MEMBERSHIP BOARD BEST PRACTICE COMMITTEE

MINUTES – 12th JANUARY 2012

Minutes from the 11th meeting of the Membership Board Best Practice Committee (MBBPC), held on Thursday 12 January from 6pm to 8:15pm GMT by Teleconference.

Attendees:
Maggie Kneller (Chair), Kevin Chamberlain, Ian Fish, Alastair Revell, Margaret Ross, Garfield Southall (GSo), Judith Taylor, James Uhomoibhi

In Attendance:
Robert Thurlby (co-opted member), Ralph Miller (for item 1)

Apologies:
Dan Rickman, Geoff Sharman (GSh)

1. Introduction

MK welcomed members to the first meeting of the New Year, highlighting that the meeting was specifically focused on the setting of the agenda for the Spring Convention, including the International Sections Meeting.

Theme - it was discussed that for both days the theme should be about communication.

2. International Sections Meeting - March 7th

The meeting will start with lunch and conclude with a hot buffet from 6 to 8 pm. Delegates will be offered the opportunity to stay at a hotel close to RCOG.

Suggestions for presentations on the day were made as follows:

- The different chartered status / membership awarded by BCS namely CITP, CEng, CSci, and also EUR ING and FBCS. This could possibly include CV consultation and guidance on what is required to obtain the different qualifications. It might be appropriate to involve an assessor or someone from MemCom.
- SFIA, which is becoming a widely respected framework internationally.
- (Video) recording of events and meetings - this will be covered at the convention itself, but there could be a workshop specifically related to the international section requirements / experience.
- New qualifications e.g. e:Security, Green IT, Digital Novice, etc - to publicise them from an international perspective.
- Jersey Section talking about its experiences in establishing and running a small isolated section - report of the last year.
- Update from International team - Luciana Abreu.
- Publishing (ITNow, etc) - encouraging articles from international sections / overseas members and articles of international interest.
• Ian Fish - PPAB working party - this topic could also be linked to the next one
• Policy Hub - updated version of the presentation given at autumn convention in terms of how it might relate to international members
• BCS plans with Nigeria Computing Society, incorporating ISEB/other qualifications into university courses, and whether this approach could be adopted in other countries - however this might not be appropriate for this meeting

It will be important that BCS President and/or Deputy President, and CEO/other senior executives be available at some stage during the day.
(Post-meeting note: Jim Norton is available from 3 pm and Bob Harvey would like to do an interactive session to explore how we work with groups around the world - 30 mins).

**ACTION 11.1:** JT to draft email invitation to sections, work with Ralph Miller on draft agenda, and check availability of President, Deputy President, CEO and Membership Director, and other relevant staff, and to liaise with Jersey section and other potential speakers.

3. Convention - March 8th

3.1 Review Draft Agenda

IF noted that there seems to be reasonable time for topics, in line with feedback from delegates. He suggested the extranet launch may require more time, and that some member group sessions may require more than 10 minutes. He also pointed out some sessions could run in parallel.

There was discussion as to whether the lunch break should be reduced to 1 hour or 1 hour 15 mins. 1 hour 30 was considered too long. JT will find out if there are any logistical constraints. It was also agreed that having no break in morning and afternoon sessions is a good approach, and that either session could last up to 2.5 hours, particularly if there are opportunities to stretch legs, and water available.

It was agreed the convention should start with a formal opening. If we do speed dating networking, it should start before the main event, if we do table speed networking as last time, this should be after the opening. We could possibly do both. The speed dating type of networking might take place before the event starts, as people arrive. This (or other type of breakfast session) could provide for international delegates, and any UK delegates who have stayed overnight in London.

**Speed dating type of Networking:**
- It would need to be well planned / stage-managed and people properly briefed (for example given a set of questions and instructions). The logistics would need to be published in advance.
- There would need to be a set of real topics / questions.
• MR said that BCSWomen did this with 60 people, with 4 questions. The people formed 4 large circles, and every other person moved around every 3-4 minutes, when a bell rang.
• SK said that YPG did this with people in 2 lines moving in different directions.
• It would typically need about half an hour, but as people will arrive at different times, it could be done so that people can join in at different times.

**ACTION 11.2:** MK to explore further the possibility of a breakfast session

**Welcome:**
• It was agreed we should follow up on results and output from the autumn convention.
• We should also emphasise other achievements and plans, with a view that the delegates will be able to influence priorities. Perhaps later through a speed networking session.
• We will also present any volunteer awards (the president will hand out the awards).

