

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

MINUTES – 21 May 2013

Minutes from the 19th meeting of the Membership Board Best Practice Committee (MBBPC), held on Tuesday 21 May 2013 from 10.30am to 1.30pm at BCS Offices, London

Attendees:

Maggie Kneller (MK), Judith Taylor (JT), Kevin Chamberlain (KC), Garfield Southall (GSo), Margaret Ross (MR), Alastair Revell (AR), Jose Casal-Gimenez (JC)

Attending by Google+ Hangout: James Uhomoihi, Motassim Thupsee (MT), Iain Thompson (IT)

MR left the meeting between 11:00 and 1:30. JC joined the meeting at 15:30. The meeting was quorate with between 7 and 9 voting members at all times.

In Attendance:

Sallyann Cossey (SC)

Apologies:

Ian Fish (IF), Dan Rickman (DR), Simin Kamali (SK), Bob Thurlby (BT)

1. Introduction

MK welcomed committee members and Iain Thompson to the meeting. MK explained this would be a short meeting due to the Unconscious Bias Training taking place at 2pm.

2. Minutes of Previous Meetings

2.1 Accuracy of minutes 7 February 2013

The above minutes were accepted as a true record of the for the 7 February meeting. These should now be put onto the secure area and the portal.

2.2 Review progress on actions and matters arising

Actions 16.1, 16.4, 16.6, 16.10-16.17 completed
 Actions 18.1 was on the agenda and on-going, 18.3 completed
 Actions 18.7 & 18.13 on-going, 18.14 will be completed by Autumn Convention
 Actions 18.15-18.17 completed

3. Report from Membership Board

MK was unable to attend the last Membership Board meeting.

MBBPC had put forward a number of proposals to Membership Board. The awards and the Founders Awards were approved. The Awards Panel Terms of Reference were endorsed. Membership Board agreed to take ownership for some of the on-going actions relating to the Recording & Broadcasting Working Group that involved staff.

3.2 Process regarding board & committee terms of office

MK has spoken to IT. The new chair of Best Practice will be contacting each committee member regarding whether or not you are interested in putting yourself forward for another Term of Office – and for how long (i.e. 1, 2, or 3 years).

3.3 Process regarding MBBPC chair selection

The vacancy will be advertised on the Portal – MK encouraged everyone to apply if they are interested in the post. MK and IT will write the role description and there will be a two week closing date.

4. Spring Convention

4.1 Review feedback/lessons to take forward

The feedback received about the convention was very positive. The key note speaker went down very well – even though he was announced late in the day and Bill Mitchell scored very highly. There was some negative comments about the speed networking session – i.e. topics too similar and would have preferred a different format. It was decided that the speed networking worked well at the autumn conferences, but not so well in the spring. GSo will add the speed networking feedback to document MBBPC-2013-020. There was a suggestion to ask Tom Crick to speak at one of the conventions and IT suggested we use the conventions to promote the Computing in Schools programme. It was also suggested we encourage Member Groups to come forward with ideas and perhaps there could be a role on the Best Practice committee to take this forward. GSo and JU offered to take this forward.

There were some negative comment with regard to the Twitter feed (positioning, colours used etc.) and it was decided to add this as a Question on the next Convention Survey. There were lots of positive comments about the Collaborators Corner.

As well as enquiry with RCOG, it was decided to look at alternative venues in London for the Spring Convention and JC suggested Mary Ward House (<http://www.marywardhouse.com/>).

Post meeting note: Mandy Bauer and Sallyann Cossey have an appointment to visit Mary Ward House on Monday 24th June.

Overall the results from the survey for this year's convention were slightly less than last year, but the results were still very good and there were hardly any negative comments.

The autumn conventions are set for 16th (Branches) and 17th (Specialist Groups) October at BCS London. MK said that Council would like a slot at these conventions, continuing for the next few years – to talk about communicating to the members and Member Groups.

IT suggested that Unconscious Bias was on the agenda in autumn, telling people how to pass the information on to their committees. JU suggested the theme of the conventions be 'Diversity & Inclusion' - which was agreed. JT suggested we don't allow delegates to attend both days (as the agenda are very similar) – but, encourage groups to give the opportunity to someone else on the committee.

