

ELITE Committee Meeting – APPROVED MINUTES

22st January 2019 16:00 – 1800

1. Welcome and Introduction (Jacqui)

Attendees:	Apologies:
Emmanuel Ademola * John McCarthy * Philip Crewe Jon Hall * Jacqui Hogan David Miller * Shakeeb Niazi Ian Golding Chris Pinnock Mike Buckland * Jeremy Acklam	Haiyan Wu Ibukun Emmanuel Martin Hamilton Algirdas Pakštas

Jacqui warmly welcomed New Committee members Jeremy Acklam, Ibukun and Haiyan (other vacancies discussed below in Item 4).

2. Previous Minutes (Jacqui)

The previous minutes are agreed (subsequently have been uploaded also). No redactions were requested.

The committee requested that a message of thanks to be sent to Chris Tiernan and this has been done already for others also to appreciate their help.

It was also noted that the prior committee minutes had been uploaded.

3. Chairs Report

The Committee Mailing list is now up to date.

The Chair led a brief discussion on AI following on from recent attendance at a computing conference on AI and Machine learning last year, which was very interesting in London (run by Computing) - mainly around specific AI (not general AI). There will be at another event shortly on the Future Workplace (referencing the future impact of AI). Dalim mentioned Feb 6th North London AI and RPO event upcoming with the Chair of BCS women.

It was suggested that a further discussion with Jon Hall would be useful to find out if the Open University is doing related to AI Management topics. Business Intelligence articles are now starting

to be seen together with AI related articles. Shakeeb commented that Legal Services may also be impacted by Specific AI. Dalim is speaking about AI and Drones soon.

The committee broadly agreed on benefit of joint sessions with CMI / IoD or similar business-led organisations. Jon Hall suggest we get a session on how Boards would assess the AI vs Humans making decisions and understand the impact. James Mcafferty (deputy CIO of UCL) may also be able to provide input in to AI Management.

Chris and Phil and Jacqui have met to discuss the budget.

Proposal for Co-option of Jon, Dalim and Stephen to committee – Jacqui

Jeremy Acklam , Haiyan Wu (currently co-opted) and Ibukun Emmanuel (former committee member) have been formally elected to the committee for a 3 year term.

Three people did not submit a complete application: John Hall and Dalim Basu (both current committee members), and Stephen Allott.

ACTION: As we have sufficient vacancies, JACQUI will propose at the next committee meeting that we co-opt all 3 onto the committee until the next AGM in 2019

This was agreed for 2 out of the 3 (ie Stephen Allott not yet known to the group – his detailed to be circulated in future).

The Proposal was made to co-opt the two new members on to the committee and Agreed.

ACTION: Jacqui to Update Mandy to be consistent with website ie add John and Dalim.

The Chair explained the committee roles and time elapsed / remaining. And also reaffirmed Haiyan's role as WPG liaison, subject to her agreement and D&I with Jacqui. It was suggested we may look further at Publications – (due to funding has not gained traction to date, Jon Hall). Costs are c. £800 for one in a series of white papers and further discussion was among BCS Council for thought leadership. Phil also agreed to pass on his Marketing and Events know-how. Jeremy suggested further thought leadership around the evolution of IT / entrepreneurial thinking in larger companies.

Mike Buckland referenced discussions on how to influence the non-IT executive leadership and therefore considered building on the idea of the IoD unconferences or other organisations, eg CMI. April post-Brexit IT and October Green IT. Will therefore be publicised via BCS Elite (from BCS Berkshire) and Chris Cahill (Midland) / Mike Buckland (Thames Valley)

Jacqui also mentioned interest for events in Wales and Scotland (eg events from London that can be repeatable).

6. Membership Secretary Report (David)

ELITE Membership Report 22 January, 2019.

