

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

**MINUTES – 12 February 2014**

Minutes from the 20<sup>th</sup> meeting of the Membership Board Best Practice Committee (MBBPC), held on Tuesday 12 February 2014 from 10.30am to 1.30pm at BCS Offices, London

**Attendees:**

Garfield Southall (GSo), Bob Thurlby (BT), Kevin Chamberlain (KC)

Attending by teleconference: James Uhomoibhi (JU), Judith Taylor (JT), Margaret Ross (MR), Alastair Revell (AR),

The meeting was quorate with 6 voting members.

**In Attendance:**

Iain Thompson (IT), Sallyann Cossey (SC)

**Apologies:**

Simin Kamali (SK), Motassim Thupsee (MT), Jose Casal-Gimenez (JC)

**1. Introduction**

GSo welcomed everyone to the committee meeting and ask for Any Other Business. GSo confirmed that Dan Rickman and Ian Fish have resigned from the committee, while Simin continued to be involved. GSo told the committee he was still looking to recruit new members for the Best Practice Committee and asked for suggestions from the committee. JT raised the point that there is no YPG representative on the committee.

**2. Minutes of Previous Meetings**

**2.1 Accuracy of minutes 12 November 2013**

The above minutes were accepted as a true record of the for the 12 November 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 was on the agenda and on-going,  
 Actions 18.7 & 18.13 completed,  
 Actions 19.1 on-going. 19.4 completed.  
 Actions 19.8. completed. 19.9 on-going.  
 Actions 19.11 on-going, 19.12 completed  
 Actions 19.13, 19.14 on-going  
 Actions 19.14, 19.20 ongoing  
 Actions 20.1. 20.2 ongoing  
 Actions 20.3, 20.4. 20.5, 20.6, 20.7, 20.8 completed  
 Action 20.9 ongoing  
 Actions 20.11, 20.12, 20.13, 20.14 completed  
 Action 20.15 ongoing  
 Actions 20.16, 20.17 completed

IT will put the Strategic Plan on the Volunteer Portal and the papers from the Membership Board committee meeting and Maggie Kneller's presentation will be sent to Member Groups.

**Action:** Iain Thompson

### 3. Terms of Reference (Review)

#### 3.1 Priorities for 2014 (Volunteer Portal)

JT will go back to Simon Curd regarding the Security of the Volunteer Portal. JT told the committee that the Member Groups team are now able to update the Volunteer Portal.

**Action :** Judith Taylor

### 4. Membership Board Update

IT confirmed there were no actions for Best Practice from this meeting apart from the award nominations which is an Agenda item later on. IT and JT will talk about the Membership Board pages on the Volunteer Portal.

**Action :** Iain Thompson, and Garfield Southall

### 5. Spring Convention 2014

#### 5.1 Planning for Spring Convention 2014

The venue this Spring will be the Hallam Conference Centre, London on 11<sup>th</sup> March 2014 and theme of the Spring Convention will be 'CyberSecurity' and a draft Agenda is attached (see Appendix 1). BT suggested sourcing a speaker from Detica and IT mentioned the new BCS initiative 'Cyber to the Citizen' – more information can be found at <http://policy.bcs.org/getsafeonline?src=hs3> – BT will follow up with Dan Arthur from Detica and GSo will contact the Policy team regarding Cyber to the Citizen and the three relevant Specialist Groups.

GSo will also contact Liz Bacon about attending and giving the President's Address.

IT will present the Membership Board update – focussing on encouraging members to join the Membership Board Committees.

JT will speak to the Member Groups team about presenting 'What Swindon can do for you'.

Mauritius was the only International Section to present a submission – so, they have been added to the Agenda.

**Action:** Bob Thurlby, Garfield Southall and Judith Taylor

### 6 Volunteer Awards

There were two award nominations to discuss - they were both approved for Certificate of Appreciation. One had already been ratified by Membership Board – the other will go to the next MB meeting for approval.

**Action:** Judith Taylor and Sallyann Cossey

### 7. Work Programme

#### 7.1 Professional Evangelism WG – progress update

BT gave an update on the Evangelism working group saying that active has slowed down, all research done and just needs writing up. BT asked what should be done with the reports once written up as they need to be communicated – it was agreed to add to

Volunteer Portal and promote to the Member Groups. It was also agreed that Evangelism needs to be a regular Agenda point on the Best Practice Agenda with BT and AR responsible for the item.

