

**Minutes of the BCS L&D SG Committee Meeting
Held on Monday 20th May 2019
GoToMeeting @19:00**

Agenda

- 1) Welcome and apologies (Kevin)
- 2) Minutes of previous meeting (ALL)
- 3) Matters Arising
- 4) Finance Update (Mark)
- 5) Events Schedule
- 6) Conference framework
- 7) Membership report (Gary)
- 8) Inclusion and Diversity (Ismini)
- 9) Any other business
- 10) Date of next meeting (17th June 2019)

Minutes

1. Attendees

	Action by
Present: Kevin Streater, Michelle Kaye, Mark Palmer, Dawn Hewitson, Gary Thornton	
Apologies received: from: Ismin Vasileiou, Ken Gaines, Sue Martin	

2. Minutes of previous meeting:

	Action by
The minutes of the previous meeting were approved	

3. Matters arising:

	Action by
The videos of previous events are now ready for upload to the YouTube Channel.	KS
Michelle asked whether the SG should have a separate webpage for our videos.	MK
Kevin said that the website was being stripped back and streamlined, blogs are being centralised and removed from individual SG sites.	
See also Events and Conference sections	

4. Finance update

	Action by
We are £700 over budget, all book launch costs are included. We have not heard back from BCS about the 2019/20 request yet.	None

5. Events schedule

		Action by
Jun	Introduction to Apprenticeships. KG has sent his presentation although it appeared that not everyone had seen it. The date has not been finalised. It was suggested that we investigate the viability of doing it via GoToWebinar on 26 th June.	KS, KG, MK, GT
	MK said that she and GT had carried out some tests using GoToWebinar to see what can be done and that she had concerns about how the delegates would register using EventBrite. She identified that this would appear to require the delegate registering on two systems. She will follow this up with Mandy to see how BCS propose it should work.	MK
	MK also suggested that we needed to run some practice sessions on GoToMeeting to ensure that all committee members are aware of how it operates before we use it in anger. GT said that he could set up practice sessions upon request.	All
Jul	Dawn Hewitson – TBA. DH confirmed she was ok for the event and would liaise with MK about the details for publication and marketing.	DH
Sep	Karen Howard – TBA. KS to check with KH about the topic	KS

6. Conference Framework

	Action by
The conference date is 2/10/19. Rooms with virtual capability booked at BCS London for 100 people.	
The Conference agenda is now firmed up and launched.	
Speakers and leaders for the breakout sessions were discussed and the agenda was updated with these details. Sue Martin will lead the badging workshop. John Butriss will lead the panel discussion There are still up to 8 slots available for visiting speakers to participate in the breakout sessions. It was suggested that committee members follow up on any people they thought would be interested. Suggestion are: Nick Tolley – DH Digital.Me – KG Ian Seward – KS	KG, KS, SM

Terri Simpkin – GT John Pritchard – GT William Haddock - DH	
Mandy has been asked about gold BCS badges	MK

7. Membership report

	Action by
Gary reported that he had not asked for an update this month but said that at the last meeting L&D SG had 1563 members, of which 1430 were BCS members.	Complete

8. Equality, Inclusion & Diversity

	Action by
The committee believes that we are demonstrating good practice in this area. L&D SG is international and has members from different countries and ethnic groups. We ensure, as far as possible, that dietary requirements are met at meetings. We ensure disabled access to meetings.	All

9. Any other business

	Action by
Kevin is now a Trustee	
BCS are now working on two digital badging programmes	
L&D SG have volunteered to be guinea pigs for the volunteering programme	All

10. DT&P of next meeting

	Action by
The meeting has been moved back 1 week due to availability. New Date 24th th June 2019 at 7pm	GT