

**Minutes of the BCS L&D SG Committee Meeting  
Held on Monday 17<sup>th</sup> February 2020  
GoToMeeting @19:00**

## **Agenda**

- 1) Welcome and apologies (Kevin)
- 2) Minutes of previous meeting (ALL)
- 3) Matters Arising
- 4) Finance Update (Mark)
- 5) Events Schedule
- 6) Membership report (Gary)
- 7) Inclusion and Diversity (Ismini)
- 8) Any other business
- 9) Date of next meeting (16<sup>th</sup> March 2020)

## **Minutes**

### **1. Attendees**

	Action by
Present: Kevin Streater, Michelle Kaye, Mark Palmer, Adil Fathelrahman, Ken Gaines, Gary Thornton	
Apologies received: from: Ismini Vasileiou, Charles Ryder	

### **2. Minutes of previous meeting:**

	Action by
The minutes of the previous meeting have not been typed up yet due to Gary being on holiday last month. Michelle recorded them so they will be transcribed in the near future.	GT

### **3. Matters arising:**

	Action by
Kevin asked if anyone was able to attend the BCS event in Birmingham on March 19 <sup>th</sup> . Gary said it might be possible, although unlikely, for him to attend.  We need a new banner. Michelle will double check with Mandy. Mark said that they were not expensive so we could buy our own for a budget of under £100. Kevin said that we should try the official BCS route first.	MK

#### 4. Finance update

	Action by
We haven't spent any of the budget yet. Mark is going to a Finance meeting later in the week. Kevin pointed out that the financial year ends in August. Mark is working on the basis that we have £1,800 remaining, although there is some confusion in the way the information is presented, and he should have more information after the meeting..	MP

#### 5. Events schedule

		Action by
Apr	<p>The date for the Bristol event is agreed as 22<sup>nd</sup> April.</p> <p>There will be 4 x 20 minute sessions, two already have speakers nominated, two are still to be sorted. Mark and Ken can put a slot together on apprenticeships.</p> <p>Mark has spoken to someone from Global Knowledge who can do a slot on Finance.</p> <p>Kevin suggested that Richard Lester would talk about RITTech.</p> <p>We need to agree the details with Bristol Branch before the next committee meeting.</p> <p>Michelle asked for information to be sent to her asap so she can get publicity set up.</p> <p>A discussion on template content took place. Michelle updated the event template on Excel and saved it to the shared OneDrive. The link was posted in the comments.</p> <p>Kevin suggested that it needed to be completed and sent to Bristol within the next week or so. Mark will confirm with Bristol.</p> <p>Kevin will let L&amp;D Ltd know about the event.</p>	KS, KG, MP, All
Jun	<p>Mark and Kevin said that we had been discussing running the same event in Chester in June. Charles has the contacts with the Branch.</p> <p>Gary said that once it had been proven to work, he would explore running it with West Yorkshire later in the year.</p>	CR GT
	<p>We discussed the Member Group Convention on 12<sup>th</sup> March. Mark is going, Ken said that he could make it and he would put it in his diary.</p> <p>Gary said that he was a possibility if needed, Michelle said that she would be available as she is based in London.</p>	MK, KG MK

#### 6. Membership report

	Action by
Gary reported that he had not asked for an update this month but said that at the AGM L&D SG had 1536 members, of which 1312 were BCS members, 144 were non-BCS.	GT

Gary said that we appeared to have 49 new joiners and only 8 leavers in the last 6 months but we could now only access summary data due to GDPR so he could no longer better detail.	
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## 7. Equality, Inclusion & Diversity

	Action by
<p>The committee believes that we are demonstrating good practice in this area.</p> <p>L&amp;D SG is international and has members from different countries and ethnic groups. Gary highlighted that, due to GDPR again, we don't see the Male/Female or UK/non-UK split any more so we don't really know how diverse we are.</p> <p>We ensure, as far as possible, that dietary requirements are met at meetings.</p> <p>We ensure disabled access to meetings.</p>	All

## 8. Any other business

	Action by
BCS Council elections are imminent, Kevin encouraged the committee to vote.	All
<p>Kevin encouraged the committee to participate in the BCS Community Basecamp discussions. He said that BCS management are very active in the groups and would like to see more participation. Gary suggested that those BCS managers would have more success if they had told us about it.</p> <p>Gary will chase up with Mandy</p>	GT
BCS are organizing monthly briefing webinar from the Member Groups team. The March event will be presented by the Chief Exec of BCS. Kevin has seen an invite, nobody else is aware of these. Kevin will feed back to BCS.	KS
Kevin asked if new meeting invites could be sent out. Gary said that he had sent out a full list of dates for 2020 to the committee and knew nothing about the invites. Kevin said that he would look into sending out new invites.	GT
Michelle put early apologies in for April as she will be in USA	GT
Michelle asked about the recorded events on Youtube. Kevin reported that these have to now go onto Panopto and only Mandy can post to Youtube now. He has an account but nobody else in the committee has one. Michelle should chase up Mandy for an account.	MK
Michelle will email Mandy about the available options for 'goodies' for any SG events	MK

## 9. DT&P of next meeting

	Action by
Date 16 <sup>th</sup> March at 7pm	GT

