Annual General Meeting

Nottingham and Derby Branch

November 2nd 2020

Agenda

Welcome, Introductions, and Apologies

Minutes of 2019 AGM

Officer's Reports

Election of Officers

Any Other Business

01

Welcome

The BCS Nottingham and Derby
branch is Making IT Good for Society
by delivering informative and engaging IT
related events for everyone in the East Midlands

02

Minutes
2019 AGM

2019 AGM Presentation

Documents stored on Nottingham & Derby Branch Basecamp and BCS Nottingham & Derby Website

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Officers' Reports
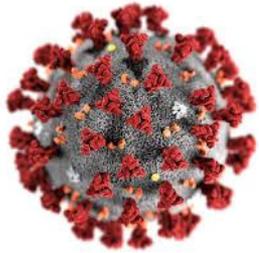Chair

Chair's Report

Covid-19 impact: All meetings and events are now virtual.

Events: Despite the pandemic, the branch has offered a full programme to the members and wider community.

Committee Makeup: Slightly smaller with some role changes and vacancies.
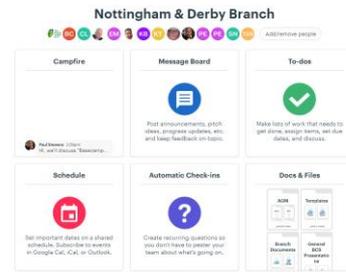
Basecamp: Further development and content uploaded.

Website: Transferred to bcs.org. Base content has been created.

Universities: All universities in our geographic area have been contacted. All invited to future meetings.

Your 2019 – 2020 Committee

Initial	Name	Role
PS	Paul Stevens	Chair
EM	Edward Magnuszewski	Treasurer
BC	Beverley Cook	Inclusion & Diversity Officer
CL	Chris Lynch	Secretary
TK	Tracy King	Events Coordinator
KT	Kedisha Taitt	Education Liaison Officer
KB	Kathryn Baguley	General Committee Member
PE	Peter Eldridge	General Committee Member
GL	Gary Lefman	General Committee Member
DM	David Miller	General Committee Member
SN	Ste Nadin	General Committee Member
SS	Subbu Krishna Sarma	General Committee Member

The current committee profiles are listed on the Website

Perceived Gaps

Social Media

The branch has these channels for communication and collaboration:

- Basecamp: Actively monitored by the Chair and others.
- Email: Actively monitored by the Chair and others.
- LinkedIn: The Chair is following the BCS.
- Twitter: Not actively monitored.
- Facebook: Update by David Miller
- Meetup: Only used for advertising events.
- WhatsApp: We have a committee group but not all subscribe.
- Others?

Currently the branch has no Social Media Officer.

Industry Liaison

More of a challenge compared to Education Liaison due to the number of companies and organisations in the area. Observations from comparing notes with other branches:

- Local Chambers of Commerce engagement.
- Some branches have active engagement with their local politicians to open up links with industry.
- Contact with other industry bodies.

Currently the branch has no Industry Liaison Officer.

Young Professionals

The branch demographic data highlights that there is need to encourage young professionals to join. Active engagement with the Universities forms part of the strategy to reduce the average age of the branch.

The branch has no YPG representatives.

