APPROVED Minutes of the BCS L&S SG Committee Meeting
Held on 24th June 2013
Via SKYPE

Present: Paul Jagger (PJ), Susanna Way (SW), Jooli Atkins (JA), Graham Moor (GM),
Apologies: Carol Hulm (KS), Michelle Kaye (MK), Mark Palmer (MP)

Meeting opened at 19:00 BST

1) Action (All): Please submit expenses and copy Carol by end of July please.
2) Action JA to ask MK to ask her Mother if she is still prepared to be our minute secretary.
3) Agreement (All): Move to a monthly and quarterly agenda structure, any items for inclusion received by secretary 1 week in advance else A.o.B.
4) Agreement (All): Our yearly meeting cycle will start in September prior to the AGM
5) Info: Debate enrolments 93. Final financial report pending receipt of expenses and addition of sponsorship. Survey feedback summary circulated to all. Lessons learned summary circulated to all – a more detailed report on the lessons learned will be presented by PJ at next committee meeting.
6) Action: PJ will draft a final follow up email for all those who were interested / enrolled on the debate with link to the video and details of the discussion.
7) Info: PJ has agreed to write an article for ITNOW.
8) Info: PJ has agreed a 2000-2500 word article on the Debate with Justin Richards (Editor of ITNOW) for the next issue of ITNOW.
9) Info: PJ has thanked Mandy Bauer, Caterers, Armourers' Hall, Henry Tucker and sent note of thanks to BCS CEO David Clarke who has acknowledged.
10) Action: PJ to add all core documents to our secure area on the BCS website – Agendas, Minutes, Templates, Lessons Learned, Books of the Night, Presentation Materials used at events, etc.
11) Info: 16th September – effective virtual communication by David Smith.
12) Action: SW to put together a twitter campaign and LinkedIn article for the 16th September event.
13) Action: KS to write a list of the themes/topics that came out of the debate for blog articles and send to JA and SW.
14) Action: JA to write a blog article on the debate themes/topics
15) Action: JA to host a discussion on LinkedIn for 2 weeks commencing 1st July on the debate themes/topics.
16) Action: SW to use the themes/topics from debate to create LinkedIn topics.
17) Agreement: (All): AGM on 17th October will be a virtual event.
18) Action: PJ will produce a list of reports/presentation to be created for the AGM and circulate to the committee.
19) Info: Professor Kevin Jones has offered his services as a committee member. JA suggested that he joins us at the AGM. PJ has briefed Kevin to that effect.
20) Info: 5th December – 5 best practices for effective virtual learning.
21) Info: KS is now Vice-Chair of BCS Council
22) Action: (All): Committee members to contact their local branches as potential venues for our world tour and contact the branch chair/secretary.
23) Action: (All): Whenever we run an event, invite our BCS Council representative(s) – specifically the SG reps' on Council.
24) Agreement: (All): Updates to web pages as proposed by PJ accepted as is.

25) Action: SW to update our web pages based upon recommendations from PJ and KS bio.
26) Agreement: (All): 2014 Planning meeting will be 13th/14th December at the VSC for accommodation, but not for the meeting.
27) Action: PJ to approach WCIT E&T Committee meeting chair to invite them to our planning meeting and see if we can use IT Hall for the meeting.
28) Action: MK, MP and CH to confirm their availability for 2014 planning meeting on 13th/14th December.
29) Action: JA to contact Kevin Jones to check his availability for the 2014 planning meeting.
30) Action: JA to write to BCS Members Group Team Leader, Membership Director and Membership Board Policy Committee Chair regarding eLearning SG's non adherence to rules of governance for an MG.
31) Info: GM considering standing for Membership Board Policy Committee.
32) Agreement: (All) No committee meeting in August
33) Date of next meeting: 15th July, 19:00 on SKYPE.

Meeting closed at 20:05 BST

Date of next meeting: Monday 15th July 2013 on SKYPE at 19:00 BST