Minutes of the BCS L&D SG Committee Meeting
Held on Monday 21st September 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 (19th October 2020)

Minutes

1. Attendees

	Action by
Present: Michelle Kaye, Mark Palmer, Gary Thornton, Ismini Vasileiou	
Apologies: Charles Ryder, Adil Fathilrahman, Kevin Streater, Ken Gaines, Dawn Hewitson	

2. Minutes of previous meeting:

	Action by
The minutes were read and approved	None

3. Matters arising:

	Action by
Mark did a joint event with Wiltshire Branch, 18th August, on "Digital apprenticeships how they can benefit the IT industry"	None
30 people showing on booking list	
It should be recorded and we will put a link to it.	
We have not seen the recording yet so we may need to chase up the Wiltshire Branch	KS, MP
The webinar with Ian Sewards "SFIA – From a good idea to a global phenomenon without trying" took place on 25th August.	None

This was recorded, Gary has a copy. Kevin normally finalises and edits these but Gary & Ismini have the capability to edit videos if needed.	KS
Committee webpage modifications still required Charles, Ken, Dawn – bios required Mandy requested to remove Sue entry and GT email sentence	GT

4. Finance update

	Action by
We have spent £218	MP
We have a 20/21 budget of £1,456.61	MP

5. Events schedule

		Action by
Rest of the year	We continue to look at more webinars now that physical meetings are on hold. The webinars will be for 1 hour, either 6-7pm or 7-8pm.	All
Sep	29th September, 'How a training organisation has adapted in the wake of Covid by moving to remote learning' 55 people booked for this, tweets are going out. This will be on Zoom and BCS have the link to this. Henry will record it and let us have the recording.	MK
Sep	We have now sent over 2500 tweets since we started the Twitter account	MK
Oct	T-Levels with Rebecca George for the AGM. 27th October at 7PM. We have 48 clicks for her webinar	KS All
Oct	We need to start planning next year's events	All
Nov	24 Nov – LPI presents using LPI learn to support the Capability Map MK awaiting bios	MK
Dec	Dawn – eSports. Michelle will contact Dawn to see the current state of play.	MK
	Kevin's talk on apprenticeship standards may be used as a 'fill-in' if required.	
Jan	Online Conference – around September 2021	All

	We will discuss the conference further next month	
	Michelle has an ambition to have 3 webinars advertised at the same time so any other suggestions will be considered	All

6. Membership report

	Action by
Last month's figures from BCS show 642 on Catalyst and 583 on Salesforce.	GT
According to Salesforce the SG has had 35 new members in the last 12 months and 59 people have left.	
Total membership is therefore reported as 583+642=1235	

7. Equality, Inclusion & Diversity

	Action by
The committee believes that we are demonstrating good practice in this area.	All
L&D SG is international and has members from different countries and ethnic groups. We ensure, as far as possible, that dietary requirements are met at meetings.	
We ensure disabled access to meetings.	
We are having good discussions around running events focusing on diversity and disabilities.	
Ismini has sent emails with her ideas to Kevin and is awaiting feedback.	
Ismini asked about the possibility of doing webinars during the day to enable people with young families to attend. She is involved with a BCS Study on this and will send through some info for the committee to consider.	IV
Gary & Michelle said that we had surveyed the membership a few years ago and that members preferred evenings due to work commitments. We agreed that it might be worth doing this again to see if things have changed.	

8. Any other business

	Action by
Committee webpage modifications still required Charles, Ken, Dawn – bios required when available Mandy requested to remove Sue entry and GT email sentence Ismini is sending an update to her bio	GT
Michelle asked the committee to send personal emails so that she can get in touch if people are off work.	All
The committee had a discussion on how we will work the AGM and Rebecca George on GoToWebinar. We will try and fit the AGM into 30 minutes.	All

Gary has put the outline slides together for the Committee to change their individual sections. Michelle has added the presentation to the One Drive so we can all work on it. https://1drv.ms/p/s!Ak6VyToxQtvWsCn79TxPNGE7q-2h?e=f0Bk6z A number of questions need to be considered: - 1 hour is too short to fit the AGM and the webinar in – should we start earlier/finish later? - Is there space on GTW account to accommodate a longer time on the night? - Do we allow non-BCS to attend the AGM? Gary will check with BCS - Should we split the AGM out?	GT to raise with KS for discussion

9. DT&P of next meeting

	Action by
Date 19th October at 7pm Somewhere in the cloud, more to follow.	GT