

Elite Committee Meeting – 27 November 2019

16:00 – 18:00

Minutes

1. Welcome – Jacqui

2. Previous minutes and matters arising

Including any redactions required before publishing on ELITE website

- Check on upload of prior minutes
- Spurious emails – None received recently, which is an improvement.
- List Server / Base Camp – all have access ok
 - Jacqui talk to Mandy ensure only 1 BaseCamp used (there may be two at present in error)
- Rethink purpose (discuss under Agenda item 8)
- Stephen to consider a survey (Jacqui to take action to call him)
- Encourage Greater Participation
- Arrange free admittance for those involved in events (if organising talk to Mandy to get a free code).
- Collaborating with external groups - for future events
 - Ian G – to intro CIONET

3. Chair's report – Jacqui

BCS ELITE Unconference 16th October

An excellent and well attended event. The theme was 'Break the people, break the organisation'. The theme was introduced by Andy Tillman, followed by the unconference where we identified 4-5 topics to discuss further:

Phil, did you get details of the topics? My photos have disappeared. [PPC: sorry no I didn't take photos at that one]

BCS 'new beginnings' convention Part 2 5th November

This began with an overview of some of the feedback from the first convention and from the discussions on Basecamp. We split into a number of different groups (Leaders, Managers, Freedom Finders, Progressors and Explorers) each representing a different group of BCS Members. The workshops each explored how the community can address the needs of that particular group, the barriers, accessibility and identify the value proposition of member groups to members and wider society. A number of ideas surfaced and these are being taken forward. Nothing specific came out that was directly relevant to ELITE, other than there is still a lack of understanding about What ELITE is (even from members of ELITE present) and what we do. I will be incorporating some of the feedback into my review of the constitution etc.

BCS Community Board 6th November

I am now a member the BCS Community Board and attended my first meeting, where these ideas were explored further. I raised the question of how ELITE could be more relevant to the BCS, and whether they would welcome more expert input from us. The answer was yes, and an offer was made to help us do this by providing writing resource.

BCS Council 7th November

Unfortunately, I didn't get to the point of polling our members for ideas to raise, but this is probably now more appropriate for the Strategy day in January. Most of the meeting was taken up with elections of the new Deputy President and Various Vice Presidents. Details to be announced shortly.

I suggest that Stephen and I get together to get this out to members ASAP. I will need help with this.

Other activities

Making progress on reviewing the ELITE rules. It's apparent that I needed to also look at the website text, 'ELITE on a page' to take out any inconsistencies and add in a bit more about our responsibility as IT Leaders.

Many thanks for the suggestions made so far. Unfortunately, I'm still working on the draft.

Going forward

I'd still like to encourage greater participation by ELITE committee members. Currently, work is done by the very few. It is important that committee members give something back to ELITE for the privilege of being on the committee. We will be able to achieve much more if every member of the committee takes on a small responsibility for something e.g. an event, white paper or article

Re promotional material – could we print some flyers and leave on tables at events – inviting participants to join ?

Jacqui – action to look in to how to promote as this is an active topic for the Community Board to stimulate new interest in memberships (a Convention topic). At convention there were a number of ELITE members there that didn't know who chair was or what we do etc.

Another option to get BCS actively promoting ELITE as a route to engage with CIO/CTOs etc. and their respective teams.

Community Board meeting:

'ELITE' – Title, No need for BCS membership, part Sec mad it clear he wasn't a BCS member.

NEEDS PUBLICISING THE RESPONSE AS 'FRONT FOOT' POSITIVE MOVE. FOCUS RESOURCE TO FOCUS ON membership.

4. Treasurer's Report – Chris P

Budget to date
2019-2020

Report for ELITE committee			Date	25/11/2019		
	Code	Line Item	Budget	Income	Outgoing/Spent	Left
Spend	3010	Travel/Subsistence	500		0	500
	4110	Room Hire	1,500		0	1,500
	4130	Speakers expenses	1,200		129	1,071
	4150	Catering	2,400		323	2,077
	4931	EventBrite	0		36	(36)
	4210	Seminars and Conferences	0		0	0
	4900	Other	0		0	0
	Income	1704	Sponsorship	(1,500)	0	
1708		Events Registration Fees	(450)	261		(189)
		Total Expenses Budget				5113
		Total Income Budget				(1689)
		Balancing				3423
SPR		Whitepapers	1,600			1,600
		Total				5023

- Doing well against event fees target - 2 chargeable events to date
- We are able to reclaim VAT on expense if we charge for an event



15/11/2019	ELITE Sponsored event
10/12/2019	December AGM
28/01/2020	ELITE Event - Jo Drake/Joint with London (FREE)
28/02/2020	War Stories! (estimate 20 heads)
01/03/2020	Spring 4IT Event
15/04/2020	ELITE Event - Healthcare (estimate 20 heads)
15/06/2020	Whitepaper event - TBA
01/08/2020	Summer 4IT Event

- Have forecasted £500 of Sponsorship for a Whitepaper event
- Projected to finish the year under budget
- Need to start moving on Special Project Requests for Whitepapers

5. Membership Report – David M

ELITE Membership Secretary Report - 26 November, 2019.

