

BCS, THE CHARTERED INSTITUTE FOR IT
MEMBERSHIP BOARD BEST PRACTICE COMMITTEE MEETING No 17

Via teleconference and Google+ Hangout
17th January 2013 @ 3pm

MINUTES OF MEETING

<p>Present:</p> <p>Maggie Kneller, Chair Kevin Chamberlain James Uhomobhi Bob Thurlby Geoff Sharman Alastair Revell Simin Kamali Motassim Thupsee Margaret Ross</p> <p>In attendance:</p> <p>Iain Thompson, VP Membership Sallyann Cossey Jon Jeffery</p>	<p>Apologies:</p> <p>Judith Taylor Jose Casal-Gimenez Ian Fish Dan Rickman Garfield Southall</p>
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1. Introduction

MK thanked everyone for attending and apologised for any confusion over using Google+Hangout – which we will try at a future meeting.

The purpose of the meeting is to plan the spring convention. MK would like to publish the convention agenda by 11th February latest. This means we need to finalise the agenda for publication at the next Best Practice Committee meeting on 7th February 2013.

2. Theme for spring convention and outline agenda

It was agreed that the theme will be ‘Engaging with Students and other Young Professionals’ – which will focus on ways of encouraging younger people to get involved with BCS and with member groups and how groups can encourage this. This will fit with the presidential theme for 2013-14.

JJ mentioned that YPG does not appear to be very active at the moment and YPG representatives on committees might be uncertain about what to expect from YPG. MK will speak to the Chair of YPG and invite them to get involved with the convention.

The outline convention agenda was considered in terms of general shape and the following comments were made:

- We need to consider that speed networking feedback in the autumn asked for slightly more time per topic
- We might consider putting the speed networking immediately after lunch

It was agreed that the proposed general shape of agenda was OK.

3. Review submissions

The submissions received so far were considered in terms of their suitability in relation to the theme, and in relation to the spring convention at which branches, SGs and international sections attend. NB some of the submissions have been suggested by someone other than the member group, and have not yet been confirmed with the group.

	Submission	Who	Decision / Action
1	Engaging with students & young professionals	Deputy President / Roger Marshall	Agreed – already discussed with Roger.
2	Engaging PhD students with the yearly Doctoral Consortium	Funmi Adeusi / London Central Branch	Fits with theme and could be relevant to international audience. Would need to include details of how this is judged, and to include an international slant if possible. Similar to submission no 6 and agreed to include one of these two or to do it as a 'double act'.
3	The Year in Industry (YINI) - They are the UK's leading student placement experts.	Andrew Mohan Manchester Branch	Could link with the theme, but considered to be more suitable for the Branch convention in the autumn. Concern to avoid it being treated as a sales pitch. Agreed this will not be included this time.
4	Challenge IT 2012 - Coventry Branch engaging with the community and schools to promote IT.	Coventry Branch / Irene Glendinning & John Rendall	Some concern over the age of target audience (11-16), but they are running it again this year and it could be repeated and adapted elsewhere including overseas. It would need to be given as a case study providing learning points, with an overseas slant if possible. Agreed to include on that basis.
5	Actions to help employability of experienced professionals	Margaret Ross Quality SG	This presentation doesn't fit with the theme – unless 'experienced' can be changed to 'Young Professionals'. MR agreed this would be possible. It was also suggested to incorporate BCSWomen's series of courses for returners to work after a break. Agreed to cover this under a theme of 'managing your career in a recession' with a focus on young professionals.
6	Annual PhD competition	East Anglia Branch Suggested by Iain Thompson	See 2 above.
7	Running events totally funded by outside bodies	James Anderson Berkshire Branch Suggested by Judith Taylor	Berkshire has run a day encouraging youngsters into computing funded by Oracle. This would fit with the theme. It was considered a good idea to have a session encouraging member groups to

			use third parties to fund their events. Other groups might also be able to participate – for example BCSWomen in Wales hold completely funded events, and Hertfordshire branch run events funded by Steria. BT suggested we use a speaker from the funding organisation to explain the benefit to them, and this was agreed.
8	Iain Thompson will give a 15-20 minute talk relating to membership board, its objectives and plans.	Iain Thompson	Agreed. NB need to ensure that any confusion over various changes of MB chair are made clear.
9	Update on schools curriculum and work of the Academy.	Bill Mitchell / Liz Bacon	Agreed. It was considered that it would be good if Liz was at the convention and/or international meeting.
10	The Graduate	Chris Cahill, West Yorkshire Branch	We included a session on the graduate at a recent convention. The event is expensive to run and it was thought that we should not be encouraging other branches to run this, although external publicity is important for this prestigious event. Agreed not to include this.
11	Demo and talk on the new CPD tool	Tony Davey	Agreed – also considered we should move this to the morning and provide an opportunity for people to find out more and perhaps try it out over lunch.
12	'Collaborators Corner', have a corner of the Member Groups Convention to enable committee members to meet other people to get the conversation going or have a notice board up with post-it notes as a kind of Wanted or Offered board.	Suggestion from Kerry Earl	This was not discussed during the meeting but will be followed up after the meeting.

