

## BCS IT Leaders Forum Committee Meeting – 06 July 2020

**16:00 – 18:00**

### **Attendees:**

- Phil Crewe (Chair and Minutes)
- Jacqui Hogan
- Dalim Basu
- Chris Pinnock
- David Miller
- Emmanuel
- Haiyan
- Jeremy Acklam
- John McCarthy
- Jon Hall
- Shakeeb Niazi

### **Apologies:**

- Ian Golding

### **1. Welcome (Phil)**

### **2. Previous minutes and matters arising (Phil)**

See document “PPC v2 ELITE\_Minutes\_15\_Apr\_2020 - IMGDRAFT”

No comments. Accept changes in the document and forward to Mandy to post onto web site

Actions from Minutes:

- Phil Crewe to pick up with Mandy (as currently unavailable) [**DONE**]
- Jeremy Acklam to keep up his engagement with Paul Morrissey re white paper creation. [**CLOSED**]

### 3. Chair's report (Phil)

- **ACTION: Phil** to forward output from July 1<sup>st</sup> event (Joint with OU) to John McCarthy
  - **COMPLETED** – downloaded all and posted in Dropbox and Basecamp as “Output 1July2020 ELITE and OU.zip”
- Request to investigate use of LinkedIn for member communications
  - Request for someone on committee to try to help lead LinkedIn engagement with members. Potentially a mechanism to keep interactive communications with members, but it needs someone to lead this, including developing ideas.
    - **ACTION – ALL** to consider whether they want to volunteer for this leading role and let Phil know.
  - Jacqui, Dalim and Shakeeb will look into our use of LinkedIn
    - **ACTION – Dalim** to share his July and August events
    - **ACTION – Jacqui, Dalim and Shakeeb** to decide if any could “provoke” a LinkedIn discussion
  - David also suggested polling members for their ideas and speaker volunteers
  - Suggestion to think about using LinkedIn to facilitate 6 or 7 members who have a common subject area to be able to discuss
    - This could lead to a paper
- Overall improvement in member engagement
  - This is a topic we have discussed in the past. Please everyone think and suggest how we can improve our engagement with members.
  - Could the email list be used to drive people to LinkedIn for further discussion on topical subjects?
    - Potentially short survey to members
    - Pick 3 topics

- Move to LinkedIn for discussion/development (see and linked to above)
- BCS & IT Leaders Forum future major event
  - See document “BCS IT Leaders Forum Review of Website content” (slide 4)
  - Given the activity likely to be needed in organising the event with the BCS, can 2 or 3 committee members commit to help. At the moment this is likely to be help in marketing effort, speaker organisation, other logistics and also other activities as needed.
    - **ACTION – ALL** to consider whether they want to volunteer for one of these roles and let Phil know.
    - **THEN ACTION: Phil** to convene this working group to identify speakers and other activities
- Name Change Discussion
  - See document “BCS IT Leaders Forum Review of Website content” (slide 2)
  - **ACTION: Phil** to delete the LinkedIn group “ELITE/PROMS-G” [**DONE**]
  - **ACTION: All** to feedback to David or Phil if there is anything missing from the list of items needing attention following the rename.
- Terms of Reference and Membership Criteria
  - See documents “BCS IT Leaders Forum TOR v0.5” and “Criteria for Membership of BCS IT Leadership Forum V1”
  - See document “BCS IT Leaders Forum Review of Website content” (slide 6)
  - Amendment to 6.4 – quorum set to 5 people.
  - Amendment to 6.1 – make clear the 15 committee members would include the 3 co-opted members
  - Amendment to 6.1 – remove the 10 member minimum as the quorum gives a minimum number of 5
  - Addition required – process for appointing officers of the committee.

- **ACTION: Jacqui** to take previous wording and either pass to David or make suggestions for wording and then pass to David.
  - **ACTION: David** to make the remaining amendments to the document
  - It was noted that this now makes clear nominations to BCS IT Leaders Forum needs three committee members and not three members as was previously stated.
- Website review and changes
  - See document “BCS IT Leaders Forum Review of Website content” (slides 8 and 9)
  - Agreed to do the changes as suggested by David
  - **ACTION: ALL** to meet the following process:
    - David to circulate the proposed pages for comment by 10/July
    - All to feedback to David by 14/July
    - David to amend as needed and give to web team by 17/July
- **Formal “thank you” to David for the work he has done on all of the topics above.**

#### 4. Treasurer’s Report (Chris P)

- See document “BCS Elite 20200706 Treasurers report”
- Decision that we should not progress an SPR to release funds for a white paper, but instead concentrate on output from 1<sup>st</sup> July event

#### 5. Events Report & Discussion (John McCarthy)

- Feedback from 1<sup>st</sup> July event with OU
  - Successful, technology worked well, 107 attendees
  - Jane (OU) is willing to help with setting up future events
  - Suggestion is twice per year

- **ACTION: Jon and Jacqui** – official thanks to be passed back to OU organising team for their work
- Next event
  - Potential thought for first topic – remote working during Covid-19, short presentations and questions.
  - Suggested date – Tue 11/Aug. 1800 start for 90 mins.
    - 3 speakers – Shakeeb can supply 2, and John McCarthy 1.
    - **ACTION: Shakeeb** to check on potential speakers
    - Running order will be
      - Intro – Phil
      - Speakers
      - Q&A – Shakeeb or John McCarthy
  - Question on underpinning technology – GoToMeeting or Zoom.
    - **ACTION: John McCarthy** to check with BCS
  - **ACTION: Jacqui** – to talk to BCS team offering to write up events to see if this can be done for this event
  - Suggestion – record the event
  - **ACTION: Jacqui and Shakeeb** to suggest 2 more topics for Sept and Oct
  - Assume all events for the rest of this calendar year are virtual

## 6. Membership Report

- See document “membership - BCS IT Leaders Forum 1 July 2020”
- **ACTION: David** to talk to Jon Jeffrey in the next week or so to understand the data as presented especially regarding whether IT Leaders Forum members are being lapsed when they lapse from BCS. Our membership is for life and does not depend on BCS membership.
- The move from Catalyst to Salesforce seems to have slowed/stalled. Jacqui can raise this at Community Board in August if needed.

- **ACTION: David** to let Jacqui know if question needs to be raised

## **7. AOB**

## **8. Date of next meeting**

- 11/July 16:00 to 17:30