

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

MINUTES – Thursday 26th May 2016

Held at BCS London, 5 Southampton Street, London
10.30 am to 4.00pm

Attendees:

Garfield Southall (GS), Alastair Revell (AR), Judith Taylor (JT), Haiyan Wu (HW), Peter Abrahams, Margaret Ross (MR), Jonathan Shenton (JS), James Uhomobhi (JU), Garfield Southall (GS), Kevin Chamberlain (KC), Iain Thompson (IDKT).

In Attendance:

Karen Myatt (KM)

Apologies:

Jose Casal-Gimenez, Bob Thurlby (BT), Motassim Thupsee (MT),

1.0 Introduction

GS welcomed everyone to the meeting; there were no items of any other business recorded. It was noted Motassim did not attend the meeting.

2.0 Minutes of the last meeting Feb & March 2016

Minutes for February and March were accepted as true and accurate records

2.1 Summary of Action.

Actions from 11 December 2014 are to be removed from the log as no longer relevant

Actions from 21 May 2015

26.7.1 To be removed, no longer relevant

26.7.1 Complete

26.9 remain ongoing

Actions from 20 August 2015 are now complete

Actions from 22 October 2015 are complete with the exception of 3.1 which remains ongoing.

Actions from 25 February 2016 are complete with the exception of 29.5.5 and 29.8 which remain ongoing.

Item 5.4 12 groups have taken up the Panopto Licence, it was noted that this is now BCS chosen platform and if groups felt this was not suitable for their needs they would need to make a special case to the Finance Committee for approval. A discussion arose regarding a group member and his impressions of Panopto, it was felt he may not be fully aware the cloud based background of this software.

Action JT agreed to contact the member and provide further information and PowerPoint of how to access Panopto.

Item 5.4 Captioning of Panopto was investigated, with a four day turn around it cost 2 Dollars per minutes and increases as the turnaround days shorten. However a captioning service on YouTube can be used free of charge.

Item 9.1 long service pins are now on order and awaiting delivery from Hong Kong

Item 9.1 JT reported the new system may have a problem with the storage of data with the intention to keep recent data but not historical data.

Actions from 24 March 2016 are complete with the exception of 2 and 5 which remain ongoing.

Item 5 Education was felt to be the theme for the Spring Convention

3.0 Work Programmes

GS gave a brief overview of MB discussions regarding the intention to work more closely with chairs and linking treasurer's report with that of the chairs report, and the intention to gain chairs input and interaction within the Role Based Convention, this was well received by MB. MB also noted Panopto was the chosen BCS platform for recording and broadcasting and if groups felt this was not adequate they would have to make a special case to Finance Committee to obtain this. Equality and Inclusion role was accepted by MB, and agreed this should be a mandated role. All work from BPC was well received by MB

3.1 Liaison role

AR reported briefly on the position of the Liaison Role and what next steps were now needed, and its requirement to align with BCS strategy. It was decided to incorporate this into the chairs stream at the role based convention and get chairs to identify "what makes a good group?" it is hoped this will set thematic question which in turn will provide opportunities to gain some metrics with which to judge good groups and help identify items for inclusion within the chairs report, giving BPC the opportunity to read reports and identify areas of need and good practice.

It was felt this would be an annual pulse point with the rest of the year being covered by the Member Groups Team (MGT) at Swindon. It was thought a regular slot on the agenda was needed to discuss groups. There are currently about 100 groups and therefore was thought best to split between members of the committee. It was thought reports, once completed should be published on the Volunteer Portal for peer judgement.

It was hoped to be possible to put together the chairs report document at the Role Based Convention and use this for a pilot in the following spring, the reporting period for this would be November to spring. It was expressed the need for guidance regarding the three pillars, it was thought this could be accommodated.

3.2 New Committee Member Induction

KC provided a list of next step items for the dissemination of the Induction programme. In light of MB approving the role of Equality and Inclusion Officer a brief paragraph would be required to be included within the induction package. KC felt we were now at a stage where a video or Power Point could be produced for training purposes.

Action KC agreed to complete a PowerPoint or video and make available for comment by the next BPC meeting in June.

It was thought this would then become the basis of webinars that could be given by committee members once or twice per month. It was felt a script would need to be provided, however it was noted this would be part of the PowerPoint. It was questioned if different versions would be made to cover Branches, Specialist Groups and International Sections, it was decided to make a single version initially and follow up with alternatives should the need arise.

It was decided sessions should be no longer than 40 minutes in length. It was thought a few slides could be used by committees to help recruit new members.

3.3 Cyber Security

This was decided to be placed on hold for the foreseeable future.

