

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

**INTERIM MEETING MINUTES – 17 December 2015**

Minutes from the Membership Board Best Practice Committee (MBBPC), held on Monday 18 January 2016 from 12.00 Noon to 12.50pm at Conference Call.

**Attendees:**

Garfield Southall (GS), Kevin Chamberlain (KC), Peter Abrahams (PA), Jonathan Shenton (JS), Judith Taylor (JT), Bob Thurlby (BT), Haiyan Wu (HW)

**In Attendance:**

Karen Myatt (KM)

**Apologies:**

Jose Casal-Gimenez, Alastair Revell (AR), Margaret Ross (MR), Iain Thompson (IDKT), Motassim Thupsee (MT), James Uhomoibhi (JU),

**1. Introduction**

Garfield gave a brief introduction outlining the meeting content being that of the Role Based Convention and its agenda

**2. Role Based Convention**

JS questioned if there was a process that was required to be followed for uploading recorded items to YouTube, JT confirmed there was and agreed to send a copy to JS

**Action** JT to forward a copy of the uploading process for YouTube

A discussion ensued regarding the number of attendees expected for each stream, it was noted the Disability and Community Liaison stream and YPG stream were low on attendees, it was proposed that the organiser of these streams would give a short presentation at the beginning of the day in order to entice the more experienced members away from the roles of Chair and Secretary streams and use the late morning working groups as a strategy development session. It was questioned if the delegates would require advance warning of this, the committee decided it was preferable and GS agreed to put together a notification.

**Action** GS to put together a notification informing delegates of the change in the morning session to presentations and the option to change streams if they so wished

**Action** PA and HW to put together a brief presentation 10-15 minutes for the early morning session and forward to KM

It was also suggested that a specific email be sent direct to YPG and Disability and Community Liaison officers to invite them to the convention, it was noted that emails have gone out to all members.

The new plan for the day is as follows.

10am to 10.30 Welcome and Introduction  
 10.10 to 11.15 Presentations by HF, IS, PA and HW  
 11.15 to 11.30 Break  
 11.30 to 13.00 Working Groups  
 13.00 to 14.00 Lunch  
 14.00 to 14.30 Panopto Presentation  
 14.30 to 15.15 Strategy Presentation

15.15 to 16.00 Group Presentations Plenary  
 16.00 to 16.30 Unconscious Bias Training  
 16.00 to 17.00 Wine Refreshments & networking

**Action** KM to put new Agenda onto the Volunteer Portal

### 2.1 Chairs Session

BT has asked for input from delegates however has not received anything. It was thought that the chairs stream should be referring back to items that were highlighted at the last Role Based Convention and perhaps there may be a need for a separate convention for chairs and secretaries, however it was questioned if this may be a problem for members getting time off. GS agreed to forward feedback from last year's session to BT and JT.

**Action** GS to forward Secretaries and Chairs feedback from last year's session to BT and JT

### 2.2 Panopto Presentation

JS asked if it would be possible to use a machine at BCS London with Panopto already loaded on. It was agreed this would be made available, KM would book this.

**Action** KM to book laptop at London with Panopto pre-loaded

Questions were raised regarding handouts, it was noted we try to be paper light and therefore would prefer to make links available to relevant documents, however if it was felt to be a beneficial need then this could be accommodated.

It was also noted that an attendance list can be available on the day or could be done electronically

## 3. Minutes of the last Meeting

Votes for Steve Durbin and Andrew Mohan are still needed and would require to be approved by MB, it was questioned if Chairs action could be obtained for this. A further award presentation has been received it was decided to forward these again to Committee members including a new one for Mark Beattie and members could vote electronically,

**Action** KM to send out voting information for all candidates and collate as necessary.

**Action** All to send votes back to KM ASAP

## 4. Work Programme

### 4.1 New Committee Member Induction

KC has a final draft and will send round the committee for final checks, however the next step is to decide on a method of delivery, perhaps via a webinar. It was questioned if this could be pushed through at the next committee meeting

## 5. AOB

JS requested the purchase of a web cam in order to be able to test it and hold up as an example of equipment required to make a suitable recording. JT agreed this expenditure.

**Action** JS to purchase web cam for testing and specification purposes

It was questioned if the feedback from the sessions would be done electronically? It was noted at the last convention attendees completed slides and gave presentations, it was thought this was rather cumbersome and would be more beneficial if a scribe for each group was appointed to take notes and deliver a verbal report to the groups. It was questioned if there could be a recording of the question and answer sessions, it was noted this could be done using a mobile phone however it was expressed BCS London have camcorders and Panopto would be available, perhaps this could be used instead?

Action JT agreed to look into the use of Panopto and Camcorders for the capture of the Q&A session

It was thought the groups work during the morning could be recorded and provide a live recording for use during the Panopto presentation

- 6. Next Meeting is Thursday 25<sup>th</sup> February 2016 at BCS London, Unfortunately GS will not be available and will contact AR as a stand in chair for the day.

**Action** GS to contact AR to cover chairs role for the meeting on 25<sup>th</sup> February 2016

The meeting closed at 12.45pm.

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**Dates of next committee meetings:** 21 January 2016 Conference call 12.00noon to 1pm

### 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		
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		
<b>ACTIONS FROM INTERIM MEETING 22 October 2015</b>				
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
<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 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		Complete
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		Complete
28.6.3	to send recognition of appreciation award information for Steve Durbin out to committee for voting.	KM		Complete
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
<b>ACTIONS FROM MEETING 29: 17 December 2015</b>				
29.2	to change to Disability and Community Liaison	KM		Complete
29.2	to change items in the Agenda boxes following meeting	GS		
29.2	to contact DE re strategy presentation at Convention	JT		
29.2	to format paragraphs for each thread	KM		Complete
29.2	to complete paragraph for Panopto presentation	JS		
29.2	to ensure an online link to revised documents	KM		Complete
29.2	to include Caption/Subtitles instructions to capture document	JS		
29.3	will chase votes	KM		Complete
<b>Actions from meeting 30: 18<sup>th</sup> January 2016</b>				
30.2	to forward a copy of the uploading process for YouTube	JT		
30.2	to put together a notification informing delegates of the change in the morning session to presentations and the option to change streams if they so wished	GS		
30.2	to put new Agenda onto the Volunteer Portal	KM		Complete
30.2	to put together a brief presentation 10-15 minutes for the early morning session and forward to KM	PA and HW		
30.2.1	to forward Secretaries and Chairs feedback from last year's session to BT and JT	GS		Complete
30.2.2	to book laptop at London with Panopto pre-loaded	KM		
30.3	to send out voting information for all candidates and collate as necessary.	KM		Complete
30.3	to send votes back to KM asap	All		
30.5	to purchase web cam for testing and specification purposes	JS		
30.6	to contact AR to cover chairs role for the meeting on 25 <sup>th</sup> February 2016	GS		