Agenda for the BCS L&S SG Committee Meeting
To be held on Monday, January 25, 2016
Via SKYPE @ 19:00 BST

Present: Kevin Streater (KS), Mark Palmer (MP), Lakmal Chaminda Senanayake (LS), Gary Thornton (GT), Michelle Kaye (MK)

Apologies: Bruce Nicholls (BN), Ken Gaines (KG)

Meeting opened at 19:00 BST

1) **Finance.** MP updated the committee that special funding applications had been submitted with respect to the AGM and to take a stand at Learning Technologies 2016. The request was for £5,000 and £4,000 was awarded. Subsequently BCS L&D Ltd. provided an additional £1,000 support. The application for funding for the AGM had also been approved with £1,000 being granted.

2) **Survey.** KS to chase SB for past survey. The committee suggested that we should ask about event formats, networking, engagement with branches and topics of interest from Learning Technologies. KS to draft survey based on input.. **ACTION – KS.**

3) **Learning Technologies.** HQ (Mandy Baeur) has arranged everything for the event. The scanner still needs to be setup – KS to be responsible for that. MK to try and identify whereabouts of L&D SG banner and add the event to the HQ events calendar. **ACTION – KS/MK.**

4) **Social Media.** KS to request that Jooli and Graham are removed from the twitter account. MK to add KS and MP. **ACTION – KS/MK.**

5) **Special Committee Meeting.** It was agreed that as many of the committee would be at Learning Technologies that there would be a special committee meeting on the evening of Feb 3, 2016 after the exhibition closes for anyone who was available.

Meeting closed at 19:53 GMT

Date of next meeting: Monday 25th Janary, 2015 at 19:00 GMT on Skype.