<p align="center">**APPROVED** Minutes of the BCS L&S SG Committee Meeting
Held on 20th January 2014
Via Go-to-Meeting</p>

Present: Paul Jagger (PJ), Graham Moor (GM), Michelle Kaye (MK), Kevin Jones (KJ), Carol Hulm (CH)

Apologies: Kevin Streater (KS), Jooli Atkins (JA)

Meeting opened at 19:24 GMT

1) Agreement (All): Minutes of last meeting (25th November 2013) are approved.
2) Info: Jan 16th event postponed, no new date at the moment. JA to agree a new date with David Smith and advised BCS HQ.
3) Action: KS to inform MK of the date for the February event 'Learning at Speed of Need' (Toward end of Feb' please)
4) Info: ITNOW article 'Rise of the Cybermen' written and submitted by PJ
5) Action: PJ to send around submission dates for ITNOW articles to All

Post meeting update. Deadlines for submission to ITNOW are:
- 1 April for the Summer edition
- 1 July for the Autumn edition
- 1 October for the Winter edition
- 1 Jan for next year's Spring edition

6) Info: PJ confirmed BCS L&D SG attendance at the Livery Schools Link (LSL) Showcase at Apothecaries' Hall on Tuesday 18th March. Raspberry Pi, Cyber Champions, e-skills UK and others will be joining WCIT on a stand all day.
7) Action: KS+KJ to draft a call for speakers for the conference by Friday 24th 10pm and circulate to All.
8) Agreement: We will form a working party to lead the Conference in 2014. Info: PJ put himself out of the running for the PM role this year!
9) Action: PJ to seek a PM to lead the 2014 Conference Working Party, advertising via Twitter and LinkedIn.
10) Action: KJ to ask Sian Hughes of the Cyber Challenge if she would be interested in PMing the Conference.
11) Action: PJ + JA to follow up with CH on the supplementary funding form by Wednesday 22nd 10pm.
12) Action: CH To follow up with Helen Axam at BCS HQ to confirm IT Hall Payment for catering.

Post meeting update. PJ has spoken to IT Hall and payment has been received.

13) Info: PJ gave a verbal report on the IT Technician Registration focus group held by BCS prior to Christmas.
14) Info: PJ have a verbal report on the challenge BCS Council have put before BCS Professionalism Board to drive up demand for CITPs among employers and recruits, and differentiate among employees who hold CITP in reward and recognition. BCS Prof' Board to present a plan with dates, milestones, measures of success and report back to BCS Council in March. Plan to span 2014-2017.
15) Action: PJ to rewrite invite for Online Coordinators – ask them to set state how they would meet the expectations of the role.
16) A.o.B: None

Meeting closed at 20:03…. GMT

Date of next meeting: **17th February 2014 on Go-to-Meeting at 19:15 GMT**