**ACTION 11.3:** JT check current position of any outstanding awards, and report back whether there will be any to present.

**Question Time:**
• This will need pre-submitted questions, therefore we need to ask member groups to submit questions (at the same time as we invite them to the convention, or even earlier?).
• We will use a panel of members to pre-select the questions. This needs to be set up.
• We discussed whether the questions could be opened to the floor. It was decided to allow the questioner one follow up question, as per question time.
• We need the person submitting the question to be attending and ask the question, or another member of their member group. The member group must be in attendance to put a question.
• The question panel answering the questions should be say, maximum of 5 people, for example president or deputy president, CEO, a trustee, a council member, Finance Committee Chair, Membership Director. This could depend on the questions selected to an extent. The panel will be given the opportunity to see the pre-selected questions and prepare their answers.
• This item will need careful planning, several lead-up activities, and very strong chairmanship on the day. Mechanism for ‘selecting’ the selection panel needs to be determined.

**ACTION 11.4:** JT to draft message(s) to go out to member groups, requesting their input of questions, and their involvement on the selection panel.

**ACTION 11.5:** MK to discuss approach with potential question panel members.

**Speed Networking:**
• JT confirmed that there will be facilities for break-out sessions with tables available, so that speed networking could be run like last time in the main event.
• Key topics should include issues which come out of the session in the autumn.
• JT noted that the break-out area will also be used over lunch, and there needs to be enough time to set up for lunch and clear away, so any workshops will need to be at least an hour away from either side of lunch (JT to check this with RCOG).
• The session needs to start with a clear introduction and instructions.
• It would be pertinent to summarise the output from the autumn session at the start of this session.

Review of submissions:
• Some of these have already been discussed at the December meeting.
• IT Can Help it was agreed should participate in the rolling ppt presentation, and could also be included for a slot in the autumn convention when there is more experience of ITCH in AbilityNet.
• East Anglia ‘PhD competitions’ was considered it might be a possible topic for speed networking, not to include this time as a separate speaking slot.
• Middle East submission - might be included on the international day, however the same person has already done a presentation at the international meeting.
• CITP - Paul Jagger can adapt his presentation to the audience and purpose - from 5 minutes to 1 hour. It was agreed we should include a 10-15 minute version with an elevator pitch for CITP and some details of the mechanics. It would inform member groups when questioned by members, and might also encourage some to upgrade their membership.
• BCSWomen - there was some concern as to whether this topic might be appropriate for an international audience, and it was agreed to consider it instead for the autumn.
• Entrepreneurship - Tim Kitchin - agreed this should be included with a global focus. It was considered whether or not a member group might be involved (e.g. Bristol Branch with its Tech Start-up school) to show what is already being achieved and provide ideas to other groups.
• Learning & development SG - linked with SFIA - agreed to include this.
• Health Executive - this would fit well with discussions the previous day on policy hub, and provide an example. Agreed to include this.

Additional submissions received since the agenda went out:
• Manchester (Andrew Mohan) - agreed we should try to include this

4. APPROACH AND LOGISTICS

MK reminded the meeting of items agreed at the December committee meeting.

• Include the rolling ppt presentations previously used
• Paperless approach, with links to webpage and twitter feed on the back of badges
• List of attendees to include email addresses, therefore include this in registration
• Recording at least part of the event
**ACTION 11.6:** JT to give member groups the opportunity to update their 1-2 page ppt presentations if required, and provide any missing ones

**ACTION 11.7:** JT to check with Facilities at RCOG the following:
- How long (minimum) do they need the breakout room for before and after lunch.
- Check end of day availability at RCOG, type of lunch, tables etc. Format used for SIGIST lunch.
- Availability of water and coffee during the afternoon for delegates.
- Recording equipment available in lecture theatre and any constraints
- Type and number of tables for speed networking
- Number of screens for rolling presentation (up to 2 slides per group – alphabetically)

**ACTION 11.8:** JT to address the following:
- Links on badges
- Attendees email address (opt out clause)

5. **AOB**

None

**Date of next meeting**

22 February 10am to 4pm BCS London
**SUMMARY OF ACTIONS**

(Actions without a target date to be completed by the date of the next meeting).

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