Agenda for the BCS L&S SG Committee Meeting
To be held on Monday 19th Sept 2016
Via GoToMeeting @ 19:00 BST

Connection details: https://www.gotomeeting.com/join/635778261
Please join the meeting from your computer, tablet or smartphone.
Alternatively, dial-in: United Kingdom: +44 (0) 20 3713 5011 Access Code: 635-778-261

Attendees:
Secretary - Paul Smart
Chair - Kevin Streater
Events Organizer - Michelle Kaye
Treasurer - Mark Palmer
Education Liaison - Ken Gaines

Apologies:
Membership Secretary - Gary Thornton

Not Attending
International Representative - Lakmal Senanayake
Committee - Bruce Nicholls
External Partners - Denise Hudson-Lawson

Agenda
1) Welcome and apologies by KS
2) Approve minutes of previous meeting
3) Finance update (MP)
4) Oct 17th Workshop (KS)
5) Any other business
6) Date of next meeting

Minutes

● Finance
  ○ No outstanding expenses so last year’s expenses will be signed off.
  ○ Mark to sort out new secretary sample signature
  ○ We overspent last year but no one seems to mind
  ○ Start this year (Sept) £9,800 budget
    ■ L&T show comes out of that
  ○ Better position than last year
● Expenses - approvals
  ○ Kevin already approved expenses
  ○ **PS** to send estimate of LearnUpon expenses to MP
  ○ **PS** to send estimate of accommodation (get from Mike) to MP
  ○ Michelle will have mileage expenses only
£150 has been deducted from this year’s budget for the Amazon vouchers (to be confirmed by MP)

Will be some other expenses from Oct Workshop - KS trying to get estimates from CEdMA

PS to chase speakers - especially lab system/technical platform
  ○ KS can talk about cloudshare if necessary

KS will speak to Steve from Elicidat this week

PS send to KS and Michelle tomorrow - conference information - do wording of an announcement - speakers and topics
  ○ MK to post event on BCS site

Workshop will also be the AGM (Monday)
  ○ First ½ hour is formal AGM
    ■ Requires report (a slide with highlights of what we have done) from:
      ● membership Sec - Gary
      ● Treasurer
      ● Secretary
      ● Chair
    ■ Must cover:
      ● Welcome and Introductions
      ● Apologies for absence
      ● Minutes of the previous AGM (and if appropriate EGM)
      ● Matters arising from the minutes
      ● A report from the Chair on the year’s activities
      ● A report from the Treasurer, including a review of income and expenditure against the budget agreed with BCS HQ for the past year and an explanation of next year’s budget request.
      ● Election of Chair, Treasurer and committee members
      ● Any other business
    ■ 12-1pm Lunch
    ■ 1-1:30 AGM (present to the membership)
    ■ 1:30 presentations - to 5pm
    ■ Will have to have an election
      ● KS to check with Mandy for who needs formally re-electing
    ○ Committee can join the CEdMA informal dinner
      ■ Let KS know

KS urged committee members to remain in position pretty please :-)

AOB
  ○ Learning Tech
    ■ KS - who will take part in Learning Tech in Feb?
      ● Michelle will do both days
      ● Mark may be able to do a day
    ■ Have we got budget?
      ● Not in financial plan
      ● MP to talk to Mandy about L&D specific assets
    ■ Discuss with Mandy what she has available. What can they provide us with to support the event.
- We need to scan and track numbers to justify cost to HQ
- Count all, or ask them to comment on something? MK to think of ideas.
  - Still need text for the 'about the group' page
    - Needs fixing before AGM
    - Website will be on the screen at the AGM
  - Blog
    - **KS** sorting the old blog still being visible
  - Twitter
    - We need to tweet more!
  - Review the LinkedIn Group
  - General review of social media
  - **Ken** needs to provide details for committee page
  - **Bruce** needs to send picture for committee page
  - Christmas will be discussed at AGM/Workshop

**Next Meeting**

AGM + Committee Meeting
17th October 2016
1300-1330hrs
Cheshunt Marriott