

Agenda for the BCS L&S SG Committee Meeting
To be held on Monday 19th Sept 2016
Via GoToMeeting @ 19:00 BST

Connection details: <https://www.gotomeeting.com/join/635778261>

Please join the meeting from your computer, tablet or smartphone.

Alternatively, dial-in: United Kingdom: +44 (0) 20 3713 5011 Access Code: 635-778-261

Attendees:

Secretary - Paul Smart

Chair - Kevin Streater

Events Organizer - Michelle Kaye

Treasurer - Mark Palmer

Education Liaison - Ken Gaines

Apologies:

Membership Secretary - Gary Thornton

Not Attending

International Representative - Lakmal Senanayake

Committee - Bruce Nicholls

External Partners - Denise Hudson-Lawson

Agenda

- 1) Welcome and apologies by KS
- 2) Approve minutes of previous meeting
- 3) Finance update (MP)
- 4) Oct 17th Workshop (KS)
- 5) Any other business
- 6) Date of next meeting

Minutes

- Finance
 - No outstanding expenses so last year's expenses will be signed off.
 - Mark to sort out new secretary sample signature
 - We overspent last year but no one seems to mind
 - Start this year (Sept) £9,800 budget
 - L&T show comes out of that
 - Better position than last year
- Expenses - approvals
 - Kevin already approved expenses
 - **PS** to send estimate of LearnUpon expenses to MP
 - **PS** to send estimate of accomodation (get from Mike) to MP
 - Michelle will have mileage expenses only

- £150 has been deducted from this year's budget for the Amazon vouchers (to be confirmed by MP)
 - Will be some other expenses from Oct Workshop - KS trying to get estimates from CEEdMA
 - PS to chase speakers - especially lab system/technical platform
 - KS can talk about cloudshare if necessary
 - **KS** will speak to Steve from Elicidat this week
 - ~~PS send to KS and Michelle tomorrow~~ – 'conference information' do wording of an announcement – speakers and topics
 - MK to post event on BCS site
 - Workshop will also be the AGM (Monday)
 - First ½ hour is formal AGM
 - Requires report (a slide with highlights of what we have done) from:
 - membership Sec - Gary
 - Treasurer
 - Secretary
 - Chair
 - Must cover:
 - *Welcome and Introductions*
 - *Apologies for absence*
 - *Minutes of the previous AGM (and if appropriate EGM)*
 - *Matters arising from the minutes*
 - *A report from the Chair on the year's activities*
 - *A report from the Treasurer, including a review of income and expenditure against the budget agreed with BCS HQ for the past year and an explanation of next year's budget request.*
 - *Election of Chair, Treasurer and committee members*
 - *Any other business*
 - 12-1pm Lunch
 - 1-1:30 AGM (present to the membership)
 - 1:30 presentations - to 5pm
 - Will have to have an election
 - **KS** to check with Mandy for who needs formally re-electing
 - Committee can join the CEEdMA informal dinner
 - Let KS know
- KS urged committee members to remain in position pretty please :-)
- AOB
 - Learning Tech
 - KS - who will take part in Learning Tech in Feb?
 - Michelle will do both days
 - Mark may be able to do a day
 - Have we got budget?
 - Not in financial plan
 - MP to talk to Mandy about L&D specific assets
 - Discuss with Mandy what she has available. What can they provide us with to support the event.

- We need to scan and track numbers to justify cost to HQ
- Count all, or ask them to comment on something? MK to think of ideas.
- Still need text for the '**about the group**' page
 - Needs fixing before AGM
 - Website will be on the screen at the AGM
- Blog
 - **KS** sorting the old blog still being visible
- Twitter
 - We need to tweet more!
- Review the LinkedIn Group
- General review of social media
- **Ken** needs to provide details for committee page
- **Bruce** needs to send picture for committee page
- Christmas will be discussed at AGM/Workshop

Next Meeting

AGM + Committee Meeting
17th October 2016
1300-1330hrs
Cheshunt Marriott