Minutes of the BCS L&D SG Committee Meeting
Held on Monday October 16th, 2017
Renaissance Hotel, Heathrow

Agenda

1) Welcome and apologies (Kevin)

2) Minutes of previous meeting (ALL)

3) Matters Arising

4) Finance Update (Mark)

5) Update on new committee members

6) Events Schedule

7) Membership report

8) Inclusion and Diversity

9) Any other business

10) Date of next meeting (20th November)

Minutes

1. Attendees

	Action by
Present: Kevin Streater, Gary Thornton, Michelle Kaye, Marwan Alnaghi, Mark Palmer, Karen Howard, Sue Martin	
Apologies received: from: Bruce Nicholls, Ismini Vasileiou, Ken Gaines	

2. Minutes of previous meeting:

	Action by
The minutes of the 18/9/17 meeting were approved	

3. Matters arising:

	Action by
It was noted that we had 31 in the room for the AGM	

4. Finance update

	Action by
We applied for an allocation of £16,000 but have only been granted £10,800	

BCS Finance Committee have changed some rules so we will need to rework within the new framework. Mark has been told by BCS to raise SFRs to cover Learning Technologies next year (31 Jan & 1 Feb).	MP
The possibility of some contribution from BCS L&D Ltd has been discussed with them and will be followed up.	MP
SFIA Foundation had expressed an interest in making a contribution to the stand at LT18. This will be followed up and reported back at the next meeting.	KS
There is a Treasurer/Chair convention at BCS on 2nd November when we should hear more about BCS 2018 plans.	MP/GT

5. New committee members

	Action by
Karen Howard and Sue Martin have joined the committee. We welcome them.	

6. Events schedule

	Action by
The main topic of this meeting was around Learning Technologies 2018 Michelle has previously emphasised that we need to decide firm plans for what is required or we will miss the lead-times.	
It was suggested that a couple of committee members should arrive the day before the exhibition to unpack and set the stand up. This was agreed.	MA/MP
We will approach BCS membership & BCS L&D Ltd to see if they wish to help man the stand.	KS
A rota will be drawn up to show who is to man the stand in half day slots. We agreed that KS would not be allocated a slot as he is better utilized making contacts with other exhibitors that can benefit BCS & the SG.	MK
Michelle suggested that badging would be the same as this year	MK
It was noted that LPI are having the stand next to BCS and that we should develop some ways of helping to maximize footfall by ensuring we sent people between our stands.	KS/MK
Some ideas were suggested around the table and are listed below. • The stand will have 5 backwalls so we have the ability to promote BCS and L&D SG • There is, apparently, a L&D SG banner so we will try to track it down. • The competition worked well last year so we will run one again. • The 'wall survey' worked well so we will do that again. • We should have some 'pre-packed' publicity material in L&D bags, Michelle will investigate. • BCS membership forms on the stand – would BCS membership like to be there?	All

• Memory sticks with useful L&D/BCS information. • Marwan & Karen to look at the Volunteer Portal to see what other materials may be possible and report back to Michelle We will make a list of ideas which we would like to implement and give it to Michelle at the next meeting.	
Michelle will then approach Mandy Bauer to see what is actually possible.	MK/MB
We agreed it would be very good to have some BCS books for sale on the stand. These could include: • The Computing Teacher's book • Computational Theory • Publications on competencies This, however, raises some issues: • Logistics of getting any left back to BCS, as the stands need to be cleared immediately after the close of the show. • We are not registered for taking money for the books sold. KS to follow up with BCS to see what is possible.	KS

7. Membership report

	Action by
The Membership report was presented at the AGM which immediately preceded this meeting.	

8. Equality, Inclusion & Diversity

	Action by
Ismini is now our EI&D person and is keen to bring some events down to the south west.	

9. Any other business

	Action by
None	

10. DT&P of next meeting

	Action by
Mon, Nov 20th 7:00 PM - 8:00 PM GMT Please join the meeting from your computer, tablet or smartphone. https://global.gotomeeting.com/join/954343637 You can also dial in using your phone. United Kingdom: +44 20 3713 5028 Access Code: 954-343-637	