collaboratively on this project, though it was felt that there would be a need to be able to track all the edits.

**Action:** GS to contact AR to check its ok to work on the document this way

**Action:** GS to Distribute AR report

**10. Any other business**

**10.1** New Members – Garfield has received two applications for new members to the Best Practice Committee, Hyran Woo of West London Branch and Jonathan Shenton of Edinburgh Branch. The formal process is that the people apply and are then invited to an interview via Google+ or in person, the interview panel should be made up of one Committee member and one other outside of the Committee, the Membership Board then has to ratify this decision.

**Action:** GS to set up interviews with new members

**10.2** Deputy to stand in for Garfield in his absence.

**Action:** GS to send invite to all

It was thought that a video of the new CEO would be very useful to put on the web site. It was also thought the filming some of the session and using them as training materials would be useful to.

The meeting finished at 5.15 pm.

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**Dates of next committee meetings:** 20 November 2014 @ 10.30am at BCS London

## 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 19 : 21 May 2013</b>				
19.13	Get Events in a Box on the Portal	MR/GS		On-going
19.14	Create a LinkedIn group for Role Based Communities and invite more people to join the group.	Garfield Southall		On-going
<b>ACTIONS FROM MEETING 20 : 12 NOVEMBER 2013</b>				
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.	MR/GS		On-going
<b>ACTIONS FROM MEETING 21 : 12 FEBRUARY 2014</b>				
21.8	Take the lead on Autumn Convention 2014	James Uhomobhi		On-going
21.9	Send Events in a Box to Member Groups team	MR/GS		On-going
21.10	Contact Autumn Convention Speakers about creating Events in a Box	MR/GS		On-going
21.13	Speak to JT about Founders Award letters	Margaret Ross		On-going
<b>ACTIONS FROM MEETING 22 : 15 MAY 2014</b>				
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	29.10.14	
22.4	Autumn Convention 2014	Garfield Southall & James Uhomobhi	29.10.14	
22.6	Professional Evangelism – circulate document	Bob Thurlby		On-going
22.7	Role Based Communities – circulate proposal	Garfield Southall & James Uhomobhi		On-going
22.8	Check location of Convention video add to Volunteer Portal – once approved by GSo	MT		On-going
22.9	Report back on the USA Section	Simin Kamali		On-going
<b>ACTIONS FROM MEETING 23 : 12 September 2014</b>				
23.2.2	KM to check JT actions complete.	KM		29.10.14
23.2.2	GS to send out updated TOR	GS		
23.2.2	KM to check Professional Evangelism with Bob Thurlby (BT)	KM		complete
23.2.2	MT to work on Video to improve resolution	MT		29.10.14
23.2.2	GS to contact Colin to check the location of the convention video	GS		
23.3	All members to read and note the above papers	ALL		
23.4	KM to put Terms of Reference on next month's Agenda.	KM		completed
23.5.1	MT to look at YouTube or alternative to produce webinars and will send ideas through to the committee.	MT		29.10.14
23.5.2	KM to put Talent Spotting on next Agenda	KM		Completed
23.6	GS to contact JU	GS		
23.7.1	KM to set up electronic meeting	KM		completed
23.7.2	GS to contact Christine Arrowsmith for more information.	GS		

23.8	KM to contact BT and AR re Professional Evangelism	KM		complete
23.8	GS to take on actions to move Event in a Box forward	GS		
23.9	GS to contact AR to check its ok to work on the document this way	GS		
23.9	GS to Distribute AR report	GS		
23.10.1	GS to set up interviews with new members	GS		
23.10.2	GS to send invite to all	GS		