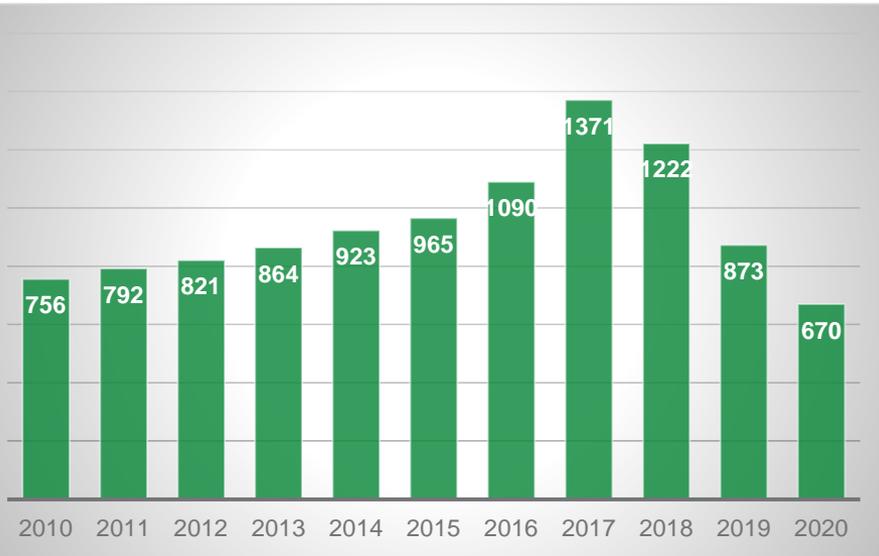
Age of Members
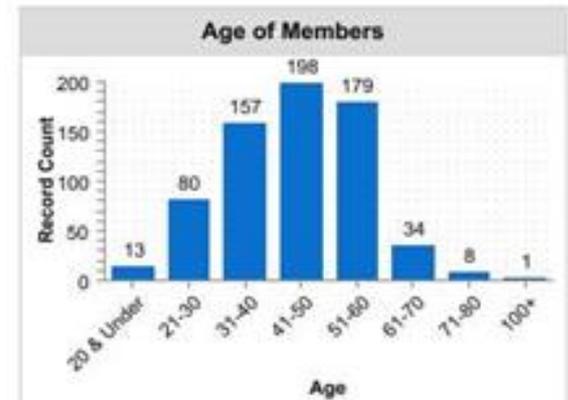
Year 2019 – 2020 Other Vacant Positions

Membership Secretary: There are now greater restrictions due to GDPR regarding the data supplied by BCS HQ. This role could now be adopted by the Chair and Inclusion & Diversity Officer for determining trends.

Email Coordinator: Could be integrated with the Social Media Officer

Webmaster: Now that the branch uses the centrally managed service, this role could be considered obsolete.

Publicity Officer: Covered partially by the Events Coordinator

Note: Some branches have a "Vice-Chair" for continuity and succession planning.
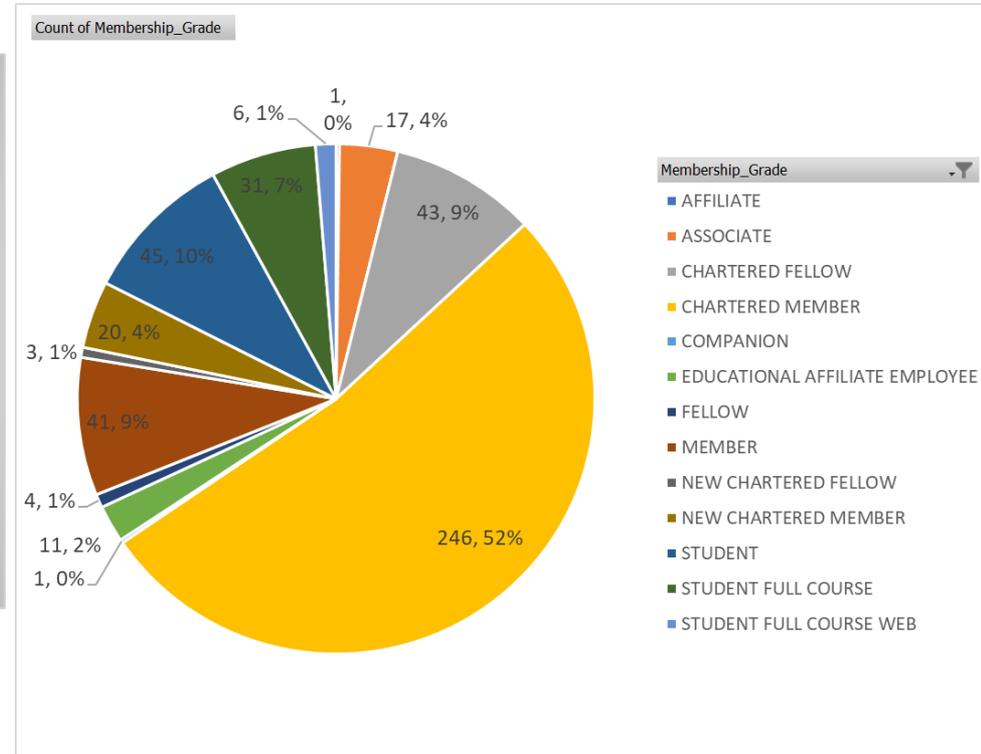
2019 – 2020 Branch Membership
Membership Size ⬇23.3% y/y

Membership Retention

2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
756	792	821	864	923	965	1090	1371	1222	873	670