A teleconferencing meeting will be arranged to discuss the planning for the autumn conventions and JT will send an email out to all Member Groups asking for ideas and submissions.

5. Volunteer Awards

5.1 Review awards nominations – for decision

The nomination for Tony Jenkins is for Hon. Fellowship – so it was decided to send this to the Trustee Board for a decision.

It was also decided to add the link to the other three awards (John Iverson, Meritorious and Certificate of Appreciation) on the page with the information about Hon. Fellowships. MK asked JT if the awards could be promoted amongst the staff.

5.2 Volunteer Awards process & workflow (MBBPC-2013-022)

MR tabled the paper containing an outline plan for process and workflow. It was decided to allow the committee time to read and any feedback should go to MK for possible review via teleconferencing.

5.3 Founders Award (MBBPC-2013-023)

The Membership Board approved the suggestion of a one-off Founders Award – and MR will send out letters asking for confirmation of acceptance, after which a certificate will go out. Chairs of relevant Branch or Specialist Group will be sent an email so they have all the information.

6 Work Programme

6.1 Recording & Broadcasting Working Group

This group is now formally closed and JC was asked if he would own any on-going activities. MT and KC offered to help out as well.

Points on-going include:

- More work is needed with Member Groups to encourage them to appoint Recording Officers.
- Produce a Recording Officers List
- Set-up as a Role based Community
- Offer more training
- Yearly equipment check
- Include a session at convention showing videos/content etc.
- Publicity in ITNow etc.

6.2 Professional Evangelism Working Group (MBBPC-2013-025)

BT had provided a progress report and plan for the working group and asked the committee for any comments. The aim is still to present their findings at the Autumn Conventions and to publicise within BCS.

6.3 Member Group Committees Training – progress update

JU said that the report would be ready for the Autumn Conventions and is going to get in touch with JT about recruiting more members to work with Simin and himself on this group. JT suggested JU and SK have a look at the London North videos that have just been put on the website (<http://www.bcs.org/content/conWebDoc/50520>) and MK suggested JU speak to Julie Atkins.

6.4 Events in a Box – progress update (MBBPC-2013-027)

MR confirmed that this report is almost finished and will soon be on the Portal. MR also hopes to provide a demonstration at the next Conventions. There was a question about ownership once the events are on the Portal and if there was a 'Discussion' area within the Portal who would respond to any queries.

6.5 Role-based Communities – progress update (MBBPC-2013-028)

GSo ran a session at the Spring Convention on Role-based Communities – which was poorly attended. GSo wants to set up a LinkedIn group – and JT suggested he speak to Grant about organising this (grant.powell@hq.bcs.org.uk). GSo will invite more people to join the group and hope to have more by the convention in Autumn.

7 Liaison Reports

Nobody had anything specific to report. GSo suggested sending out a 'newsletter' out to the Groups from the Liaisons. This has been done before – and the Groups did like them – but, rarely, if ever, contributed to them, despite being asked. It was suggested a summary of what is discussed in the Best Practice Committee meeting could be turned into a 'Liaison Letter'.

Motassim joined the meeting at this point – and the committee took the opportunity to congratulate him and AR on the recent birth of their sons.

8. New Member Groups / Updates to Member Groups

BCSWomen in Wales – this proposal was rejected by Membership Board at their last committee meeting. IT felt this was because BCSWomen in Wales applied under a misapprehension and thought this would enhance their status with the Welsh Government. But, this would be the responsibility of the BCS Government Relations team. IT said that the Membership Board also felt they didn't justify financially being a member group in their own right – but, MK pointed out they hadn't asked for any financial support and that they were a really active group launched by Elizabeth Sparrow as a sub-group of BCSWales. JT questioned why, if BCSWomen in Wales was such an active group, their website was two years out of date and the question was asked if the South Wales Branch had a BCSWomen representative (*no, they don't – SC*).

There is an action for IT to write to BCSWomen in Wales and the topic will go back to Membership Board to re-discuss.