**Action** : Bob Thurlby and Alastair Revell

**7.2 Role Based Communities – progress update**

GSo and JU have been in contact each other to discuss. The Autumn Convention will be the main focus for output. GSo asked JU to take the lead on organising the Autumn Convention 2014.

**Action** : Garfield Southall and James Uhomobhi

**7.3 Events in a Box – progress update**

MR will send the Events in a Box that are ready to be published to Marie Setterfield for adding to the Volunteer Portal and will speak to the Speakers of the Spring Convention about creating an Event in a Box. Events in a Box will also become a regular Agenda item.

**Action:** Margaret Ross and Member Groups team

It was suggested implementing a Guide for Recording and Broadcasting – GSo will speak to JC

**Action:** Garfield Southall

**8. Liaison Officer’s Role**

It was decided that the Role and expectations of a Liaison Officer should be written down, circulated to the committee and added to Volunteer Portal – and the groups would be re-allocated once this was done and new committee members were in place.

**Action:** Garfield Southall and Iain Thompson

**10. Any other business**

BT asked for advice on a flagship event being prepared by the Hertfordshire Branch to tie in with the Ada Lovelace anniversary. They are looking for at least three good speakers. BT will email the committee with further information.

**Action:** Bob Thurlby

**Founders Awards**

It was agreed that the Founders Awards should be presented at Branch level as they aren't suitable for Convention. MR will speak to JT about getting the letters sent out.

**Action:** Margaret Ross and Judith Taylor

The meeting finished at 1.30pm.

**Date of next committee meeting:** 15<sup>th</sup> May 2014 @ 10.30am



**APPENDIX 1**  
**SPRING 2014 CONVENTION**  
 Hallam Conference Centre, London, W1W 6JJ

**\*DRAFT\* AGENDA**

***CyberSecurity – How Member Groups can help.***

|                       |  |
|-----------------------|--|
| <b>09.30 - 10.30</b>  | <b>Registration and refreshments</b>   |
| <b>10.30 -</b>        | <b>Welcome – Garfield Southall, Chair MBBPC</b><br>Presentation of volunteer awards by the President                                     |
|                       | <b>President’s address</b>   |
|                       | <b>Membership Board update – Iain Thompson, Vice President</b><br><b>Membership</b>  |
|                       | <b>Member Groups Team</b>  |
|                       | <b>International Section – presentation by the Mauritius Section</b>   |
|                       | <b>LUNCH &amp; Networking</b>  |
|                       | <b>CyberSecurity</b> <ul style="list-style-type: none"> <li>• Specialist Groups Presentations</li> <li>• Cyber to the Citizen</li> </ul> |
|                       | <b>AFTERNOON TEA &amp; Networking</b>  |
|                       | Q&A Session with 4 Speakers  |
|                       | <b>Key-Note Speaker (TBC)</b>  |
|                       | <b>Wrap Up – Garfield Southall</b>   |
| <b>Close - 5.45pm</b> | <b>Networking &amp; refreshments</b>   |