Joiners and Leavers

New Members Last 30 Days	
Collaboration Group Details	Record Count
Nottingham & Derby Branch	23

Leavers in Last 30 Days	
Collaboration Group Details	Record Count
Nottingham & Derby Branch	13

New Members in last 12 months	
Collaboration Group Details	Record Count
Nottingham & Derby Branch	186

Leavers in Last 12 Months	
Collaboration Group Details	Record Count
Nottingham & Derby Branch	124

Membership Grades

Count of Membership_Grade

Membership_Grade

- AFFILIATE
- ASSOCIATE
- CHARTERED FELLOW
- CHARTERED MEMBER
- COMPANION
- EDUCATIONAL AFFILIATE EMPLOYEE
- FELLOW
- MEMBER
- NEW CHARTERED FELLOW
- NEW CHARTERED MEMBER
- STUDENT
- STUDENT FULL COURSE
- STUDENT FULL COURSE WEB

Based on data supplied by BCS HQ, 15/10/2020

Meetup

Nottingham & Derby BCS Branch

⊙ Long Eaton, United Kingdom

👥 678 members · Public group ❓

👤 Organized by **Branch Chair** and **4 others**

Share: 📘 🐦 💼

| About | Events | Members | Photos | Discussions | More |

[Manage group ∨]   [Create event ∨]

What we're about

We are the Nottingham and Derby branch of the BCS, The Chartered Institute for IT. We meet monthly to participate in a programme of inspiring talks from...
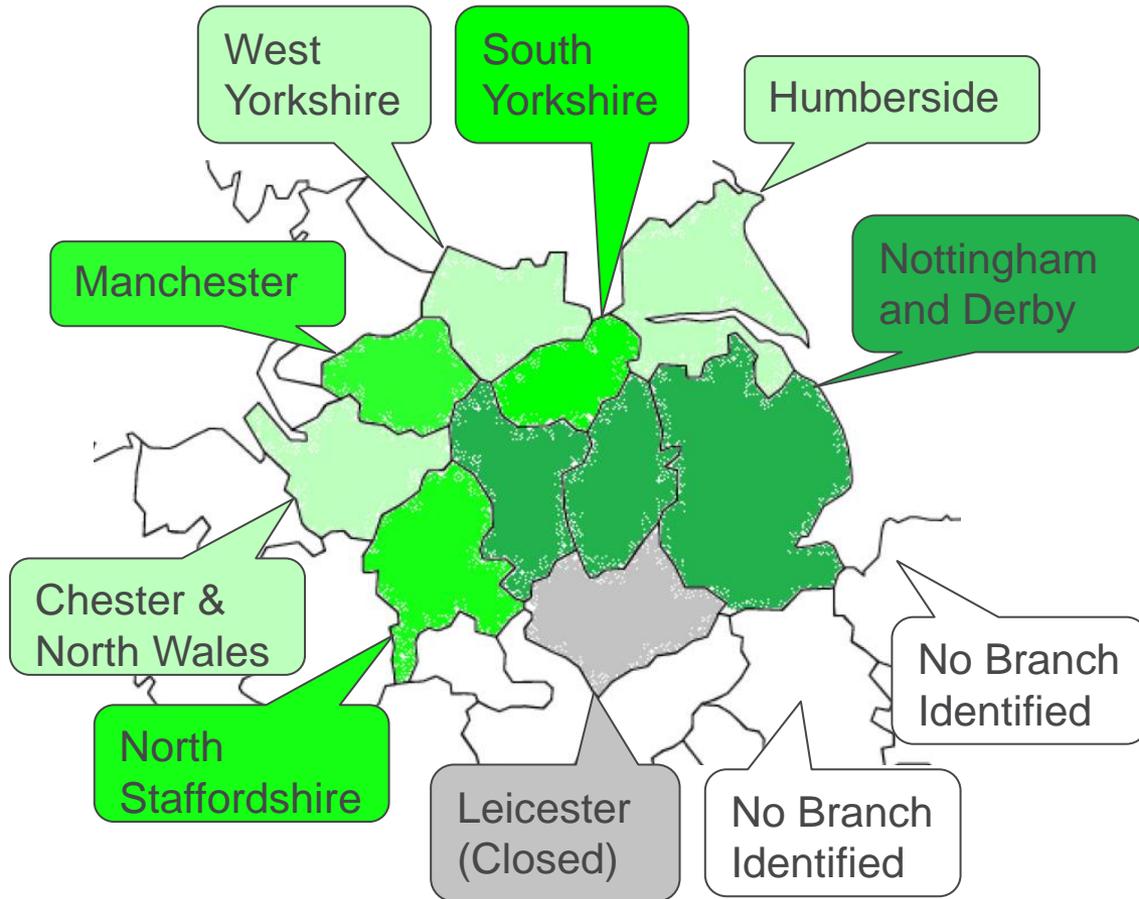
Read more