Monthly report of ELITE membership requests																	
		New BCS Fellows approved since last report	New Fellows approved as new ELITE members	Established Fellows approved as new ELITE members	Approved by CV as ELITE members	Nominated by committee members	Rejected following submission of CV	Total BCS ELITE membership	Total non-BCS ELITE membership	Non-FBCS/BCS requests pending (awaiting CV or approval)	ELITE members approved	Fellows approved (and as ELITE members)	Approved by CV (and as ELITE members)	Rejected following submission of CV	Total ELITE on LinkedIn Group members	Requests awaiting CV or CV approval	Number of appeals pending
Date	BCS	ELITE Membership						ELITE on LinkedIn Membership						All			
19-Mar-18	6	4	0	1	0	0	3375	15	0	3	8	0	0	1600	0	0	
30-May-18	3	3	0	0	0	3	3379	17	0	8	3	0	3	1622	0	0	
05-Jul-18	6	1	5	0	0	0	3386	17	0	7	6	1	0	1627	0	0	
02-Aug-18	0	0	0	0	0	0	3385	17	0	2	1	0	0	1627	0	0	
05-Sep-18	1	1	0	0	0	0	3386	17	0	1	3	0	0	1628	0	0	
30-Oct-18	5	1	4	0	2	0	3391	17	0	1	6	0	0	1629	0	0	
14-Nov-18	3	3	0	0	0	0	3392	17	0	0	4	0	0	1633	0	0	
27-Nov-18	2	0	0	1	0	0	3392	17	0	0	0	0	0	1632	0	0	
21-Jan-19	0	0	0	0	0	0	3392	17	1	6	4	0	0	1642	1	0	
1 BCS member sent in CV, it's with Jon to discuss with David																	
1 person in LinkedIn awaiting approval, email sent 8 January for membership number or for CV - no response to date will chase up																	

1. The committee will recall that we agreed the GDPR process and started to trial it from April 2018. The process included the following steps which I discovered were not being carried out:

Notify the ELITE Committee of success or failure of the application

- *Provisional approvals passed to Committee for validation, subject to applicant's agreement to provide CV*
- *Provisional rejections provided to Committee for validation in a pseudonymised/redacted format – PII removed and employer details changed to facsimiles e.g. FTSE 500 financial services company instead of Barclays. Role and experience information will be mostly unchanged.*

This omission has the following shortcomings:

- 1.1. ELITE needs to know that its membership criteria are being applied correctly and that the membership criteria remain valid. To achieve this, ELITE needs sight of those CVs passing and failing the application process before the applicant is advised of any decision.
 - 1.2. ELITE is unable to welcome those who are being accepted as new members and needs to do so, both by email and when attending their first event.
 - 1.3. ELITE needs to take advantage of opportunities for other members to hear from new speakers, i.e. successful applicants who have interesting roles and who may be approached to speak at a future event.
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2. I had a meeting with Jon Jeffreys (BCS HQ) last week to discuss the above and the proposed future marketing campaign to Fellows. His response is as follows:
 - 2.1. Agreed to share applications in a secure online or face to face environment (to minimise data sharing but allow us to view the applications and carry out due diligence). ACTION: JJ JH and DM
 - 2.2. This audit of recommendation approach will allow us to further develop the process and ensure ELITE membership criteria is appropriate. ACTION: JJ and DM.
 - 2.3. Agreed to ensure we are directing successful candidates to ELITE on LinkedIn and to ensure that individuals applying via LinkedIn are directed to ELITE membership. ACTION: JJ
 - 2.4. ELITE membership recruitment campaign to Fellows; HQ is working on an automated process to minimise recruitment campaign administration burden on Mandy (at the moment she has to add ELITE records to members manually). ACTION: JJ
 - 2.5. JJ agreed to ask Mandy to look into ELITE on LinkedIn membership reporting functionality. ACTION: JJ
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3. The revised application process is shown below (revised wording is highlighted). Jon and I used it today (21 January) to review via Skype the application in the "requests pending" column of the spreadsheet from a non-Fellow prior to our committee meeting on 22 January. The application was rejected but the process worked well. The plan is to hold a Skype meeting to discuss applications prior to each committee meeting. Jon will also be happy to attend future committee meetings, if asked, so that we can talk about how we develop the process, the direction of travel of BCS member groups and the opportunities and challenges of ELITE.

