Minutes of the BCS L&D SG Committee Meeting
Held on Monday Feb 29, 2016
Via SKYPE

Present: Kevin Streater (KS), Mark Palmer (MP), Gary Thornton (GT), Michelle Kaye (MK)
Apologies: Sue Bird (SB), Lakmal Chaminda Senanayake (LS), Bruce Nicholls (BN), Ken Gaines (KG)
In attendance: Paul Smart (PS)

Meeting opened at 19:00 BST

1) Committee membership.
   a. It was proposed by KS and seconded by MP that PS should be co-opted as a committee member with immediate effect. Paul is a director of CEdMA Europe and is responsible for arranging events. AGREED.
   b. KS discussed the need to review committee responsibilities with KG and PS joining. KS to provide intro to committee roles to both and discuss reallocation of roles at next committee. ACTION – KS.

2) Finance. MP updated the committee that a draft budget for 2016/17 had been prepared. Primary items were Learning Technologies 2017, three regional events and a larger joint event with CEdMA similar to the 2015 AGM. This was agreed by all. There was currently £1000 remaining for running costs after Learning Technologies had been accounted for. KS and MP to finalise budget and submit by end of March. ACTION – MP/KS.

3) Survey. MP reported that HQ can offer Amazon vouchers and can distribute the survey. KS to finalise survey and send to Mandy Bauer at HQ for distribution. ACTION – KS.

4) Learning Technologies. It was agreed that Learning Technologies was a worthwhile event to undertake and should be included in the budget for 2016/17. 91 leads were collected with many interested in membership, the L&D SG and L&D Ltd. offerings. KS to review follow-up with HQ. ACTION – KS.

5) Events.
   a. CEdMA have offered the L&D SG the opportunity to host a workshop on the day before their next conference in Bristol. All agreed it was worth pursuing. PS to draft call for speakers for both BCS L&D SG and CEdMA. ACTION – PS.
   b. GT offered to review the current ‘standard’ presentation that we offer to other member groups and consider re-orientating around apprenticeships. ACTION – GT

6) BCS HQ Website. KS repeated the call from HQ to update the L&D SG website. MK offered to keep chasing everyone for updates and pass to HQ web team. ACTION – MK.
Meeting closed at 19:50 GMT

Date of next meeting: Monday 21\textsuperscript{st} March, 2015 at 19:00 GMT on Skype.