bcs
The Chartered Institute for IT

Learning & Development
Specialist Group

Enabling the
information society

Welcome

To the BCS Learning and Development Specialist Group AGM 2014

Please say hello in the chat section of the meeting

Agenda

7.00 pm – Welcome, Introduction, Apologies for absence and
acceptance of 2013 minutes – Jooli Atkins (Chair)

7.05 pm - Chair's Report – Jooli Atkins (Chair)

7.15 pm - Treasurer's Report – Carol Hulm (Treasurer)

7.20 pm - Secretary's Report – Paul Jagger (Secretary)

7.25 pm - Membership Report – Graham Moor (Membership Secretary)

7.30 pm – Nomination of Committee Members
Paul Jagger (Secretary)

7.35 pm – Ideas for events in 2015 (all)

7.45 pm – Any other business and Questions

8.00 pm - Close

Apologies for Absence and Adoption of 2013 AGM Minutes

Jooli Atkins, Chair

BCS Learning and Development Specialist Group

Chair's Report

Jooli Atkins, Chair

BCS Learning and Development Specialist Group

2014 Events

NOVEMBER

18

2013

Learning is the People Side of Successful Business Change
Joint event with BCS Nottingham & Derby Branch

MAY

7

2014

Learning is the People Side of Successful Business Change
Joint event with BCS Guernsey Branch

AUGUST

28

2014

Learning is the People Side of Successful Business Change
Joint event with BCS Jersey Branch

AUGUST

29

2014

Get Chartered!
Joint event with BCS Jersey Branch

Postponed Events

JANUARY 16 2014	**5 Best Practices for Effective Virtual Learning** **Online**

OCTOBER 7 2014	**The Idea Test** **Making sure Business Benefits are realised** **Online**

NOVEMBER 12 2014	**The Cyber Professional** **Conference**

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Social Media and Marketing

- Twitter and LinkedIn formed a major part of our marketing activity for our events

Linked in. BCS Learning and Development Specialist Group

- Grown from 277 to 410 Connections

twitter @BCSLandDSG

- Grown from 223 to 310 followers

- Generated from 1395 to 1534 tweets each linked to an appropriate web page

Lack of someone with time to manage this is having an impact on the social media and marketing activity and subsequent effect on events

Publications

- Regular column and articles in IT Now
- Regular blog
  - "Lessons Learnt"
- Please send ideas and contributions to me
  - jooli.atkins@matrix42.co.uk

Treasurer's Report

Carol Hulm

Treasurer

2013-2014 – Year end Aug 2014

- **Income = 0**

- **Outgoings = 1,660**

- **Running Costs Allocation = 3,000**

- **Special Projects Allocation = 11,400 (Cyber Professional)**

This was allocated to 2014-15 when the event was postponed, but now it has been cancelled, so the funding has been returned to the BCS

When sending expenses to BCS please make sure you add:

"please accept my attached expenses for processing, **in the sum of £xxx relating to xxxx**" - this is for Audit purposes, and will speed up the processing of expenses

Always add **L&DSG in the heading** of the email

2014-2015 – Budget Allocation

As in previous years BCS has split each Specialist Group's allocation into:

1. An amount based on normal annual spend made on meetings and regular events. (Allocation A.) No further approval is required to spend this money.

<u>**Groups Allocation A for 2014/2015 is £3,000**</u>

2. An amount to cover special events and projects identified in our plan. (Allocation B) This will be held in a central fund, and applied for through the Supplementary Funding process.

<u>**Special Event for 2014 – none applied for**</u>

Note: The special funding allocation for the Cyber Professional has now been returned to the BCS.

3.In addition, if the Specialist Group ran an event that produced a surplus during the last two years, there may have some carry forward funding available to you

We had carry forward funding from the 2013 event, however this was factored into the <u>**Special funding allocation for the Cyber Professional**</u>

Please note that we need to apply for supplementary funds:

<u>***At least two months before the date the funds are required***</u>

Secretary's Report

Paul Jagger (Secretary)

Governance of BCS Member Groups

All BCS members groups, i.e., Branches, International Sections and Specialist Group are governed by BCS **Rules for Member Groups**.