BCS Elite Group Application Processing (revised 21 January 2019)

- Standard process for general membership and for LinkedIn membership:
 - Applicants directed to contact BCS HQ team

- Confirmation of FBCS – added to the group¹
- Non-FBCS but BCS member – CV requested and assessed by BCS employees against Elite’s criteria
- Notify Committee of success or failure of application
- Provisional approvals passed to Committee for validation
- Provisional rejections provided to Committee for validation
- Validation shall include a review of the BCS employee recommendation. This will include the providing a secure view of the application to the responsible committee member. No data will be shared. The view may take place online or face to face.
- Notify applicant of success/failure
- Rejected applicant invited to appeal, advised data will be viewed by the committee for appeals.
- Appeal carried out by members of committee holding professional BCS membership.
- Non-member application process is identical
- Receive request that membership is to be approved for a member/non-member with contact details.
- Check that applicant has been nominated by three current ELITE members.
- Add to the group, notify nominee of membership² and advise committee.

Addendum:

- Privacy statements on Elite webpage on website will be updated to explain the process.
 - Email links in automated emails will be updated to contact the Community team at BCS HQ rather than the group directly
 - The applicant’s data is to be held solely by BCS employees.
 - Information will only be viewed by committee members holding full BCS professional membership (MBCS or above)³
 - Provide committee with monthly Stats: ELITE counts and new BCS members.
4. It remains for us to agree with HQ how new members will be welcomed to ELITE. I have suggested that if HQ is dealing with the applications that they respond initially with the first email notifying them that they have been successful/unsuccessful. Jacqui could then follow

¹ If application was for ELITE membership then advise and invite to become a member of the ELITE LinkedIn Group as well, if application was for ELITE on LinkedIn then advise that they have also been enrolled as a member of ELITE.

² Advise nominee that ELITE membership has been approved and invite to become a member of the ELITE on LinkedIn Group as well. If not MBCS/FBCS let them have membership details and how to join.

³ All correspondence with the applicant will be from HQ staff but HQ staff will relate all matters raised by applicants during this process with the committee, e.g. there have been several requests to know more about how an applicant can help to organise BCS support in the countries in which they are domiciled.

up with a more personalised welcome email to the successful candidates. For discussion.
ACTION: DM/JH

David Miller
21 January, 2019

The approach set out above in the Membership Report was agreed by the Committee.

7. Treasurer's Report

There are cuts across the BCS. Travel costs for Committee are likely to be minimal given our exit from EuroCIO. Events will be the key spend with Expenses and Catering. We will manage the overall number and explain variance, £115 is a special project request.

Irritatingly an invoice that was approved last year has slipped into this year (approx. £600)

2018-2019 so far... to end of Feb

	Code	Line Item	Budget	Income	Outgoing/Spent	Left
Spend	3010	Travel/Subsistence	2,100		0	2,100
	4110	Room Hire	1,500		448	1,052
	4130	Speakers expenses	2,075		0	2,075
	4150	Catering	4,725		305	4,420
	4931	EventBrite	0		7	(7)
	4210	Seminars and Conferences	0		112	(112)
	4900	Other	100		161	(61)
			Rollover from 2017-8 SPR	115		0
Income	1704	Sponsorship	(4,500)	0		(4,500)
	1708	Events Registration Fees	(1,500)	67		(1,433)
		Total Expenses Budget				9582
		Total Income Budget				(5933)
		Balancing				3649