Organizers

Branch Chair and **4 others**
Message

Members (678)

See all

Collaboration with Others

West Yorkshire

South Yorkshire

Humberside

Manchester

Nottingham and Derby

Chester & North Wales

No Branch Identified

North Staffordshire

Leicester (Closed)

No Branch Identified

- Prior to the effects of the pandemic, Chair was intending to open dialogue with the bordering branches. Assuming some lifting of restrictions in 2021, the branch could consider some joint events with other branches.

- It is currently unclear what decision will be made with regard to the closure of BCS Leicester.

- CIISec (East Midlands) wish to continue planning joint events in 2021.

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Officers' Reports
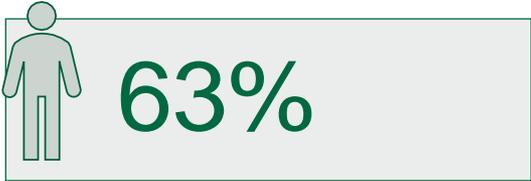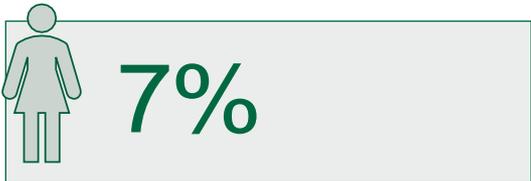Inclusion & Diversity Officer

2019 – 2020 Branch Membership

Demographics

2019-20

👩	7%
🧑	63%
❓	30%

2018-19

👩	14%
🧑	85%
❓	1%
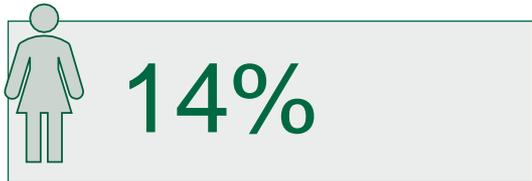
Nottingham and Derby Branch AGM 2020

Event Attendance Research

Purpose:

To improve the Branch's understanding of the diversity of our members and event attendees, in order to make improvements to our events and other branch activities

Questionnaire completed at 3 online events.

31 Responses

Event Attendance Research – Key Results
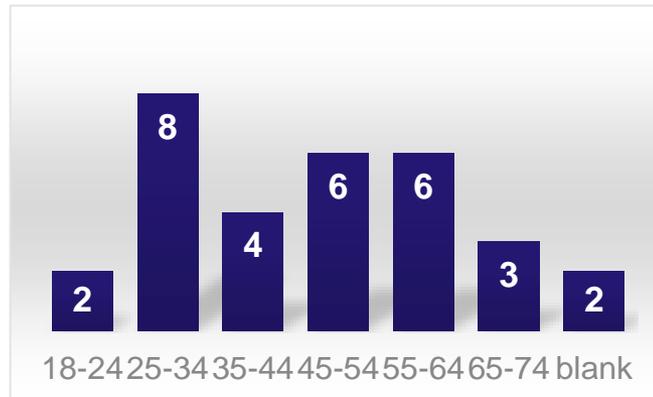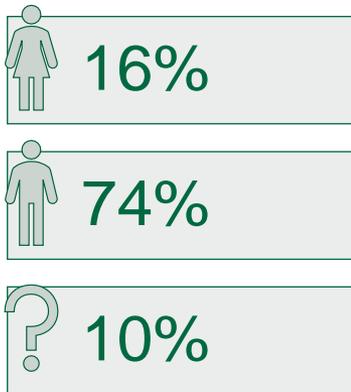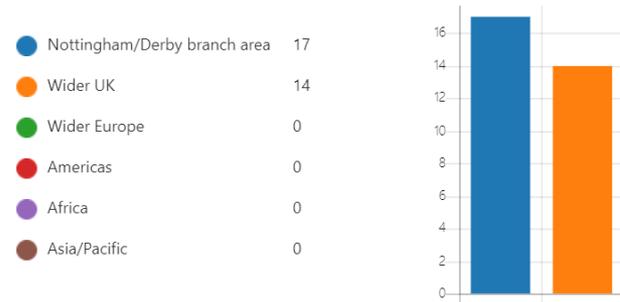
16%

