

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

**MINUTES – 13 November 2015**

Minutes from the 28<sup>th</sup> meeting of the Membership Board Best Practice Committee (MBBPC), held on Friday 13<sup>th</sup> November 2015 from 10.30am to 12.00pm at BCS London, 5 Southampton Street.

**Attendees:**

Garfield Southall (GS), Margaret Ross (MR), Judith Taylor (JT), Haiyan Wu (HW), Peter Abrahams,

**Remote Attendees**

**In Attendance:**

Karen Myatt (KM)

**Apologies:**

Alastair Revell (AR), Jonathan Shenton (JS), Jose Casal-Gimenez, Bob Thurlby (BT), Kevin Chamberlain (KC), Iain Thompson (IDKT), James Uhomobhi (JU), Motassim Thupsee (MT)

**1. Introduction**

GS welcomed everyone to the meeting; and gave a brief overview of how the meeting would progress due to the lack of members. It was also noted that the committee were not Quorate and therefore no decisions could be made at this time.

**2.0 Minutes of Previous Meetings**

**2.1 Accuracy of minutes 20<sup>th</sup> August 2015**

The minutes of the 20<sup>th</sup> August 2015 were accepted as a true and accurate record.

**2.2 Review progress on actions and matters arising**

**11 December 2015**

24.4 Ongoing

24.5 This is to be deleted

24.6.3 Ongoing

**26 February 2015**

25.4 Complete

**21 May 2015**

26.2.2 Complete

26.4 Complete

26.5.3 Ongoing

26.7.1 Ongoing

26.7.1 on hold

26.9 Ongoing

26.9 Ongoing

26.9 Ongoing

**20 August 2015**

27.2.2 Ongoing

27.3 Complete

27.4.3 Ongoing

27.6.1 Complete

27.6.2 Complete

27.6.3 Complete

27.6.4 Complete

27.7.1 Complete  
 27.7.1.2 Ongoing  
 27.7.4 Ongoing  
 27.7.4 Ongoing JT will contact Simon to give the Panopto presentation at the next BP meeting. It was also thought to be useful to be added to the role based convention in January KM to add this to the Convention agenda  
**Action** KM to add Panopto to role base convention agenda  
 27.7.7 Complete  
 27.9.3 Complete  
 27.9.3 Complete  
 27.10.2 Complete  
 27.10.2 Complete  
 27.10.2 Complete  
 27.10.2 Complete  
 27.10.4 Complete  
 27.10.4 Complete  
 27.13.2 Complete

### **3.0 Membership Board Update (verbal)**

MB received an overview of Project Gandalf which is the replacement for the existing finance system. It has been in existence for four to six months, there is also a gateway in process to try to extend the scope of this further in order to better interact with group treasurers. It is hoped the new system will be rolled out by the end of 2016 in a four stage release programme.

Success of the Guildford think shop was discussed, so to, student prizes and how they would continue for this current financial year and should have been included within the budget request. Moving forward it was thought to take the current budget for student prizes and use for student chapters, while MB work out a better model for the future, it was also noted within this discussion that university staff need encouragement with involvement, along with closer links between student chapters and branches, however it was noted that this is coming together.

### **4.0 Member Groups Update (verbal)**

JT reported that some groups are not performing as expected and others seem to be spending money they have not got an SFR for. Mauritius continues to be at the forefront and as yet nothing has been resolved. A Construction Industry Group is in the process of being created however progress is slow due to the original contact moving on from his position. There is also a Finance issue at present, whereby incorrect management account figures have been produced for the new financial year, however this does not affect the overseas sections.

A further think shop pilot is to take place in Manchester with other pilots around the country taking place before Christmas. JT is currently tasked with organising the Exec team in an attempt to visit all branches to give a strategy presentation, they are hoping to make sincere inroads by March 2016, and each Exec team member will be expected to visit 2-3 groups over the coming months.

BCS women are celebrating Ada Lovelace's 200 birthday by tweeting photos of women who use computers to #BCSWomenada please feel free to include the company logo in the background. Committee members asked for the information regarding this so they can pass on the promotion.

**Action** MR agreed to circulate Ada Lovelace birthday information

### **5.0 Role Based Conventions 2015**

**5.1 Chairs** – BT submitted a document for feedback on the chairs stream at the convention.

**Action** GS to give feedback to BT on Chairs document

## 5.2 Secretaries

JT gave an overview of the plan outlined for the secretary's stream. MGT had decided to begin with asking what attendees thought made a good secretary, later they would then be given a job description whereby the intention was to highlight those items we do and do not need with a hope of producing a definitive Secretarial Role. MGT also thought it a good opportunity to provide the delegates with a copy of all the useful templates for room hire booking, agenda, minutes, attendees sign in sheets etc. on a USB stick.

A proposal was made to providing a speaker for the afternoon session, whereby they could impart their knowledge of good practice. It was noted that all documents produced needed to be accessible. PA agreed to help with this.

GS asked members to complete a brief agenda for each stream, including a brief paragraph at the top and GS will include these in the introduction.

**Action** JT to agreed to complete the secretary's stream

JT also has a short video from a think shop event that could be included into the convention. Members asked if they could view this ahead of time and JT agreed to circulate.