Forecast for remainder

2018-2019	3010	4110	4130	4150	4931	4210	4900		1704	1708				
Position at	Travel/Subsistence	Room Hire	Speakers expenses	Catering	EventBrite	Seminars and Conferences	Other	Rollover from 2017-8 SPR	Sponsorship	Events Registration Fees		Total Expenses	Total Income	Balancing
09/04/2019	2100.00	1051.92	2075.00	4419.98	(6.54)	(112.01)	(61.31)	115.00	(4500.00)	(1433.46)		9467.04	(5933.46)	3533.58
01/09/2018	2100.00	1500.00	2075.00	4725.00	0.00	0.00	100.00	115.00	(4500.00)	(1500.00)		10500.00	(6000.00)	4500.00
01/10/2018	2100.00	1500.00	2075.00	4649.76	0.00	0.00	100.00	115.00	(4500.00)	(1500.00)		10424.76	(6000.00)	4424.76
01/11/2018	2100.00	1500.00	2075.00	4542.02	(6.54)	0.00	(61.31)	115.00	(4500.00)	(1433.46)		10149.17	(5933.46)	4215.71
01/12/2018	2100.00	1051.92	2075.00	4392.81	(6.54)	(112.01)	(61.31)	115.00	(4500.00)	(1433.46)		9439.87	(5933.46)	3506.41
01/01/2019	2100.00	1051.92	2075.00	4392.81	(6.54)	(112.01)	(61.31)	115.00	(4500.00)	(1433.46)		9439.87	(5933.46)	3506.41
01/02/2019	2100.00	1051.92	2075.00	4392.81	(6.54)	(112.01)	(61.31)	115.00	(4500.00)	(1433.46)		9439.87	(5933.46)	3506.41
01/03/2019	2100.00	1051.92	2075.00	4419.98	(6.54)	(112.01)	(61.31)	115.00	(4500.00)	(1433.46)		9467.04	(5933.46)	3533.58
01/04/2019	2100.00	1051.92	2075.00	4419.98	(6.54)	(112.01)	(61.31)	115.00	(4500.00)	(1433.46)		9467.04	(5933.46)	3533.58
01/05/2019	2020.00	301.92	1975.00	3594.98	(6.54)	(112.01)	(91.31)	115.00	(4500.00)	(1019.46)		7682.04	(5519.46)	2162.58
01/06/2019	2020.00	301.92	1975.00	3594.98	(6.54)	(112.01)	(91.31)	115.00	(4500.00)	(1019.46)		7682.04	(5519.46)	2162.58
01/07/2019	1980.00	301.92	1925.00	3294.98	(6.54)	(112.01)	(91.31)	115.00	(4500.00)	(812.46)		7292.04	(5312.46)	1979.58
01/08/2019	1940.00	(448.08)	1875.00	2769.98	(6.54)	(112.01)	(121.31)	115.00	(4500.00)	(605.46)		5897.04	(5105.46)	791.58
01/09/2019	1940.00	(448.08)	1875.00	2769.98	(6.54)	(112.01)	(121.31)	115.00	(4500.00)	(605.46)		5897.04	(5105.46)	791.58

2019-2020 Submission

Summary	In	Out	Bal
Sponsorship (Events, Whitepapers)	1500		
Events	450		
Travel		500	
Room Hire (North events)		1500	
Speakers expenses		1200	
Catering		2400	
Other (Whitepapers)		1600	
Totals	1950	7200	5250

Income	Code	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Total
Other Income (Specify in brief background)	1600													0.00
Publications	170													0.00
Sponsorship	1704			500.00					500.00					500.00
Events Registration Fees	1708		50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00			450.00
Donations	1711													0.00
Total Income		0.00	50.00	550.00	50.00	50.00	50.00	50.00	550.00	50.00	50.00	0.00	500.00	1,950.00
Expenditure														
Travel Costs (Committee ONLY)	3010						500.00							500.00
Printing (Specify in brief background)	4000													0.00
Room Hire	4110			100.00	100.00	100.00	100.00	100.00	250.00	100.00	100.00	100.00		750.00
Speakers expenses	4110													150.00
Catering	4150		200.00	200.00	200.00	200.00	200.00	500.00	200.00	200.00	200.00			3,000.00
Publicity	4212													0.00
Sponsorship Expense (Specify in brief background)	4291													0.00
Other Expenditure (Specify in brief background)	4900													800.00
Student Prizes & Memberships (Outgoing ONLY, no new)	5102						800.00							1,600.00
Equipment (Specify in brief background)	7100													0.00
Total Expenditure		0.00	300.00	300.00	300.00	300.00	1,100.00	2,000.00	300.00	300.00	300.00	0.00	2,600.00	7,200.00
Net Running Costs														5,250.00