74%

10%

74% White

19% non-white

6% undisclosed

Event Attendance Research – Key Results continued

Not important   Somewhat important   Important   Very Important   Essential

Interest in the Topic

Demographic/Profile of Speaker

Length of event

Networking opportunities

Availability of Refreshments

Time of event

Option to attend online

Option to attend in person

Location/venue

Accessibility of venue

Accessibility of talk

100%   0%   100%

● Nottingham/Derby branch area	17
● Wider UK	14
● Wider Europe	0
● Americas	0
● Africa	0
● Asia/Pacific	0

Suggestions for future:
- Diversify speakers
- Stream talks once we start running face-to-face talks again
- Improve networking within online talks

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Officers' Reports
Events Coordinator

2019 – 2020 Events

| September | **Blockchain Today!**

Matt Lucas |

| October | **What About You?**

Dalim Basu |

| November | **Lessons learnt from an Aggressive Cloud Migration Strategy**

Andy Edwards |

| January | **A Modern Cloud Managed Workplace for the Enterprise**

Gareth Naylor |

| February | **PROJECT MANAGEMENT (What Can Go Wrong , Will Go Wrong)**

Dr John Mitchell |

| March | **Webinar: Towards AI-enabled devices in managing people with neurological disorders**

Dr Mufti Mahmud |

| April | **Webinar: Internet of Things (IoT) - Joint Event with CIISec (East Mids)**

Colin Robbins, David Alexander |

| May | **Webinar: Designing Infosec Controls**

Dr John Mitchell |

| June | **Webinar: Nottinghamshire's 5G Connected Forest**

Ceren Clulow, Nick Mellors |

| July | **Webinar: COVID-19 lessons learnt - Aggressive cloud migration strategy**

Andy Edwards |

Event Statistics

Date	Meetup		Eventbrite/GoToWebinar Bookings						Attendees					
	Booking	% of Eventbrite Bookings	Eventbrite	GoTo Webinar	BCS Member	BCS Member %	Non-BCS Member	Non-BCS Member %	Attendees	BCS Member	BCS Member %	Non-BCS Member	Non-BCS Member %	YouTube Views
16-Sep	6	N/A	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
21-Oct	4	N/A	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
19-Nov	9	31%	0	0	N/A	N/A	N/A	N/A	29	16	55%	13	45%	N/A
20-Jan	9	45%	20	0	13	65%	7	35%	18	10	56%	8	44%	N/A
17-Feb	3	9%	33	0	19	58%	14	42%	29	24	83%	5	17%	N/A
16-Mar	4	11%	35	0	17	49%	18	51%	N/A	N/A	N/A	N/A	N/A	N/A
20-Apr	0	0%	162	162	103	64%	59	36%	108	50	46%	6	6%	50
18-May	0	0%	74	47	61	82%	13	18%	42	25	60%	3	7%	41
15-Jun	0	0%	74	42	56	76%	18	24%	36	14	39%	2	6%	91
20-Jul	10	11%	93	47	68	73%	25	27%	32	10	31%	5	16%	61
Total	45	9%	491	298	337	69%	154	31%	294	149	51%	42	14%	243

- There are some gaps in the data due to system management changes.
- Webinar registration and attendance is higher than physical events.
- Roughly 60% of people making a booking attend the event.
- More hits on the YouTube channel for recorded events.
- Need to invest more time on the Meetup channel.

Webinar Experience

- Definitely requires a test session with the presenter(s).

- Gary has constructed a base structure for the event wrapper.

- Consider the polls required.

- Needs TWO individuals to fulfil these roles:

– Compere, who also acts as the director.

– Producer, who manages the queues for raising of hands, chat, and leads the Q&A. The producer also launches any polls.

The branch needs further volunteers who can fulfil these roles.

