

**Minutes of the BCS L&D SG Committee Meeting
Held on Monday November 20th, 2017
GoToMeeting**

Agenda

- 1) Welcome and apologies (Kevin)
- 2) Minutes of previous meeting (ALL)
- 3) Matters Arising
- 4) Finance Update (Mark)
- 5) Update on new committee members
- 6) Events Schedule
- 7) Membership report (Gary)
- 8) Inclusion and Diversity
- 9) Any other business
- 10) Date of next meeting (18th December)

Minutes

1. Attendees

	Action by
Present: Kevin Streater, Gary Thornton, Michelle Kaye, Mark Palmer, Sue Martin	
Apologies received: from: Marwan Alnaghi, Ismini Vasileiou, Ken Gaines	

2. Minutes of previous meeting:

	Action by
The minutes of the 16/10/17 meeting were approved	

3. Matters arising:

	Action by
Karen and Marwhan have an action to look into the volunteer portal and identify what things are there that could be useful for the SG to use. Neither were able to join the meeting to report their findings.	MA / KH

4. Finance update

	Action by

Mark reported that the SFR for LT18 had been accepted so everything there should be ok. He reminded the committee that he was still not 100% clear on the stand costs.	
He highlighted that another SFR would need to be raised for LT19 should we decide to have a stand at the event.	
The possibility of some contribution from BCS L&D Ltd has been discussed with them and is still being followed up.	KS
SFIA Foundation had expressed an interest in making a contribution to the stand at LT18. This is still being followed up.	KS
Kevin asked if anything had been said about finances at the Member Group Convention. Gary said that he was not in the Treasurer sessions.	

5. New committee members

	Action by
Kevin suggested Elaine Cook from Questionmark for committee membership. The committee thought she would be a good addition.	KS
Gary asked whether Sue had liaised with Mandy to get added to the committee page on the website. Michelle said that if Sue let he have a brief resume then she would take care of it.	SM / MK
Michelle asked for a list of committee members and roles. Gary said that he would produce this.	GT

6. Events schedule

	Action by
The main topic of this meeting was around Learning Technologies 2018. Some of the points rolled over from last month and these are marked with *** and are left in here for completeness.	
*** It was previously suggested that a couple of committee members should arrive the day before the exhibition to unpack and set the stand up. This was agreed.	MA/MP
*** We will approach BCS membership & BCS L&D Ltd to see if they wish to help man the stand.	KS
*** A rota will be drawn up to show who is to man the stand in half day slots. We agreed that KS would not be allocated a slot as he is better utilized making contacts with other exhibitors that can benefit BCS & the SG.	MK
*** It was noted that LPI are having the stand next to BCS and that we should develop some ways of helping to maximize footfall by ensuring we sent people between our stands.	KS/MK
*** Some ideas were previously suggested and are listed below. <ul style="list-style-type: none"> The stand will have 5 backwalls so we have the ability to promote BCS and L&D SG There is, apparently, a L&D SG banner so we will try to track it down. 	

<ul style="list-style-type: none"> • The competition worked well last year so we will run one again. • The 'wall survey' worked well so we will do that again. • We should have some 'pre-packed' publicity material in L&D bags, Michelle will investigate. • BCS membership forms on the stand – would BCS membership like to be there? • Memory sticks with useful L&D/BCS information. • Marwan & Karen to look at the Volunteer Portal to see what other materials may be possible and report back to Michelle. 	
<p>Michelle has approached Mandy Bauer to see what is actually possible. It appears that everything must now come from the SG budget.</p> <p>Current thinking (including the ideas above) is as follows:</p> <ul style="list-style-type: none"> • Pens – these are a good idea but the quality of the 'recyclable' ones is questionable. • Bags – these are too expensive as we would need to order 500. • BCS Membership Packs – BCS no longer do these. • Banner – Michelle thinks that Mandy may have tracked this down. • Furniture – Mandy has sent a photo of what another Group used for their event. This is a moot point though as we, sadly, have to use what is supplied by LT suppliers. • The 5 panels could be allocated between BCS, BCS L&D SG (our question wall), BCS L&D Ltd, SFIA and the banner. • Our question wall will be around the topics of badging & certification. Sue volunteered to come up with ideas and develop this further. 	All
<p>We had previously agreed it would be very good to have some BCS books for sale on the stand. These could include:</p> <ul style="list-style-type: none"> • The Computer Teacher's handbook • Computational Theory • Publications on competencies <p>This, however, raises some issues:</p> <ul style="list-style-type: none"> • Logistics of getting any left back to BCS, as the stands need to be cleared immediately after the close of the show. • We are not registered for taking money for the books sold. <p>Kevin is working closely with the BCS publishing team and will attend the launch of the Computer Teacher's handbook.</p> <p>To get around the logistics issue it was suggested that we might have on or two copies on display along with a QR code so the people could buy direct from BCS.</p> <p>It was noted that BCS members get a 20% discount on books so we should ask BCS whether this would be available for books purchased at the event,</p>	KS
<p>Michelle reminded the committee that she has created an area on her One Drive for collaboration. Gary said that the URL had been previously circulated to all committee members.</p> <p>As we now have some new members, here it is again:</p>	All

<https://1drv.ms/f/s!Ak6VyToxQtvWlj73aeqV-9k2WXZ2>

7. Membership report

	Action by
The question arose once again of what happens to the details of the people that are scanned in at the LT event. Gary said that he had received no details, Kevin said that Mandy produces a spreadsheet but only he and Mandy are allowed to see it!	

8. Equality, Inclusion & Diversity

	Action by
Ismini is now our EI&D person and is keen to bring some events down to the south west.	

9. Any other business

	Action by
Gary gave an update on the BCS Member Group Convention which he had attended on behalf of the SG.	

10. DT&P of next meeting

	Action by
Mon, Dec 18th 7:00 PM - 8:00 PM GMT Please join the meeting from your computer, tablet or smartphone. https://global.gotomeeting.com/join/565261789 You can also dial in using your phone. United Kingdom: +44 330 221 0097 Access Code: 565-261-789	