JT has received a request from The Organisation for Workload Automation (TOFWA) to set up a Specialist Group – but, the committee didn't feel it fit exactly with our Specialist Groups, that the organisation was very similar to BCS itself and we don't have professional bodies as SG's. JT will go back and ask for further information.

The recommendation to close Lincoln Branch was discussed and agreed and MK will take the recommendation to Membership Board. It was also agreed that the committee need to get smarter about recognising Groups that are flagging although there are no hard and fast rules about the closure of Groups. JC also brought up the subject of booking rooms at BCS London – where some Groups are booking rooms up to 12 months in advance – and then not using them. JT told the committee that Facilities have started monitoring this much more closer and were involving the Member Groups team. It was suggested BCS London might like to consider charging a cancellation fee – but, this committee felt that was a

decision for the Policy and Finance Committees. JT will take this suggestion to Policy and Finance. It was agreed that all Groups using the BCS London venue will have to use the BCS Booking System for their events – even if the event is free of charge. MK will include this in the Liaison Report for Membership Board.

JT will provide the committee with a list of other Groups that might be considered for closure.

9 Any other business

Nothing was noted.

10. Next Meeting

22 August 2013 @ BCS London 10:30 – 4:30

The meeting closed at 1.30 pm.

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				
16.6	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		On-going
Actions from Meeting 18: 7 February 2013				
18.1	JT to provide a list of member groups that MB wish liaisons to investigate, and when provided the relevant liaisons to investigate and report back on why they are under spent or 'inactive' (i.e. websites are not being updated).	JT All		On-going
18.7	Ensure that web pages for Quality, e:Learning, Green IT etc are updated with all relevant information about the international subgroups.	MR JU		On-going
18.13	MK will email Social Media role description that they use at Bristol Branch to GSh. GSh to draft a role description for recording officer.	MK		On-going
18.14	JU will add actions with timescales to the Committees Training document.	JU		Ready by Autumn Convention
Actions from Meeting 19 : 21 May 2013				
19.1	The new chair of Best Practice will be contacting each committee member regarding whether or not you are interested in putting yourself forward for another Term of Office – and for how long (i.e. 1, 2, or 3 years).	New Chair/ALL		
19.2	Write role description for the Chair of Best Practice, advertise with a two week closing date.	MK/IT		
19.3	Add the speed networking feedback to document MBBPC-2013-020	GSo		
19.4	Create a role of Convention Liaison on the Best Practice committee to take this forward Member Groups ideas and suggestions.	GSo/JU		
19.5	Add a question about the Twitter feed on the next convention survey.	KE		
19.6	Enquiry with RCOG and look at alternative venues in London for the Spring convention.	MB/SC		
19.7	Arrange a teleconferencing meeting to discuss the planning for the autumn conventions and JT will send an email out to all Member Groups asking for ideas and submissions.	SC/JT		
19.8	The nomination for Tony Jenkins is for Hon. Fellowship – so it was decided to send this to the Trustee Board for a decision.	JT		
19.9	Add the link to the other three awards (John Iverson, Meritorious and Certificate of Appreciation) on the page with the information about Hon. Fellowships. MK asked JT if the awards could be promoted amongst the staff.	SC/JT		
19.10	Read the Volunteer Award Process & Workflow document (MBBPC-2-13-022) and feedback to MK for possible review via teleconferencing.	ALL		
19.11	Send out letters asking for confirmation of acceptance of the Founders Award	MR		
19.12	Get in touch with JT about recruiting more members to work on the Member Group Committee Training Working Group, also speak to Julie Atkins.	JU		

19.13	Get Events in a Box on the Portal	MR		
19.14	Create a LinkedIn group for Role Based Communities and invite more people to join the group.	GSo		
19.15	Write to BCSWomen in Wales and take the topic back to Membership Board to re-discuss.	IT/MK		
19.16	Go back to TOFWA for more information.	JT		
19.17	Include the issue of booking rooms at BCS London in Liaison Report for Membership Board.	MK		
19.18	Take the suggestion of charging a cancellation fee to Policy and Finance	JT		
19.19	Take recommendation to close Lincolnshire Branch to Membership Board Committee	MK		
19.20	Create a list of other SG's and Branch that might be considered for closure	JT		