Role-based community meetings were discussed and it was thought more appropriate to hold these during the break out sessions rather than over lunch. MK will need to discuss further with GS who is developing these communities. IT confirmed the Treasurers Day this year will be held on March 6th, though that did not mean that we should not have a treasurers meeting at the convention.

GSh said that there would not be time to hold an R&B training session during a break out, and it was suggested that instead we could run it as a drop-in clinic and/or meeting place for group committee members working on R&B, which would also fit with the role-based community meetings.

MR suggested that she or JU could talk about the e:learning competitions and how SGs can get participation from their overseas members. This could be at the international meeting.

MR also made a suggestion about helping students to get placements and/or to have their surveys completed, and it was thought this might work better for the autumn SGs convention.

MR suggested that a topic for a breakout session would be encouraging groups to use Google+ Hangout for their remote committee meetings. GSh said that it would be helpful to get sign up prior to the convention and ensure all participants have a Google+ sign on first. It was agreed to pursue this idea.

MK took an action to contact potential speakers and member groups to inform them of the decisions and discuss further. MK will then publish an updated draft agenda incorporating the changes and discussions.

4. International Meeting

It was not known whether JT has started to develop the agenda for the international meeting. MK will contact JT and identify whether the committee needs to take any action.

5. AOB

In terms of logistics, JJ asked whether we would be recording any of the convention and how soon recordings would be available for publication. GSh said that recording the main plenary sessions will be possible and using the Google approach recordings could be available almost immediately after the event. Editing will only be required if we wish to improve the recordings, but for this type of event it was not thought essential to edit.

MR mentioned the possibility of presenting the original 'Founders' with the founders awards at the convention. MK stressed that MR's outstanding action would need to be completed before we can decide this. MR will liaise with JT for final list of names and where they are located in order to resolve the logistics. MR needs to determine all the logistics of how and where and by whom these awards could be presented before we can decide whether possible to present any of them at the convention. If we are to include them then we need to take account of accessibility and timing in the agenda.

GSh noted that he, SK, MT and KC were using Google+ Hangout for the meeting, and it had worked well.

The meeting closed at 16:50

SUMMARY OF ACTIONS

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

No	Action	Who	Target	Completed?
Actions from Meeting 16 : 6 November 2012				
16.1	Update TOR as agreed and submit to Membership Board for approval	MK	10/11	
16.2	Develop the idea of providing information, such as the rolling ppt, on a stick for convention delegates to take away, in conjunction with JJ.	MR (JJ)	Paper for Jan mtg	
16.3	Develop the idea of a competition groups to submit best practice slides for the rolling ppt / possible voting at the convention.	AR	Paper for Jan mtg	
16.4	Find out when Tony Davey's presentation will be ready for launch and how this is planned to be achieved, and report back to the committee.	JT		
16.5	Write to all the Convention Speakers pointing them to the survey on the Portal (but first removing any unsuitable comments)	JT/JJ	ASAP	
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.	GSo		
16.7	Re-circulate document on Social Media for benefit of newer committee members.	GSo	ASAP	
16.8	Pass the two award nominations to JT / SC for processing	MR	ASAP	
16.9	Draft Terms of Reference for the Awards Panel and suggest an approach to its membership, liaising with boards as appropriate.	MK		
16.10	Send the R&B WG report to Brian Runciman and request his views on how the material can best be published. Liaise with David Evans to plan ongoing staff support.	GSh		
16.11	Produce and circulate detailed plan, update and circulate the TOR and organise a conference call with proposed working group members.	AR & BT		
16.12	Document and circulate draft TOR and plan for member Group Committees Training to the committee for comment.	JU		
16.13	Draft Events in a Box TOR and plan and circulate to the committee for comment.	MR		
16.14	Determine the benefits and process for founder award and decide whether we should pursue this in liaison with JT.	MR	ASAP	
16.15	Update volunteer awards process to clarify the change for volunteers of 35+ years to receive C of R.	MK	ASAP	
16.16	Draft and circulate TOR and plan for role-based communities work.	GSo		
16.17	Add a note on the Volunteer Portal to remind groups about booking rooms at BCS London.	JJ		
Actions from Meeting 17: 17 January 2013				
17.1	Publish the Spring Convention 2013 Agenda by 11 th Feb at latest.	JT	11/2	
17.2	Speak to the Chair of YPG and invite them to get involved with the convention	MK		
17.3	MK will contact JT about the International sections, and identify whether MBBPC needs to take any action.	MK		
17.4	Discuss decisions and suggestions with potential speakers in order to finalise the convention agenda. An updated draft agenda will be published incorporating changes as agreed.	MK	25/1	