- Rules for BCS Member Groups are developed by **BCS Membership Board Policy Committee** and are documented here: www.volunteer.bcs.org/rules

- A two stage consultation is conducted with BCS members every time there is a proposed change to the **Rules for Member Groups**.

- There is a hierarchy of governance documents relating to BCS Member Groups (highest to lowest): Royal Charter, Byelaws, Code of Conduct and **Rules for Member Groups**.

- The rules are designed to be the minimum required, as simple as possible and are open to consultation among all members before ratification by Membership Board.

- There are **no major changes** in Member Group governance that impact the BCS L&D SG this year.

Committee Meetings, Agendas and Minutes

- The BCS L&D SG Committee meet almost every month online (summer holidays excepted) and once a year face-to-face for an annual 'event planning workshop'.

- An agenda is circulated prior to every committee meeting. The business of our meetings focuses on forward event planning, lessons learned and budget management.

- Minutes are recorded for each meeting.

- Agendas / minutes of our meetings are published on the BCS L&D SG web pages of the BCS website along with relevant associated documents
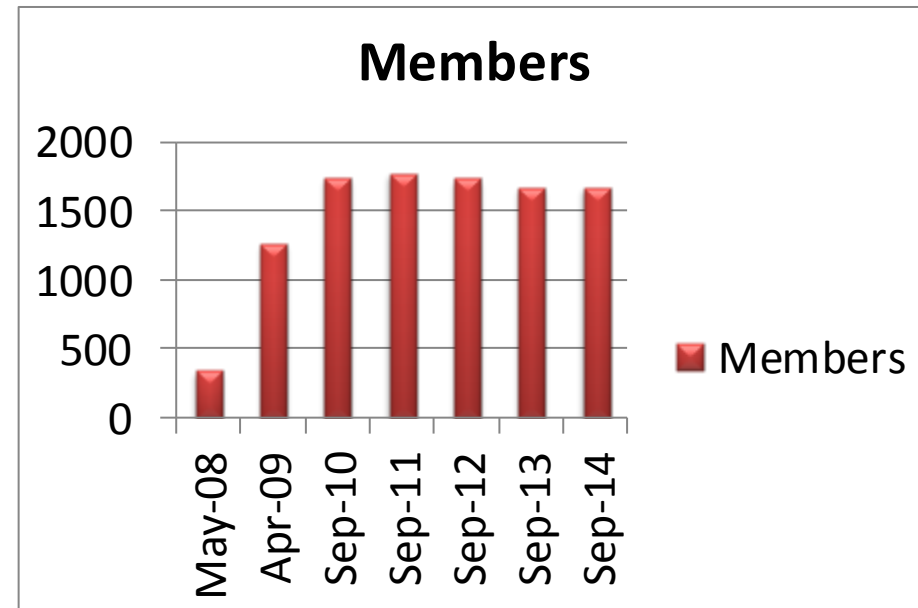
Membership Report 2013/14
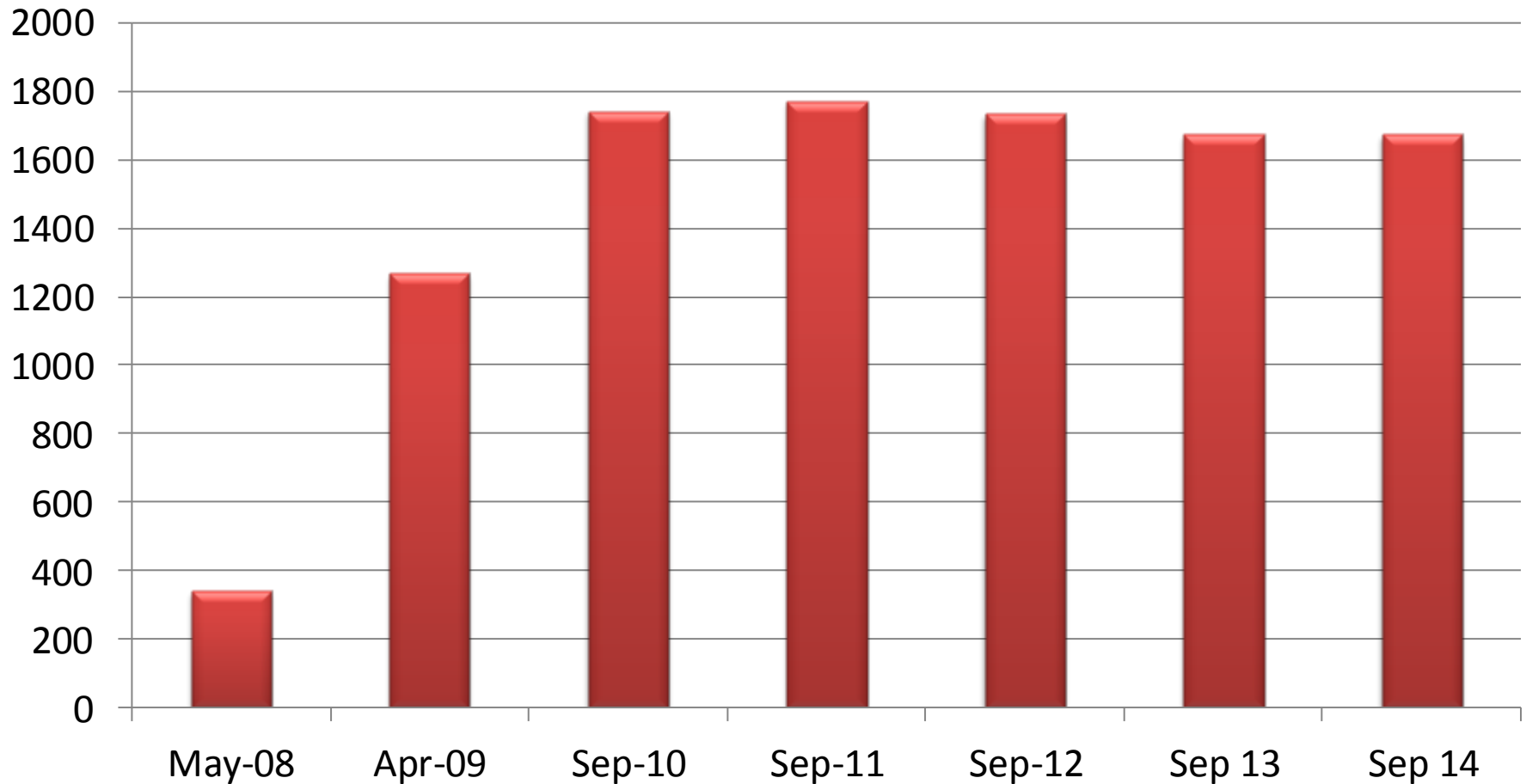
Graham Moor

Membership Secretary

Summary

- Registered membership 1673
  - Static from last year
- More than 80% male membership
  - No change from last year
- Members in 60 countries
  - 77% from UK
- 80% MBCS, 23% CITP
  - As last year

Members

2000	
1500	
1000	
500	■ Members
0	

May-08 Apr-09 Sep-10 Sep-11 Sep-12 Sep-13 Sep-14

Membership

Members since 2008

Nomination of Committee Members

Paul Jagger, Secretary

Nomination of Committee Members

As there is no need to elections this year the members below will continue in the Officer roles:-

Jooli Atkins   - Chair

Carol Hulm   - Treasurer

Graham Moor   - Membership Secretary

Nomination of Committee Members

Other Committee Members will also continue

Kevin Streater – External Relations

Michelle Kaye – Events Organiser

Kevin Jones – Academic Relations

Vacancies

Secretary – One Nomination Received

Marketing Officer – No nominations received

Online Coordinator – One Nomination Received

Noted – Gary Thornton elected as Online Co-Ordinator, Carol Hulm to take on role of Secretary.

Ideas for Events 2015

Any Other Business?