**Action** JT to circulate think shop video

## 5.3 Digital & Community Liaison Officer Role (DCL) – Support Officers Role

PA gave a brief overview of his presentation showing what disability is and how it affects BCS, however PA would like it to be all inclusive. It was questioned if this could be done at the convention. MR agreed she would be willing to help, giving a talk on the issues she has encountered, and has case studies that can be included and that it related to Unconscious Bias. It was thought there should be an individual in each group taking on the responsibility for unconscious bias and the wider context. It was noted that we need to highlight the importance of the category and encourage groups to send a representative.

JT noted that MGT had raised the point that by the time the Convention takes place all groups will have completed their AGM's and therefore the convention would be an ideal opportunity for holding an unconscious bias training session. It was confirmed the session would be more beneficial at the end of the day rather than the beginning. It was noted that training small groups was beneficial however, this would be unsuitable on the convention day due to there potentially being large numbers requiring training.

**Action** JT and GS agreed to sort a trainer for this session

**Action** PA will draft an advert for his session and include unconscious bias as part of this

## 5.4 YPG

HW reported she had contacted TC regarding his availability on the 28<sup>th</sup> January for the new convention date, however is still awaiting a reply, he had agreed to cover a session on the original date, so it is hoped he will still be able to attend. Olivia Tan has agreed to do a session on Student Chapters, with case studies available for the day. Also HW would like to include a talk from Consultancy UK within this stream to encourage new professional groups. YPG were interested in getting into consultancy work but were unsure of how to go about this, it was hoped by including this it would be possible to set up a networking opportunity and create contacts. Soft skill were also discussed and also perhaps including the Entrepreneurs group to give information on setting up their own business', perhaps providing a mentor, mentee system. This could be explored how it would fit in with YPG.

**Action** HW to produce topics as to what would be expected within the stream for the day and produce an agenda and blurb

GS asked that all stream agendas could be submitted within the next week as he would like to get a detailed document together of the day's expectations and intensions with the intent of KM and GS to produce the final documents within the following week. JT sent out a copy of last year's timetable as an example.

**Action** GS and KM to work on Agenda for convention

## **6.0 Volunteer Awards**

**6.1 Definitions** – postponed until the next meeting KM to add to next agenda  
**Action** KM to add Volunteer Awards Definition to next agenda

## **6.2 Meritorious Award for Andrew Mahon,**

Further information has now been received, due to the meeting not being quorate it was decided to send out all the information regarding this award asking for members to vote on whether it is a meritorious award or appreciation.

**Action** KM to send Meritorious Award information for Andrew Mohan to committee for voting.

## **6.3 Recognition of Appreciation – Steve Durbin,**

A recognition of appreciation nomination was received for Steve Durbin, committee members looked at the information available and did not think there was enough to support a meritorious award, but it would be suitable for an appreciation award, due to not being quorate the information was requested to be sent out to all committee members for voting.

**Action** KM to send recognition of appreciation award information for Steve Durbin out to committee for voting.

## **7.0 Work Programme**

### **7.1 Liaison Role**

Nothing to report at present

### **7.2 New Committee Members Induction**

Nothing new to report at present

### **7.3 Cyber Security**

Remains ongoing.

## **7.4 Recording and Broadcasting**

It was felt that as Panopto has been highlighted as the tool to be used for broadcasting, there was no further requirements regarding hardware and therefore this should not be included in the report JS would be completing. It was questioned if considerations had been made to the captioning/ subtitling of the videos, it was noted that Panopto can do this. It was thought this needs to be made aware to users. JT informed the committee there are training videos online that provide help and guidance with all aspects of editing videos and is available in bite size sections.

## **8.0 Any other business**

**8.1 Open Badges** – these are currently on hold

## **8.2 Long Service Awards (pins)**

BCS has been awarding long service pins for 5, 10 and 25 years' service, however these are now slowly running out, we have run out of bronze pins. It was noted initially cards were printed with the presidents name on, however as there has been little throughput these cards were not used, and we resorted to letters. It was questioned if all members

should get pins, it was questioned if this is something that is warranted as we get very little throughput. It was also noted that although these items are not expensive are they the right thing or should it be something different for all members. It was decided due to lack of quorate members this item would be put onto the next agenda.

**Action** KM to add Long Service Award (pins) to next agenda

**8.3 Captioning of Videos**

It was felt this was covered in a previous item

**8.4 Branches Booking**

It was decided to add this to the next agenda.

**Action** KM to add Branches Booking to next agenda

A discussion ensued regarding the new IT system, it was noted that the booking system was quite likely to be using the Event Bright System as it linked well with the Sales Force system.

**8.5 Autumn Convention 2016**

It was also questioned if a date was available for the 2016 Autumn/Role Based Convention. It was noted that a date has not currently been set but was intended to take place in October/November.

**Action** KM to look at dates in London for the 2016 Convention

The meeting closed at 11.55am.

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**Dates of next committee meetings:** Thursday 25<sup>th</sup> February 2016 to be held at BCS London 10.30am to 4.30pm with an Interim conference call on Thursday 17<sup>th</sup> December 2015 at 12 noon

## 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		Ongoing
27.4.3	agreed to contact DE regarding the PPAB paper	GS		Ongoing
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		Ongoing
27.7.4	to contact chairs to let them know an alternative representative will be welcome to attend.	GS		Ongoing
27.7.4	to ask Simon if he would do a presentation on Panopto at the next BP meeting	JT		Ongoing
<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 agreed 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		
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		
28.6.3	to send recognition of appreciation award information for Steve Durbin out to committee for voting.	KM		
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