

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

MINUTES – 25th February 2016

Minutes from the 29th meeting of the Membership Board Best Practice Committee (MBBPC), held on Thursday 25th February 2016 from 10.30am to 2.30pm at BCS London, 5 Southampton Street.

Attendees:

Alastair Revell (AR), Judith Taylor (JT), Haiyan Wu (HW), Peter Abrahams,

Remote Attendees

Margaret Ross (MR), Jonathan Shenton (JS), Iain Thompson (IDKT), James Uhomoihi (JU),

In Attendance:

Karen Myatt (KM)

Apologies:

Jose Casal-Gimenez, Bob Thurlby (BT), Kevin Chamberlain (KC), Motassim Thupsee (MT)
Garfield Southall (GS),

1. Introduction

AR welcomed everyone to the meeting; meeting was quorate with 4 in attendance and 3 voting remote attendees.

2.0 Minutes of Previous Meetings

2.1 Accuracy of minutes 20th August 2015

The minutes of the 13th November 2015 were accepted as a true and accurate record.

2.2 Review progress on actions and matters arising

11 December 2015

Items 24.4 and 24.6.3 remain Ongoing

21 May 2015

Item 26.5.3 is Complete all other items remain ongoing

20 August 2015

All actions are complete with the exception of item 27.4.3 which remains Ongoing

22 October 2015

All actions complete, with the exception of items 2.2 and 3.1 which remain ongoing

13 November 2015

All actions complete

17 December 2015

All actions complete

18th January 2016

All actions complete

There were no matters arising

3.0 Membership Board Update (verbal)

IDKT gave a brief overview of items from Membership Board, including a new presentation for the strategy at the convention. Membership Board have three members retiring this year. Making IT good for society and health are items currently being looked at by Membership Board.

4.0 Member Groups Update (verbal)

JT reported all groups were doing well and there was little cause for concern at this time.

5.0 Work Programmes

5.1 Liaison role

AR gave a brief overview of the aims of the new Liaison role working with the 80-20 rule focussing on groups over and under functioning. It was decided all members of the committee would be responsible for all groups, MGT would collate all data and report to BPC. Any rule breaking would be reported directly to PC. Committee members were keen for this to be advertised on the web site and volunteer portal. It was hoped groups could be monitored by a rolling audit process over a period of 36 months, as it was felt necessary to be in touch with all groups with the expectation to potentially complete a checklist. It was noted member groups should be working in line with the goals of the institute and therefore we should be asking what the groups are doing to make IT good for society. It was felt to fit in well with the convention and noted DE would be giving a presentation and may ask what groups can do to feed into this. It was thought a metric was required against which to judge. It was suggested to approach chairs to ask what a successful group would look like. It was also questioned if there was any mechanism whereby groups could be encouraged to talk to other groups, thus providing the opportunity to share good practice, this may well be achieved by closer collaboration between groups and encouraging chairs and committee members to visit other groups in their areas to observe. Consulting with chairs was thought to be a good idea for the chairs stream at the next convention.

It was thought the chairs annual reports should be an indication of the health of the group and should include the next steps. It was questioned if awards for the best groups was a way to promote best practice, however this was felt to be detrimental to other groups, however it was proposed groups with good practice could be invited to present at a convention. It was also thought if chairs were producing reports with greater details these could be used to highlight speakers for other groups. It was thought this too could be included within the Chairs stream of the convention and bring together a list of items that chairs could include within their reports. It was suggested these reports could then be publicised on the volunteer portal, this would provide opportunity to be more accessible and possibly feed into events in a box.

Action AR to contact GS regarding the Chairs stream of the convention, to ask chairs to produce a list of criteria on what a good group looks like and also what could be included within the chairs report. AR would also include in the liaison role information.

It was questioned if item 26.7.1 could be released if we were no longer going forward with the current approach to student prizes.

5.2 New Committee Member Induction

Unable to discuss at this time due to KC apologies

5.3 Cyber Security

Unable to discuss at this time due to GS apologies

5.4 Recording and Broadcasting

JS reported receiving lots of feedback following the convention, and has responded to PROMS-G regarding the issues with HD. It has been established that recording can take place using standard setting however the output can be defined in HD, this gives good results. The test with a standard web cam has worked well and audio received is good. JS

is also investigating the use of external microphones for audio capture up to the value of £100 (this prevents Capex issues) JS has updated his PowerPoint with HD items, the word version is due to be updated and will circulate once complete.

Action JS to complete Panopto word document and circulate on completion

Discussion ensued regarding the number of groups who were currently using Panopto and how they can get hold of it. It was thought this needs to be publicised at every available opportunity, it was suggested once the documentation is complete it could be circulated to all groups, including information of how to obtain log-in details and any kit and specifications required. It was thought ways in which to purchase kit may need to be explored as purchasing via expenses may not be the most economical solution.

Questions were raised as to whether videos should be uploaded to YouTube or kept within BCS for members only, it was felt videos should be available to all and may encourage other groups. Speaker consent being open to the public domain was also raised, however it was noted that the consent document does not give restrictions on publishing or not. It was also noted a play list can be created within youtube for each branch, group or project as necessary and that groups need to be encouraged to use appropriate metadata in order to find videos more easily. It was also raised on occasions presenters send in different presentations due to copyright issues, it was thought this would need to be managed at a local level.

Action JT would investigate which group have got and use Panopto and follow up on the presenter permissions to include publishing to YouTube and arrange update of the volunteer portal.