## 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 16 : 6 November 2012</b>  |   |  |        |            |
| 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  |        | On-going   |
| <b>Actions from Meeting 18: 7 February 2013</b>   |   |  |        |            |
| 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<br>All   |        | On-going   |
| 18.7  | Ensure that web pages for Quality, e:Learning, Green IT etc are updated with all relevant information about the international subgroups.  | Margaret Ross<br>James Uhomoibhi                               |        | On-going   |
| 18.13   | MK will email Social Media role description that they use at Bristol Branch to GSh. GSh to draft a role description for recording officer.  | Garfield Southall  |        | Completed  |
| <b>Actions from Meeting 19 : 21 May 2013</b>      |   |  |        |            |
| 19.1  | The new chair of Best Practice will be contacting each committee member regarding whether or not you are interested in putting yourself forward for another Term of Office – and for how long (i.e. 1, 2, or 3 years).              | Garfield Southall/<br>ALL                                      |        | On-going   |
| 19.4  | Create a role of Convention Liaison on the Best Practice committee to take this forward Member Groups ideas and suggestions.  | Garfield Southall/<br>James Uhomoibhi                          |        | On-going   |
| 19.8  | The nomination for Tony Jenkins is for Hon. Fellowship – so it was decided to send this to the Trustee Board for a decision.  | Judith Taylor  |        | On-going   |
| 19.11   | Send out letters asking for confirmation of acceptance of the Founders Award  | Margaret Ross  |        | On-going   |
| 19.12   | Get in touch with JT about recruiting more members to work on the Member Group Committee Training Working Group, also speak to Julie Atkins.  | James Uhomoibhi  |        | On-going   |
| 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  |        | On-going   |
| <b>ACTIONS FROM MEETING 20 : 12 NOVEMBER 2013</b> |   |  |        |            |
| 20.1  | GSo to look at recruiting new committee members   | Garfield Southall  |        |            |
| 20.2  | Review Recording & Broadcasting in a year's time.   | Jose Casal-Gimenez<br>/Motassim Thupsee /<br>Kevin Chamberlain |        | Ongoing    |
| 20.3  | Fellowships information on Volunteer Portal.  | Judith Taylor  |        | Completed  |
| 20.4  | Member Groups update at next Convention.  | Garfield Southall/<br>Judith Taylor                            |        | Completed  |
| 20.5  | Look at possibility of sending an email out to Chairs/Secretaries when the Volunteer Portal is updated.   | Judith Taylor  |        | Completed  |
| 20.6  | IT to contact Chris Andrews to ask if item 3.6 in Terms of Reference is still valid.  | Iain Thompson  |        | Completed  |
| 20.7  | Make any relevant amends to the Terms of Reference and take to  | Garfield   |        | Completed  |

|   |  |                                      |  |           |
|---|--|--------------------------------------|--|-----------|
|   | Membership Board for approval.   | Southall                             |  |           |
| 20.8  | Introduce GSo to Grant Powell  | Judith Taylor                        |  | Completed |
| 20.9  | Membership Board 'Away Day' output on Volunteer Portal   | Iain Thompson                        |  | On-going  |
| 20.11   | Circulate Speed Networking summary   | Garfield Southall                    |  | Completed |
| 20.12   | Award Nominations – take those approved to Membership Board for ratification and try to get more information on the fourth | Judith Taylor/<br>Sallyann Cossey    |  | Completed |
| 20.13   | Confirm working group timescales   | Bob Thurlby/<br>Alastair Revell      |  | Completed |
| 20.14   | Combine Member Groups Committees Training with Role Based Communities  | Garfield Southall/<br>James Uhomoihi |  | Completed |
| 20.15   | Contact Jannette Bolton and Karen Tuck at Head Office, Swindon regarding Events in a Box.                                  | Margaret Ross                        |  | On-going  |
| 20.16   | Overseas Sub-groups – discuss with Membership Board  | Iain Thompson/<br>Garfield Southall  |  | Completed |
| 20.17   | Query Overseas Sub-groups insurance with Finance   | Judith Taylor                        |  | Completed |
| <b>ACTIONS FROM MEETING 21 : 12 FEBRUARY 2014</b> |  |                                      |  |           |
| 21.1  | Contact Simon Curd re. security of the Volunteer Portal  | Judith Taylor                        |  |           |
| 21.2  | Talk about the Membership Board pages on the Volunteer Portal  | Iain Thompson/<br>Judith Taylor      |  |           |
| 21.3  | Contact Dan Arthur from Detica about a Speaker at the Spring Convention  | Bob Thurlby                          |  |           |
| 21.4  | Contact Liz Bacon about attending the Spring Convention  | Garfield Southall                    |  |           |
| 21.5  | Speak to the Member Groups team about presenting at Spring Convention  | Judith Taylor                        |  |           |
| 21.6  | Take overseas award nomination to Membership Board   | Judith Taylor                        |  |           |
| 21.7  | Write up final report for Evangelism working group   | Bob Thurlby/<br>Alastair Revell      |  |           |
| 21.8  | Take the lead on Autumn Convention 2014  | James Uhomoihi                       |  |           |
| 21.9  | Send Events in a Box to Member Groups team   | Margaret Ross                        |  |           |
| 21.10   | Contact Autumn Convention Speakers about creating Events in a Box  | Margaret Ross                        |  |           |
| 21.11   | Speak to JC about creating a Guide for Recording & Broadcasting  | Garfield Southall                    |  |           |
| 21.12   | Write up role and expectations of a Liaison Officer, circulate to committee and add to Volunteer Portal                    | Garfield Southall/Iain Thompson      |  |           |
| 21.13   | Speak to JT about Founders Award letters   | Margaret Ross                        |  |           |