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Officers' Reports
Education Liaison Officer

2020 Student Prize

The University of Nottingham

Viktoria Popovici
BSc Computer Science

Promoting the wider impact of Computer Science

NOTTINGHAM TRENT UNIVERSITY

Samuel Millward
BSc Computer Science

BCS Prize for Outstanding Performance in Computer Science Cluster

UNIVERSITY OF LINCOLN

Danielle Threlfall
BSc Computer Science

BCS Prize for Outstanding Contribution in the School of Computer Science

bcs
The Chartered Institute for IT

Awarded £150 + One Year Membership (AMBCS or MBCS) + Certificate

Student Chapters

☑ Nottingham Trent University

☐ University of Nottingham

☐ University of Derby

☐ University of Lincoln

Branch Engagements

Date	University	Appointment Title
21/11/2019	Nottingham Trent University	Chair Introduction at NTU Clifton Campus
19/02/2020	Nottingham Trent University	BCS Student Membership Launch Event at NTU Clifton Campus
19/02/2020	University of Nottingham	BCS Lecture to UoN Undergraduates (cancelled)
16/03/2020	Nottingham Trent University	Guest lecture "BCS Code of Conduct" (cancelled)
11/08/2020	University of Lincoln	VM: Chair Introduction
25/08/2020	University of Lincoln	VM: Follow-up
10/09/2020	University of Derby	VM: Chair Introduction
18/09/2020	University of Nottingham	VM: Chair Introduction

Virtual Meeting (VM)

Student Engagement Officer

Shari Powell has been in post for three weeks. Chair had an introductory call on 29/10/2020 to check on some points:

What support is given to the chapters?

BCS work well with the chapters to help link them to branches and specialist groups. We also help them with any event ideas that they have and support them by sourcing IT professionals who are speakers and can give talks during any webinars and events they are putting on. The person to contact regarding this would be me.

What is done in terms of financial support?