8. Constitution (Group Rules)

The current version in circulation (not updated for some time) was reviewed and discussed.

- “3”. Membership Criteria for nomination by three ELITE Committee Members (thought to be an error in previous draft).
- “5”. Appointment of Officers, to be clarified when the term of to and from, ie to use AGM at the determinate milestone, not a calendar duration (that does not apply in practice and is confusing).
- Noted also need for consistent references to *BCS Elite, the Computing Leadership Forum* (ie as used in other materials).

ACTION: JACQUI TO PROVIDE UPDATED GROUP RULES (CONSTITUTION) FOR THE COMMITTEE TO REVIEW.

9. Events (Phil)

The latest list for events is below as currently planned for 2019, along with committee meetings and room bookings (see below). Feedback from the BCS Elite Northern Sponsor was discussed in relation to regional events

We have had to cancel tonight’s event on the subject of Mentoring due to insufficient numbers. Also the joint event on Autonomous Vehicles late last year (a joint event with BCS Entrepreneurs) also had to be cancelled due to low numbers.

We continue to be asked to provide events to other regions, and where possible we will investigate that. The option to live stream may answer some of this demand and we will continue to look at this.

Any questions, comments, feedback and suggestions are welcome – please send to pcrewe.elite@fpcs.co.uk.

Jan 22 2019	1901			Committee meeting	16	
Jan 22 2019	1902	Jacqui, Shakeeb, Haiyan, Phil		Mentoring 1 – introduction and basic skills, signposting layout a mix of theatre and tables	60	CANCELLED To be re-arranged
<i>Feb 4 2019</i>	<i>1916</i>	<i>Shakeeb</i>	<i>London</i>	<i>Joint event TBC</i>		
Feb 5 2019	1917	John McCarthy		AGM follow-up – virtual event		VIRTUAL
Mar 13 2019	1903			TBC Brexit TBC	45	Wilkes 3&4 TBC
<i>April 1 2019</i>	<i>1904</i>	<i>Shakeeb</i>	<i>London</i>	<i>BCS Entrepreneurs Thought Leadership - TBC</i>		
April 16 2019	1905			Committee meeting	10	Stanley Gill TBC
April 16 2019	1906	Jon, Haiyan		Mentoring 2 – career mentoring – Old and New Millennials layout a mix of theatre and tables	60	Wilkes 1&2 TBC
June 11 2019	1907				45	Wilkes 2 TBC
<i>July 1 2019</i>	<i>1908</i>	<i>Shakeeb</i>	<i>London</i>	<i>BCS Entrepreneurs Thought Leadership - TBC</i>		
July 23 2019	1909			Committee meeting	10	Stanley Gill TBC
July 23 2019	1910	Shakeeb, Ian		Mentoring 3 – entrepreneurial mentoring layout a mix of theatre and tables	60	Wilkes 1&2 TBC
Oct 1 2019	1911			Committee meeting	10	Stanley Gill TBC
Oct 1 2019	1912	Jacqui, Shakeeb		Mentoring 4 – recap, stories, examples layout a mix of theatre and tables	60	Wilkes 1&2 TBC
Oct 29 2019	1913				45	Wilkes 1 TBC
Nov 27 2019	1914			Committee meeting	10	Stanley Gill TBC
Nov 27 2019	1915				45	Wilkes 1 TBC
NOVEMBER	1918			POTENTIALLY VIRTUAL MEETING		

10.AOB

There was no other business.

[End]