1. The latest membership matrix showing the numbers of members is to be supplied by HQ.
2. Jacqui Hogan and Dave Miller met with Holly Porter and Jonathan Jeffery on 24 October, 2019, to discuss the difference in membership numbers since the introduction of Salesforce and whether BCS membership must in the future become a mandatory pre-requisite for ELITE membership. The summary points resulting from this meeting are as follows:
 - 2.1. Holly explained how the BCS was also considering a more inclusive approach perhaps offering incentives for lapsed members to re-join, a new subscription rate for retired people, a supporter category, and (on a case by case basis) Honorary Fellowship. In this way anyone with any kind of interest in what we do from regular attendees to the most eminent can become more involved.
 - 2.2. HQ will attempt to establish whether lapsed BCS members who make up the difference in the number of ELITE members are in fact still active in the industry so that they could be approached can be re-engaged in membership of the BCS.
 - 2.3. On a broader scale there was discussion as to how the leadership group could play a critical role in the new beginnings programme. HQ would be keen to collaborate in the IT white paper initiative including providing journalistic input and the action was for Jacqui will put Holly and Jonathan in touch with the ELITE committee members taking the lead on the two papers currently planned. We raised the prospect of a flagship BCS event for IT management and Holly agreed that there was a gap here where more could be done.
 - 2.4. All were agreed that there was a need for professional video capability as a means of reaching more of the membership, including what was a growing overseas contingent. This is under consideration and ideas were coalescing around low cost approaches except for high profile events but all with consistent BCS branding.
 - 2.5. Finally, Jonathan reported that the ELITE membership application process was working well and there had been no occasion to raise any applications supported by CV since the last time we had spoken.

3. The role of the ELITE Membership Secretary has changed and the activities should be reviewed to see if any now apply to this role or if the role can be dispensed with. The suggested duties of the Membership Secretary, as on the member group committee roles web page are set out below and some are now in conflict with GDPR guidelines:

Membership Secretary

Must be a professional member of BCS (MBCS/FBCS).

Welcomes new members and distributes information on forthcoming events and other introductory information.

Encourages individuals who have enquired about membership to join, and provides them with information about the Member Group and forthcoming events.

Co-ordinates the recruitment of IT professionals at member group events and through other methods.

Records events attendance and writes up reports.

Retains event attendance sheets (sends a copy to Member Groups Team) and co-ordinates a list of non-member attendees.

Uses member data provided on the group committee secure area.

Maintains a 'database' of these key contacts to facilitate the distribution of publicity material and other information.

Must comply with BCS Data Protection Guidelines.

David would like to step down from his role if it is to continue but will be happy to pass on what is known to successor if one is appointed.

6. Committee Election results – David M

- These were held according to the published timetable.
- Five members of the committee had reached the end of their term of office. These five were the only nominations.
- Jacqui Hogan met all of the requirements and is duly re-appointed to the committee.
- The other four nominees didn't submit a statement, photograph and BCS membership number by the closing date.
- As in previous years the committee could, if they were willing, co-opt those four people for a further year but that would mean that in 2020 there will be nine people who will have reached the end of their term out of the total of fifteen committee members.
- Instead, as they offered themselves for re-election, were proposed and seconded according to the rules, and there was no need for an election, it has been agreed with HQ that we put the following resolution to the committee for approval:

“The committee is asked to approve the re-appointment of Stephen Allott, Shakeeb Niazi, Dr Jon Hall, and Dalim Basu, to the committee for a further three-year term, if they are willing.”

The remaining task is to announce the results of the election once it has been decided by the above resolution.

NEW RESOLUTION PASSED

Jacqui to confirm with Stephen if he wishes to be re-elected.

7. Committee roles next year – Jacqui & Phil

Discussion around the role and what it would entail post-Phil.

Volunteer:

- Events Coordination: John McCarthy including emails to list server
- Events Marketing: Phil / Shakeeb continue with publicising events (Dalim and Shakeeb work out join event messages).

Jacqui formally proposed Phil Crewe as Chair. John McCarthy

All thanks Jacqui for her work and thanks are duly recorded.

All also thank the Regional Chairs for their work – duly recorded

Academic Liaison - Jon Hall

Inclusion Officer - Jacqui Hogan

Secretary – Ian Golding

Membership Secretary to evolve in to Membership Recruitment role – including leadership re the branding

Review potential role for: Content Coordinate (Jacqui / Phil) and Ibukun offered time to create content ie writing etc

8. Constitution review - Jacqui

Expect more input by next meeting

9. Upcoming Events – Phil

Please find below the latest list for events currently planned for the remainder of 2019, along with committee meetings and room bookings.

