APPROVED Minutes of the BCS L&S SG Committee Meeting
Held on 21st October 2013
Via SKYPE

Present: Paul Jagger (PJ), Jooli Atkins (JA), Graham Moor (GM), Michelle Kaye (MK), Kevin Streater (KS)
Apologies: Kevin Jones (KJ)

Meeting opened at 19:00 GMT

1) Agreement (All): Minutes of last meeting (15th July 2013) are approved.
2) Carried forward from previous minutes: June (PJ: 10).
3) Action (All): Please contact your local branches again to invite them to join the BCS L&D roadshow tour.
4) Agreement (All): 2014 Event Planning Workshop, meet in the bar of the VSC at 6pm and dinner in the VSC restaurant at 7pm
5) Action (JA): Book dinner in the VSC restaurant for 7pm on Friday 13th December.
6) Info (JA): Rooms have been booked for all committee members less Kevin Jones at the VSC for evening of Friday 13th December.
7) Action (JA): Call VSC to amend the room bookings for 13th December (remove Susanna). Note: 6 rooms, possibly 7.
8) Action (CH): Circulate the current BCS expenses form to the committee.
9) Action (All): Inform PJ of any dietary requirements for the meeting on 14th December at IT Hall.
10) Info (All): Our selected themes for 2014 are (working titles) “The Learning Value Chain”, “Cyber Security from a learning perspective” and “Preparing your career in L&D for SFIA 6”
11) Action (All): Exercise you network of stakeholder organizations to bring in ideas for joint events around these themes in 2014. **Note:** The emphasis is on JOINT activities rather than ideas for events we can run for others!
12) Info (All): We have received a good response to our invitation to join the committee for the Online Coordinator role.
13) Action (PJ): Email all those who have expressed an interest in the Online Coordinator role to invite them to submit a proposal by 2nd November.
14) Action (All): Review the submissions presented by the Online Coordinator candidates by 9th November and comment back to JA.
15) Action (PJ+JA): Select an Online Coordinator candidate on Sunday 10th November.
16) Action (PJ): Circulate the next batch of proposed amendments to the website to all.
17) Action (All): Review and amend the suggested amendments to the website.
18) Action (JA): Move the 5th December event to a suitable date and agree with David Smith.
19) Agreement (All): Future committee meetings will start at 19:15.
20) Agreement (All): We will trial Go-To-Meeting at the next committee meeting.
21) Action (GM): Send out request for White Papers to BCS L&D SG membership.

Meeting closed at 20:05 GMT

Date of next meeting: **Monday 25th November 2013 on Go-to-Meeting at 19:15 GMT**