Minutes of the BCS ELITE Committee 9ᵗʰ Mar held by phone

Present: Jeremy Acklam, Emmanuel Ojo Ademola, Dalim Basu, Phil Crewe, Dr Jon Hall, Jacqui Hogan, Dr David Miller, Dr Chris Pinnock
(Not all were present at all times, so it should be assumed that the meeting was not consistently quorate, requiring 8 attendees)

Apologies: Ian Golding, Dr John McCarthy, Shakeeb Niazi, Mike Buckland

Non-attendees: Ibukun Adebayo, Stephen Allott, Algirdas Pakštas, Haiyan Wu

1. Minutes of previous committee meeting (PC)

The minutes were accepted with no redactions.

ACTION – Publish on BCS web. **PC** to ask Mandy

2. Chair's report (PC)

a. PC confirmed he is now included in Community Forum

b. Constitution – JaH confirmed that she will have a draft ready for circulation prior to next meeting, for discussion at that meeting. It was agreed that JaH could add to the constitution a standard term that If people fail to attend 3 consecutive meetings they can be removed.

c. The committee agreed that, following contact being unsuccessful, Stephen Allott should be assumed to not be part of the committee for communications. We will vote on formal position (temporary removal from the committee) at the next meeting when we hope to be quorate.

ACTION – Contact Mandy for Stephen's removal from the mailing list, and from Basecamp. **PC**

d. It was noted that the committee members need to ensure they are contributing to the workload of ELITE. The expectation is that all committee members organise at least one event.

e. Whitepaper – JA said that he had been unable to contact Paul, and that the phone number he had did not work. PC/CP to try to facilitate contact.

ACTION – Re-engage Paul Morrissey to try to connect with JA. **PC/CP**

f. PC introduced his vision for moving forward with BCS ELITE. Increasing usefulness and perception, and some focus on a keynote high profile event. Consensus was to

push forward with profile event and also raising profile. JA raised the point (and it was agreed) that we should consider any name change for ELITE prior to such a marketing push.

We have already started with "The Computing Leadership Forum". We could consider dropping the "ELITE" name and focussing on this, and then maybe dropping "Computing" (but potentially focussing on "BCS") at a further future point.

ACTION - We should engage the BCS HQ – get them to be part of the decision. Propose that committee vote to change name at next meeting, following a further discussion. **David Miller** to progress.

ACTION - We should continue to develop a high profile event with BCS HQ. **David Miller** to progress

g. Coronavirus has caused a second event cancellation and we should assume it will continue for some time.

> We should consider switching to webinars for events given current coronavirus and cancellations. JaH has done this with unconscious bias presentation. This could help speakers on travel – we would need London to assist.
>
> We should focus on a speaker and remote audience only, not including attendees in an auditorium.
>
> JaH would be happy to host one event in this way.

> **ACTION - JaH** to help with what went well, what didn't.
>
> **ACTION – PC** to contact Mandy to consider what needs to happen for arrangements.

h. JonH presented the paper he created following the AGM, and it was discussed.

> We should have a page for the group where we release documents. LinkedIn was suggested as the location for a discussion. If posted, then committee should commit to commenting on the paper.
>
> JonH to do an online version of this to see how it looks
>
> JaH has started a few discussions on there – her advice is to make it controversial – we should commit to helping.
>
> We could market to Fellows who are not ELITE members – we could send a message to all Fellows via Mandy
>
> JonH will publish over the weekend

> **ACTION: JonH** to publish over the weekend
>
> **ACTION: PC** to ask Mandy how to market this to Fellows to solicit potential ELITE membership.

Treasurer's Report (Chris Pinnock)

Most of the discussion concerned 20/21 budget

i. We should commit to 3 or 4 really good events but also commit to repeated publicity – especially traditional channels (email)

j. We should also combine with joint events and webinars – suggestion was to put something in budget for joint events

k. We will assume the two Reading events are free
l. We should follow up on use of Hut Group premises for 4IT, however this may prove difficult with Coronavirus position. This is unlikely to change quickly
m. Sponsorship – realistically assume none
n. White paper next year – need a volunteer to start on that – JaH will lead on a white paper, but be aware not everything should be JaH's task. JaH to get a paper title to CP prior to budget deadline (1 week).

ACTION – paper title from **JaH** to CP

ACTION - **All** – please send CP topic title for events in order to add substance to budget request

o. 4IT – a committee member should commit to attend the events and lead/introduce plus market both BCS and ELITE. Budget to contain a line item for travel to cover this.
p. Feedback indicates their events are generally good.
q. BCS to provide some marketing materials, for example a video of what you get when you join that they play at the start
r. Budget should also have some money that can be used for event marketing – maybe a small amount per event.

ACTION - CP to put numbers into the budget spreadsheet and then this to be discussed

Major event discussion with BCS (DM)
s. See DM paper on Basecamp
t. David's proposal is a studio format livestream, BCS chaired, plus discussion forum – to promote to CIOs
u. Post coronavirus we could go for a large face-to-face gathering
v. Whilst BCS perceive Insight conference as a leadership event, in practice it is not geared for ELITE audience, and therefore we need something else
w. On Thursday, PC to get an introduction to Holly (with JaH assistance)

Other reports

Were not reviewed as time exhausted

ACTION – There were issues with GoToMeeting that **PC** should take up with BCS London

Next meeting

ACTION - PC to organise virtual meeting on either April 15th, or w/c April 20th (not 21st or 22nd)