London and Reading Events run in October and November were well received. Northern events were run in Manchester and Leeds, with a Birmingham event due tomorrow.

Anyone with further ideas please log these in Basecamp. Any questions, comments, feedback and suggestions are welcome – please send to pcrewe.elite@fpcs.co.uk.

ELITE – Events List**Author: Phil Crewe****Date: 25 November 2019****Version: 10.12 (2019)**

Jan 22 2019			Committee meeting		COMPLETE
Jan 22 2019	Jacqui, Shakeeb, Haiyan, Phil		Mentoring 1 – introduction and basic skills, signposting layout a mix of theatre and tables		CANCELLED due to lack of numbers Run on March 13 TBC
<i>Feb 4 2019</i>	<i>Shakeeb</i>	<i>London</i>	<i>Joint event TBC</i>		COMPLETE
Feb 5 2019	John McCarthy		AGM follow-up – virtual event		CANCELLED
Mar 7 2019	Chris Cahill/4IT Recruitment	Leeds	Blockchain – Can you afford to ignore it?...		COMPLETE
Mar 13 2019	Jacqui, Shakeeb, Haiyan, Phil	London	Mentoring 1 – introduction and basic skills, signposting layout a mix of theatre and tables		CANCELLED
Mar 14 2019	Chris Cahill/4IT Recruitment	Manchester	Blockchain – Can you afford to ignore it?...		COMPLETE
<i>April 1 2019</i>	<i>Shakeeb</i>	<i>London</i>	<i>BCS Entrepreneurs Thought Leadership - TBC</i>		
April 3 2019	Mike Buckland	Reading	How can Technology keep Businesses Agile Post-Brexit?	https://www.eventbrite.co.uk/e/how-can-technology-keep-businesses-agile-post-brexit-	COMPLETE

				elite-tickets-55901250144	
April 16 2019			Committee meeting		
April 16 2019	Jon, Haiyan		Mentoring 2 – career mentoring – Old and New Millennials layout a mix of theatre and tables		CANCELLED
June 11 2019					CANCELLED
<i>July 1 2019</i>	<i>Shakeeb</i>	<i>London</i>	<i>BCS Entrepreneurs Thought Leadership - TBC</i>		NO INFO
July 4 2019	Chris Cahill/4IT Recruitment	Leeds			COMPLETE
July 22 2019			Committee meeting	[date re-arranged from 23 July]	
July 22 2019	Shakeeb, Ian		Mentoring 3 – entrepreneurial mentoring layout a mix of theatre and tables		CANCELLED
Sept 11 2019	Dalim, Jacqui		President's Speech	Being organised by North London, Dalim	COMPLETE
Sept 18 2019			Committee meeting	[date re-arranged from Oct 1]	
Oct 1 2019	Chris Pinnock		Garry Prior – Negotiate like a Pro(duct Manager)	TBC – abstract and photos by early-Aug	COMPLETE
Oct 16 2019	Mike Buckland	Reading	Security: break the people, break the organisation		COMPLETE
Oct 29 2019	Chris Pinnock		Paul Morrissey	TBC	COMPLETE
Nov 14 2019	Chris Cahill/4IT Recruitment	Leeds			COMPLETE

Nov 18 2019	Phil Crewe	London	PA Consulting	Helping businesses go green	COMPLETE
Nov 21 2019	Chris Cahill/4IT Recruitment	Manchester			COMPLETE
Nov 27 2019			Committee meeting		
Nov 27 2019					CANCELLED – PA event replaced
Nov 28 2019	Chris Cahill/4IT Recruitment	Birmingham			
Dec 17 th	ALL – AGM	London	AGM – and discussion		VIRTUAL
Jan 28 2020	Chris Pinnock	London	Jo Drake - CIO Retail, The Hut Group – topic TBC	Jo Drake - CIO Retail, The Hut Group – topic TBC – bookings and arrangements to be completed	ROOM BOOKED
March 9 th 2020	John McCarthy	London	Paul Vixie – topic TBC		Room requested

10. AOB

- **Committee attendance at events (Chris)**
 - Cttee to attend 2 events per year
 - Free code to be available so committee do not have to pay to attend

- **Should we continue to use Basecamp or email etc?**
 - Need to keep using Basecamp for now - anything better?

- **White paper**
 - Jeremy could not raise Paul but has picked up an AI subject
 - BCS sees this as an important issue - ethics based
 - Slush - see his email - trusted solution "mark"
 - Need research to understand whether this was acceptable - proposal for a white paper
 - Jeremy to propose something to the committee
 - Chris Pinnock to share form - emailed from Jacqui - forward last proposition for white paper
 - Tie in Algirdas event - and a virtual event ?

- **Formal thank you to Jacqui for Chairing the BCS ELITE committee**

Next committee dates

- 28th Jan for next Cttee meeting 4pm to 6pm