In terms of financial support if students want to put on an event and they want to pay for a prize for the winner or buy refreshments etc for it. Students are able to email BCS, we would find out what the event is and they would then be able to send us a receipt of those items bought so they can get reimbursed. No set amount is allocated and it would be a case by case basis for how much is given after a member of the team reviewed what they wanted to purchase.
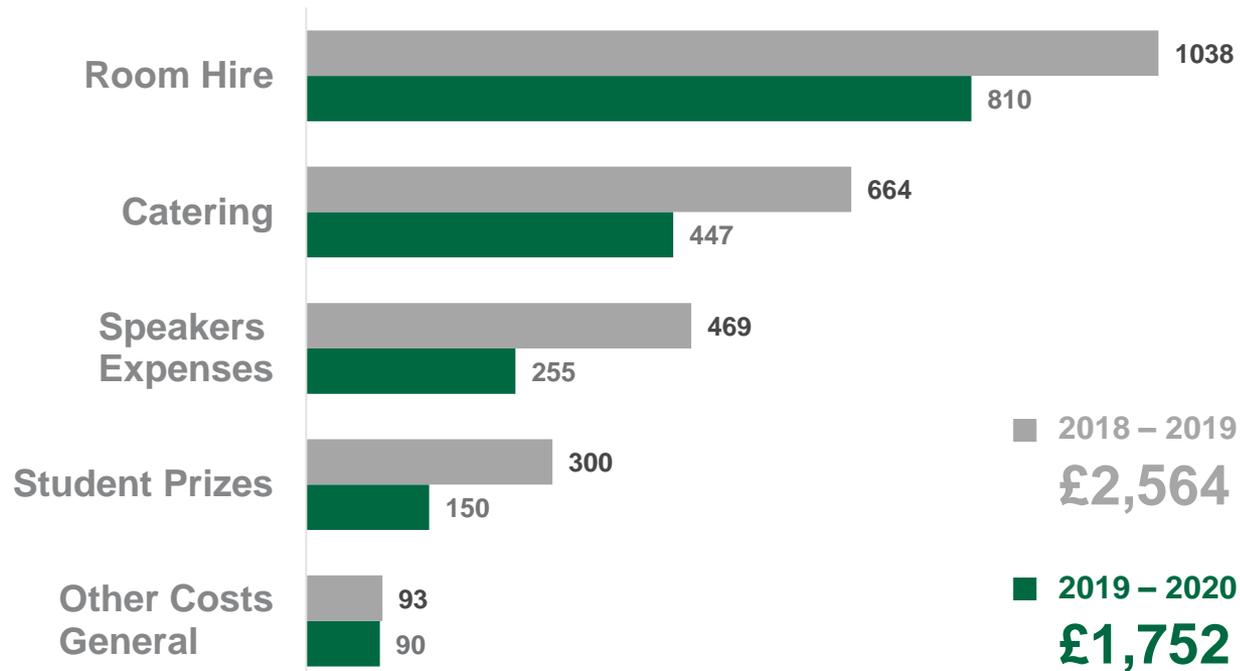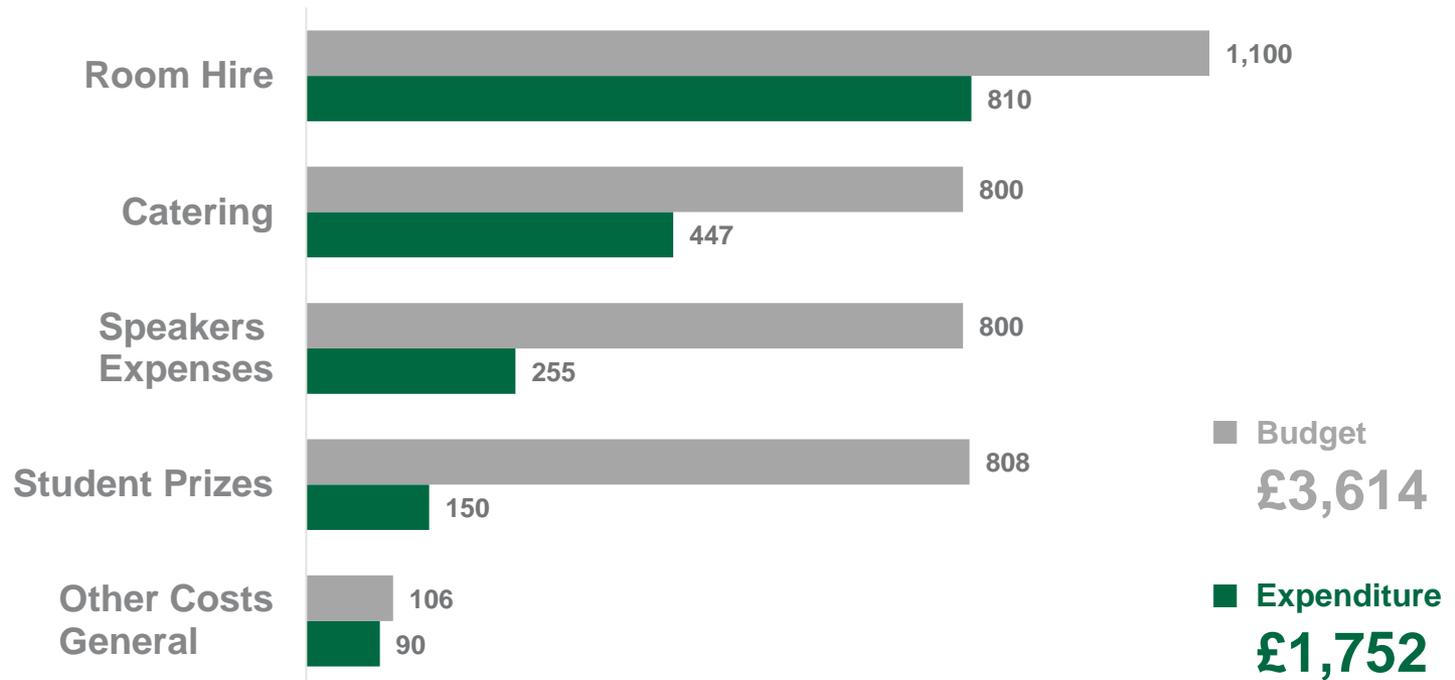
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Officers' Reports
Treasurer

Expenditure

Room Hire — 1038 (2018–2019), 810 (2019–2020)
Catering — 664 (2018–2019), 447 (2019–2020)
Speakers Expenses — 469 (2018–2019), 255 (2019–2020)
Student Prizes — 300 (2018–2019), 150 (2019–2020)
Other Costs General — 93 (2018–2019), 90 (2019–2020)

■ 2018 – 2019
£2,564

■ 2019 – 2020
£1,752

Budget vs Expenditure

Room Hire — Budget 1,100 / Expenditure 810

Catering — Budget 800 / Expenditure 447

Speakers Expenses — Budget 800 / Expenditure 255

Student Prizes — Budget 808 / Expenditure 150

Other Costs General — Budget 106 / Expenditure 90

■ **Budget**
£3,614

■ **Expenditure**
£1,752

Budgets

	2019 - 2020	2020 – 2021
Room Hire	1,100	1,361
Catering	800	671
Other General costs	0	100
Speakers Expenses	800	675
Student Prizes	808	808
Publicity (Meetup)	106	184
Special one off cost	0	1,054

■ **2019 - 2020**
£3,614

■ **2020 – 2021**
£3,799
(£4,853 inc. one off cost**)**

04

Election of Officers

2020 – 2021

Voting

Elections

GoToWebinar can run your election, and there are a couple of options to do this, depending on your requirements.