3.4 Recording and Broadcasting II

JS reported testing on the fly with head set and hand held mics, both worked well. JS has also encountered a slight problem with the system in that uploading can only be done from the device it has been recorded on and if in a rush to leave venue this can cause a problem with uploading if not waiting long enough for the machine to confirm upload. However by contacting Panopto this was easily rectified and video was located.

Some groups have expressed dissatisfaction they were not consulted prior to choosing Panopto, however it was felt that Panopto provides high quality recording and broadcasting. It was discovered a group has been trying to use Panopto to transfer files to Swindon, which is not what the software is designed for. It was also noted that while the recording taking place there is no way of knowing how the recording is going and what quality is being produced until the session is finished. It was reported 12 groups have currently signed up for a licence but it is not clear how many have used the software and posted to the website, it was decided a questionnaire would be beneficial to obtain feedback from user groups.

Some groups are under the impression that a Wi-Fi connection is required for the whole of the recording process, it was noted however this is not the case and recording can take place off line. It was felt more input and expertise was required. It was also questioned if help and support from London staff would be available with Panopto.

Action JT agreed to contact facilities and have Panopto and help added to the room booking form, and help JS with setting up and circulating a survey

Action JS to set up survey questions and send out to branches and SG's

3.5 Equality Role

This role is now official following the ratification from MB and now requires the role to be more clearly defined. It was decided to include items to encourage events for employment. Concerns were raised regarding cost implications surrounding room changes for disabilities, hearing loops etc., however it was felt that any cost incurred would be covered.

It was felt the inclusion officer would be able to make decision of what is needed and would be a great opportunity for technology to be incorporated into the groups. It was thought a Linked-in group available prior to the convention would be beneficial, it could also include a description of the role and education, and would give a discussion forum that would evolve over time.

It was queried if BCS London could be made more user friendly.

Action JT agreed to take this up with facilities.

Action PA agreed to produce a defined role and forward to BPC and outside agencies for feedback

Action KC to update Induction document with Equality Role and include the requirements for employment events

3.6 New Work Package

GS would like to introduce a new work package, looking at developing young people's involvement with BCS, he questioned how BPC could help develop links between groups and young people. It was thought connections with outside organisation could be explored, along with making connection with employers to see benefits of employees being involved with BCS perhaps with the introduction of soft skills and networking which would develop the professionalism of the employee. Online communities were discussed which may naturally lead to physical meetings, but would still maintain focus. It was noted "Meet Up" is a useful tool for this and could be built around universities, BCS Voices also encourage meet ups. It was felt the concept of being part of a membership body was an odd one from

the perspective of young people however it was felt the strategy MITGFS would be a good selling point for this.

Action HW agreed to take on the new work package and look at how outside organisations include young people

Jonathan Shenton left the meeting at 1.30pm

4.0 Role Based Convention

Dates for the role based convention are currently being explored at the Kingsway Hall, London, dates being looked at are 14, 15 and 16 November 2016. Streams included on the day will be Chairs, Secretaries, Equality and Inclusion and Treasurers. Committee felt Tuesday 15th was a good option

JT has been approached by two members of staff who would like to do give a presentation at the convention with a view to forging closer links to groups and also developing HEQ's. It was noted Secretaries stream currently has no agenda at present.

Action GS agreed to invite senior members of BCS to give a presentation

Action KM to consult with GIS for Tues 15 Nov

Action GS to consult with GIS regarding Treasurers Agenda and put together an advert to flag liaison role and Equality and Inclusion roles being mandatory

Action JT would put together Secretaries Agenda

5.0 BCS Document Templates – Update

Documents on the Volunteer Portal were reported as relevant and up to date.

6.0 Volunteer Awards Definition

It was decided to defer this item to the next meeting.

Action GS to put together a paper highlighting criteria for certificate and meritorious awards

Action, KM to add to next meeting agenda

7.0 Any other business

Ideas for the next spring convention were called for at the previous meeting however nothing was received. GS thought Education would be a good topic to explore, a post lunch active session would be preferable. It was thought project to include industries would build on the thread through to employment and may bring in young people looking forward

YPG are looking at holding coding workshops for children.

There were no further items of AOB

The meeting closed at 2.05pm.

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Dates of next committee meetings:

23 June 2016, Conference Call, 12 Noon

28 July 2016, Conference Call, 12 Noon

25 August 2016, BCS London, 10.30am

22 September 2016, Conference Call, 12 Noon

27 October 2016, Conference Call, 12 Noon

24 November 2016, BCS London, 10.30am

22 December 2016, Conference Call, 12 Noon.