

## Minutes of the BCS ELITE Committee 28<sup>th</sup> Jan held at HQ and by GoToMeeting

**Present:** Jeremy Acklam, Dr David Miller, Emmanuel Ojo Ademola, Dr Jon Hall, Dr Chris Pinnock, Dr John McCarthy, Phil Crewe, Shakeeb Niazi, Dalim Basu

**Apologies:** Ian Golding, Jacqui Hogan

### 1. Minutes of previous committee meeting (Phil Crewe)

**ACTION** - JH pointed out that regional organisation heads should be thanked alongside Jackie in the minutes. **IG**

Other than this point the minutes were accepted with no redactions.

### 2. Chair's report (Phil Crewe)

a. Jacqui will ensure that Phil is invited to the Community Board who along with Algirdas Pakštas will provide ELITE representation on the board. Phil will report back at the next meeting in March

b. The ELITE constitution work has not progressed over Christmas but as a result there is still time to provide feedback.

**ACTION** – Provide any feedback on the constitution to Jackie as soon as possible. **ALL**

c. The ELITE committee remains much as is. Four members needed to stand for re-election and three have successfully been re-elected. Attempts by Jacqui to contact the remaining member Stephen Allott have not been successful. It was pointed out that Jacqui had some issues with e-mail recently and so it was decided to make one final attempt by telephone before assuming that Stephen does not want to continue.

**ACTION** – Attempt contact with Stephen Allott via telephone to determine committee interest. **PC**

d. It was noted that the committee members need to ensure they are contributing to the workload of ELITE

e. Whitepaper – it has been identified that BCS resources may well be available to assist with writing of the paper. Contact with Paul Morrissey has been limited due to his availability. Jeremy Acklam has offered assistance with the work.

**ACTION** – Re-engage Paul Morrissey and come back to Phil by end of the week on progress. **JA**

f. Mandy Bauer has been asked to check the membership of the ELITE Committee mailing list.

### 3. Treasurer's Report (Chris Pinnock)

The financial position has not changed since the AGM, so the figures reported there were represented. In order to get the funding for Whitepapers, we need to get moving to apply for the funds via the SPR process. The treasurer urged that we move faster if we want this funding.

JH suggested that we look at ways of recognising the sponsorship from 4IT and others in the books. Although this will not have an overall material affect to the numbers, it may give the sponsorship visibility.

**ACTIONS** – 1. Are we able to recognise the sponsorship on the books with 4IT and other partners? 2. Are we able to recognise the time of participants in the work of ELITE? **CP** to check with HQ.

See Appendix 1

#### 4. Membership Report (David Miller)

DM has produced a report of membership available on Basecamp showing the number of ELITE members reducing by 792. The reduction is due to lapse of BCS membership. The BCS are removing members, even though ELITE membership can be maintained without BCS membership.

The data is being migrated from Catalyst to Salesforce and until this migration is complete it will be difficult to get a full picture. But BCS HQ are unable to tell us why memberships have lapsed. It was suggested that GDPR opt-in may be causing an issue with contacting members.

Currently it is believed that there are 2606 ELITE members and 1635 LinkedIn ELITE group members. On the ELITE non-BCS members list there are 29 people. JH commented that these 29 have contributed a great deal to the ELITE work.

DM confirmed that there had been one direct application to ELITE which had been considered with Jon Jeffery but rejected. DM asked for confirmation of who should be receiving these applications going forward considering the change of approach to membership. It was universally agreed that DM was the right person to continue.

The number of new members of ELITE is small. There has only been one recently, however the number of Fellows is increasing substantially. Need to check whether the new Fellow communications still include the section on ELITE eligibility.

**ACTION** – CP to ask a recent fellow Paul Morrissey whether ELITE was mentioned in his comms.

**ACTION** – DM to confirm the content of the new Fellow communications with BCS HQ

#### 5. Events Report (Phil Crewe)

PC updated us on the current events pipeline. Unfortunately, today's event (Jo Drake) had to be cancelled due to concerns over travel whilst the Coronavirus situation is unknown.

**ACTION** – Reschedule the Jo Drake event and feedback to Jo that the event would have had potentially 100 attendees **CP/JMcC**

Paul Vixie is planned for the week beginning 8<sup>th</sup> March. The date needs to be confirmed and the room booking changed if not the 9<sup>th</sup>. **ACTION** - JMcC

Another event is being planned by Jon Hall in April or May. **ACTION** – JH to provide details.

Peter Taylor, who writes books on project management, has been contacted by CP and he is happy to do an event. JH is also aware of Peter. **ACTION** – CP to forward details to JMcC

JH suggested that we reach out to CIOs and similar who have recent publications to see if they want to give talks around the material. **ACTION** – all to feedback to JMcC with potential event ideas. ALL

JA attended the recent BCS video event. The BCS has adequate equipment to stream or record events. CP pointed out that some speakers would be unable to participate in a streamed event. DB has experience in recording events. It was agreed that we would dry run recording an event and that:

**ACTION** JMcC would approach Paul Vixie to see if he would be prepared to be recorded (even if we do nothing with the result).

**ACTION** – JA to setup the video facilities via BCS HQ for this event and future.

#### 6. Any other business

There was no other business raised at the meeting.

#### 7. Next meeting

The next meeting is planned to occur on the same day as the Paul Vixie talk which will be held at BCS HQ on the week beginning 8<sup>th</sup> March. Date to be confirmed.

## Appendix 1 – Treasurer report

### End of year position 2018-2019

- Little spend
- Very little income
- Lack of events/activity to cause budget spend
- Balanced at +1209

Report for ELITE committee		Date	16/09/2019			
	Code	Line Item	Budget	Income	Outgoing/Spent	Left
Spend	3010	Travel/Subsistence	2,100		0	2,100
	4110	Room Hire	1,500		2,301	(801)
	4130	Speakers expenses	2,075		0	2,075
	4150	Catering	4,725		727	3,998
	4931	EventBrite	0		14	(14)
	4210	Seminars and Conferences	0		237	(237)
	4900	Other	100		161	(61)
		Rollover from 2017-8 SPR	115			
Income	1704	Sponsorship	(4,500)	0		(4,500)
	1708	Events Registration Fees	(1,500)	149		(1,351)
		<b>Total Expenses Budget</b>				7059
		<b>Total Income Budget</b>				(5851)
		<b>Balancing</b>				1209

### Budget 2019-2020

We successfully secured the full budget requested on the basis of a programme of suggested Events and White Papers

Our requests to fund White Papers will need Special Project Requests to secure the budget

Our current events plan is well within budget.

We have a committee member working towards our first White Paper

Report for ELITE committee		Date	16/09/2019			
	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		0	1,200
	4150	Catering	2,400		0	2,400
	4931	EventBrite	0		0	0
	4210	Seminars and Conferences	0		0	0
	4900	Other	0		0	0
Income	1704	Sponsorship	(1,500)	0		(1,500)
	1708	Events Registration Fees	(450)	0		(450)
		<b>Total Expenses Budget</b>				5600
		<b>Total Income Budget</b>				(1950)
		<b>Balancing</b>				3650
SPR		Whitepapers	1,600			1,600
		<b>Total</b>				5250

### Positions as of November

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		(1,500)
	1708	Events Registration Fees	(450)	261		(189)
		<b>Total Expenses Budget</b>				5113
		<b>Total Income Budget</b>				(1689)
		<b>Balancing</b>				3423
SPR		Whitepapers	1,600			1,600
		<b>Total</b>				5023