Questions were raised regarding the ability to caption a presentation, however it was noted to enable groups to caption their presentations required an extra fee per group, and felt not to be financially viable. PA expressed his disappointment of captioning not being included within the licence and questioned if groups want to caption videos would BCS finance this? It was queried if there was an option to add captions, as often the auto caption is not always acceptable, it was confirmed Panopto includes the facility to auto caption and correct at a later date.

Action PA would further investigate how Panopto does captioning

5.5 Equality Officer

Recommendations following the convention to change the name of the disability liaison role to that of Equality/Inclusion Officer, to make the role mandatory by chair or an appointed member of the committee. It was felt there was a need for and acknowledgement of this role. It was questioned how far reaching this role was intended to go, should religious festivals be included. It was felt there was a danger in taking this role too far and preventing groups from holding events on days they would like, it was felt religious festivals and holidays would be better managed at a local level. It was question if the chairs report could include ways in which groups have dealt with issues of equality and inclusion and also included a risk assessment for holding events on religious holidays. It was queried if the role could be called that of Equality and Inclusion as this will cater for the diversity of issues that will arise.

It was thought a specific defined role was required within the portal. Committee agreed, however it felt the role did not need to be that of a separate individual but could be incorporated within another member's role. It was felt this could become a mandatory role in the long term however in the interim period would be better to add it to the role of another officer.

It was proposed the chair must assume responsibility for the role or delegate this to a member of the committee, BPC agreed in principal and agreed to mandate it to the chairs role.

Action JT to look at Membership data for HW

It was noted from an admin perspective a buzzword or title was required for the system, the name did not need to be mandated but do need it for the role, it was agreed Inclusion Officer would be a suitable title.

6.0 Role Based Convention – Feedback

Positive feedback was received from the convention, it was felt to be well received with good attendance and more involvement. Concerns were raised as to the changing of dates at the last minute however this does not appear to have affected attendance figures.

Feedback from the post event questionnaire was discussed. Items of accessibility regarding the booking system were raised, however it was felt this would change within the new system. Opportunities for feedback from the plenary session was not included within the questionnaire, it was felt the Q&A sessions were too short, were we too eager to fill the agenda. It was thought the Q&A sessions should perhaps be prior to morning or lunch breaks so that any running over can be more easily absorbed within the day.

Overall attendees were satisfied with the day. It was felt future conventions should include wider group ideas, i.e. computer education in schools, apprenticeships, CAS.

It was questioned if providing soft skills would benefit and help develop the role based convention this would have the added benefit of encouraging more employed members, as this often costs members a day's leave and therefore by providing training this could be seen as a greater benefit to employers and allow employees time to attend.

7.0 Spring Convention

Committee discussed the convention agenda and decided to remove the Presentation of Volunteer awards from the president's address, timings were also questioned, and JT would add extra time for logistics and also a plenary and Q&A session at 3.30pm.

It was noted the trainer for the UB training session is yet to be organised, however there is a room available for those intending to take up the training.

Action JT to remove volunteer awards and change the times, adding extra times for logistics and plenary Q&A at 3.30pm.

Action MR to ensure Athena Swan slide sent to Swindon as soon as possible.

8.0 BCS Document Templates

JS noted when searching for a template for his Panopto report that we do not have a short and long report template available also there are no branded documents or headers available, however there is a power point template. It was questioned if JS's current report could be used as a template for handouts and other items? It was also noted that groups have their own logos therefore branding would be difficult unless space was made on templates for co-branding.

Action JT to forward logo to HW

It was also noted documents ending in .doc, .ppt or .xls can be vehicle for a virus and not all computer systems will open them automatically, it was questioned if documents in future could be in the newer .docx .pptx or .xlsx format, it was noted the new system now saves documents with the x suffix and all updates made will be saved into the new format. It was questioned if all documents on the volunteer portal, could also be updates, JT agreed to contact Kerry Wear (KW) and Helen Fletcher (HF) to facilitate this.

Action JT to contact HF and KW to make changes to volunteer portal documents

9.0 Volunteer Awards

9.1 Long Service Awards

Bronze, silver and gold pins were awarded for 5, 10 and 23 years' service to BCS however we now only have gold badges left. Many groups seem unaware these awards exist. Further badges can be sourced via the Hong Kong group. The committee felt these awards were underutilised and wondered if this could be automated in some way, perhaps running a report in spring/ summer. It was queried if this should be done prior to the AGM and could the chairs report highlight candidates.

It was noted those members who complete frequent short term post on committees would not be picked up by a standard report. More recent committee activity can be tracked on the current system however for those with long term service this may well be difficult to pin point exactly however committees may hold this information. It was considered that the new system may well give the opportunity for individuals to record a full committee history over the years, JT agreed to take this back to Swindon to see if it can be incorporated within the new system

Action JT to consult with Swindon regarding the inclusion of the opportunity to include a full committee history within individual records and the purchasing of service award badges

9.2 Voting results for Mark Beatie

This item was just for noting as the electronic voting results were unanimous for the proposed meritorious award, and would be passed onto Membership Board for ratification.

Action KM to forward Mark Beatie Meritorious award to Membership Board for ratification

9.3 Appreciation Award for Charles Lindsey

MR proposed the approval of the appreciation award received for Charles Lindsey, JT seconded the proposal and committee agreed unanimously to the award. IDKT agreed to send the award to Membership Board for electronic approval.

Action IDKT to send Charles Lindsey Appreciation award to MB for electronic voting

10.0 Any other business

There were no items of AOB

The meeting closed at 15.30pm.

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Dates of next committee meetings:

Thursday 24 March 2016 Conference Call at 12 noon
 Thursday 28 April 2016 Conference Call at 12 noon