Agenda for the BCS L&S SG Committee Meeting
To be held on Monday 20th June 2016
Via GoToMeeting @ 19:00 BST

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

Attendees:

Secretary - Paul Smart
Chair - Kevin Streater
Events Organizer - Michelle Kaye

Apologies:

Committee - Bruce Nicholls
Membership Secretary - Gary Thornton
Education Liaison - Ken Gaines
Treasurer - Mark Palmer
External Partners - Denise Hudson-Lawson
International Representative - Lakmal Senanayake

Agenda

1) Welcome and apologies by KS
2) To approve the minutes of previous meeting by All
3) Finance update
4) To review the events plan for the remainder of 2016
5) Any other business
6) Date of next meeting

Go through about the group page on BCS website

Minutes
Meeting opened at 1900hrs
The meeting was not quorate
Apologies were received from Bruce and Ken

Finance
- Budget for the year was £7760
- Spending YTD (end of May) is £7941
- Overspend by £631 (9%)
- Overspend is mostly from the event in Bristol despite being able to avoid paying full amount
  - Speaker expenses from Paul Jagger
  - 'Travel and subsistence' from Michelle
- A special funding request needs to be made for the Amazon prizes
- New budget starts on 1st September

Events
- We should have one more event before the new budget starts

- Online event proposed for July or early Sept
  - Possible speakers
    - David Evans – Capability
      - Summary of challenges in learning at the moment.
    - Michelle mentioned an idea from a recent conference
      - 'The method'
      - Best done in person
- 17th October (PM day before CEdMA conference)
  - Location is likely to be North London
    -
  - Anyone wanting to join committee should attend
  - Topic was decided:
    - Cloud Tools for design, development and delivery
      - LMS
      - Content authoring
      - Lab systems
    - Poll CEdMA board for some they are using
  - Need to know budget before planning any more.
  - Requires a draft outline for Michelle to put on events system.
    - Needs location information

AGM
- Need to have L&D SG AGM either before or after event on 17th October
- Michelle requested discussion at AGM for group webpage content

Blog
  - Kevin has been asked to restart the L&D blog.
  - Kevin requests committee to suggest content.

Storage of Minutes
  - Mandy Bauer manages where they are stored on the web site.
  - Michelle is collecting all old minutes to send to Mandy for uploading

Next meeting
  - 25th July
    - https://www.gotomeeting.com/join/635778261
    - You can also dial in using your phone.
    - United Kingdom: +44 (0) 20 3713 5011
    - Access Code: 635-778-261

Action
- Email Michelle advising what old minutes they have copies of [All]

- To provide text for 'purpose for the group' to Michelle for the web site. [Kevin]
- Complete template and submit funding request [Kevin]
- Contact David Evans – is he willing to do an online event in July/Sept [Kevin]

- Get more details for event topic [Michelle]
- Michelle to summarize summer forum for Kevin's blog post [Michelle]

- Poll CEdMA board for what truly cloud tools are being used (get on CEdMA board

agenda) [Paul]
- Send Michelle location for October event to go on website [Paul]