

Minutes of the BCS L&D SG Committee Meeting
Held on Monday Feb 29, 2016
Via SKYPE

Present: Kevin Streater (KS), Mark Palmer (MP), Gary Thornton (GT), Michelle Kaye (MK)
Apologies: Sue Bird (SB), Lakmal Chaminda Senanayake (LS), Bruce Nicholls (BN), Ken Gaines (KG)
In attendance: Paul Smart (PS)

Meeting opened at 19:00 BST

1) Committee membership.

- a. It was proposed by KS and seconded by MP that PS should be co-opted as a committee member with immediate effect. Paul is a director of CEEdMA Europe and is responsible for arranging events. **AGREED.**
- b. KS discussed the need to review committee responsibilities with KG and PS joining. KS to provide intro to committee roles to both and discuss reallocation of roles at next committee. **ACTION – KS.**

2) Finance. MP updated the committee that a draft budget for 2016/17 had been prepared. Primary items were Learning Technologies 2017, three regional events and a larger joint event with CEEdMA similar to the 2015 AGM. This was agreed by all. There was currently £1000 remaining for running costs after Learning Technologies had been accounted for. KS and MP to finalise budget and submit by end of March. **ACTION – MP/KS.**

3) Survey. MP reported that HQ can offer Amazon vouchers and can distribute the survey. KS to finalise survey and send to Mandy Bauer at HQ for distribution. **ACTION – KS.**

4) Learning Technologies. It was agreed that Learning Technologies was a worthwhile event to undertake and should be included in the budget for 2016/17. 91 leads were collected with many interested in membership, the L&D SG and L&D Ltd. offerings. KS to review follow-up with HQ. **ACTION – KS.**

5) Events.

- a. CEEdMA have offered the L&D SG the opportunity to host a workshop on the day before their next conference in Bristol. All agreed it was worth pursuing. PS to draft call for speakers for both BCS L&D SG and CEEdMA. **ACTION – PS.**
- b. **GT** offered to review the current ‘standard’ presentation that we offer to other member groups and consider re-orientating around apprenticeships. **ACTION - GT**

6) BCS HQ Website. KS repeated the call from HQ to update the L&D SG website. MK offered to keep chasing everyone for updates and pass to HQ web team. **ACTION – MK.**

Meeting closed at 19:50 GMT

Date of next meeting: Monday 21st March, 2015 at 19:00 GMT on Skype.