Raise Your Hand (https://support.goto.com/webinar/help/raise-your-hand)
Organisers of AGMs can use this option to ask the attendees to vote for committee members.

When you have several people standing for election; the delegates will find it beneficial if the nominees can speak for a few moments to introduce themselves.

To run the election with this option; say the nominee's name and allow time for the delegates to vote for them with the raise hand option, tallying the number of votes. The delegates' need to put their hands down on GoToWebinar before voting for the next person.

Polls (https://support.goto.com/webinar/help/polls-g2w040015)
When you take nominations in advance of your AGM and have multiple people standing for the same role, we can set up Polls ready for your event. You'll select these from the Polls panel of GoToWebinar.

Only the account holder (Community Team) can set up Polls, so we must create the polls before the meeting starts.

GoToWebinar saves responses to the polls, and we can provide the answers to these as part of the analytics from GoToWebinar.

For the BCS Nottingham & Derby AGM (02/11/2020), Microsoft Teams is the virtual meeting platform, and this has the "raise hand" functionality. The Branch Secretary (2019/20) or agreed delegate will count the votes.

Changes to Member Group Rules

Announced by BCS HQ Member Groups Team (Jon Jeffrey) 11/09/2020

Community board has passed a resolution to amend the rules to make membership of BCS a requirement for joining a BCS member group committee. It is proposed that for roles which do not already have a membership level requirement, the entrance criteria for committee roles will be student or affiliate membership.

It is understood that in many cases member groups benefit from in kind support of non-members, this can continue to happen with non-members participating as observers and contributing to the activities of the member group such as providing subject matter expertise or helping to run events. However by ensuring our committee members are members of institute, you will share a joint commitment for professionalism in IT.

The update to the rules will be communicated in full later this month, following a review by the programme, practice and policy committee and ratification by Community Board.

Advice from BCS HQ (Marie Setterfield). This resolution is still to be ratified.

Chair (2019/2020) proposal is that candidates for other roles on the BCS Nottingham & Derby committee should meet the BCS membership requirements which are expected to be ratified within 2020/21. The 2019/20 committee must vote to agree or disagree with the proposal.

Mandatory Officer Roles

Chair

	Nominee	Proposer	Seconder
1.	Paul Stevens MBCS CITP	David Miller	Peter Eldridge

Must be a professional member of BCS (MBCS/FBCS)

No further nominations were received by the Secretary before the closing date*.
Paul Stevens stands for election, uncontested.

* Nomination closing date: 19/10/2020 (extended to 26/10/2020)

Mandatory Officer Roles

Treasurer

	Nominee	Proposer	Seconder
1.	Edward Magnuszewski MBCS	Paul Stevens	David Miller

Must be a professional member of BCS (MBCS/FBCS)

No further nominations were received by the Secretary before the closing date*.

Edward Magnuszewski stands for election, uncontested.

* Nomination closing date: 19/10/2020 (extended to 26/10/2020))

Mandatory Officer Roles

Inclusion and Diversity Officer

	Nominee	Proposer	Seconder
1.	Beverley Cook	Paul Stevens	Edward Magnuszewski

Must have a BCS grade. Student and Affiliate are qualifying grades.

No further nominations were received by the Secretary before the closing date*.
Beverley Cook stands for election, uncontested.

Nomination closing date: 19/10/2020 (extended to 26/10/2020)

More Committee Roles

Secretary

YPG Representatives

Events Coordinator

Publicity Officer

Education Liaison Officer

Industry Liaison Officer

Social Media Officer

Email Coordinator

Membership Secretary

Webmaster

General Committee

Join our next committee meeting, date TBA

volunteer.bcs.org/Guidance_roles

05

Any Other Business

AOB Points

1. Events Planning for 2021
2. Website (Including University Pages)
3. University Engagement