

**BCS Quality Specialist Group**  
ANNUAL GENERAL MEETING  
**Minutes of Annual General Meeting held on Monday 25 March 2019**  
at Solent University, Southampton

Apologies: Various apologies for absence were received,

**1. Minutes of the previous AGM**

The minutes of the AGM, were proposed, seconded and agreed.

**2. Matters arising from the previous AGM**

There were no matters arising, that were not otherwise included in the business of the meeting

**3. Secretary's Report**

The Secretary, Margaret Ross, reported that the current Specialist Group has an email circulation of 778, and had a membership of about 874, with members across 37 countries and approximately 14% of our members outside the UK

We held 25 activities, mainly held at the BCS, Southampton Street, London, in the year, in addition to 2 very successful international conferences, the 26<sup>th</sup> annual SQM and the 23<sup>rd</sup> annual INSPIRE conference, both held at the BCS, London, with authors from many different countries.

The Specialist Group also would like to thank the speakers, especially Tom Gilb Hon FBCS for the full-day courses he held in London. We would be delighted to hear from any organisations that are prepared to sponsor meetings.

This was proposed, seconded and agreed

**4. Treasurer's Report for the Year Ended 31 August 2018**

The Treasurer, Peter Linecar prepared the report that the funding allocated by the BCS for the Quality Specialist Group for the year ending 31 August 2018 was £2,380, an amount similar to previous years.

As usual our largest single event was the SQM/Inspire conferences in April. Overall the accounts for this showed a modest surplus of £145.32, with an income of £2,716.62 and expenditure of £2,571.30. The overall budget for the conferences was helped by the use of Supplementary Funding taken from our roll-over capital from previous financial years (see below).

The ongoing series of seminars by Tom Gilb Hon FBCS at the London Offices was another major feature of the year. This series was not expected to run with a surplus, and an expenditure of £922 slightly offset by an income of £133.32 in the form of attendance fees for non-BCS members, was very much as expected. The resulting balance of £788.79 came from our BCS funding allocation for the year.

There are of course some other administrative and travel expenses involved in operating the Quality SG, and the overall accounts for the year showed an expenditure of £4,285.05 balanced against an income of £2,849.94 together with the allocation of funding from BCS of £2,480 (mentioned above). Thus, overall we have finished the year with an excess of £971.89 which we would expect to be available as 'rollover funding' in 2018/19. However, at the time of writing it is quite possible there are still accounts to be charged against 2017/18 year which could have a small effect on this.

As last year, I will add a brief explanation of the 'rollover funding' process operated by BCS. If there is any unused funding allocation on 31 August this amount is not automatically carried forward but is returned to BCS funds. It is however available under a fairly tightly controlled process known as 'supplementary funding'. This involves an application process based on funding required for 'special projects' outside of the normal operation of the group. For example in 2017/18 we successfully claimed additional funding from rollover for international promotion of the conferences.

Finally, having completed my fourth year as Treasurer I am stepping down (although staying on the committee I hope), so I wish my successor every success. I would like to thank the committee, and especially Margaret and Geoff, for all their help and support. The BCS accounting process is not always totally transparent and their assistance and experience has been invaluable!

This was proposed, seconded and agreed.

## 5. Chairman's Report 2017/18

The Chair, Gepff Staples, thanked the committee and the speakers for all their help and their support throughout the year, and previous years. He reported that he was standing down in the role of Chair, that he has held for many years

There have been a number of events during 2017/8

### September 2017 – August 2018 activities

<b>22 Jun 2018</b>	Quality Engineering
<b>20 &amp; 21 Jun 2018</b>	Architecture Engineering
<b>18 &amp; 19 Jun 2018</b>	Requirements Engineering
<b>4 May 2018</b>	Everyday Superpower Training
<b>3 May 2018</b>	IT Decision Making for Managers
<b>1 - 2 May 2018</b>	Project Startup Workshop
<b>30 Apr 2018</b>	Advanced Estimation Methods for Cost, Time and Qualities
<b>18 Apr 2018</b>	ISACA Winchester monthly meeting with ACL: GDPR: How to establish a strong defensible position
<b>4-6 Apr 2018</b>	Advanced Project Management (APM), In Lean IT Management for Rapid Value Delivery
<b>3 Apr 2018</b>	Quality Communication: Practical 'Planguage' tools to communicate complex computer & corporate concepts completely & clearly
<b>26 - 27 Mar 2018</b>	Lean Quality Assurance: 7 Better methods than testing for delivering
<b>12 - 13 Mar 2018</b>	Project Startup Workshop
<b>9 Mar 2018</b>	IT Decision Making for Managers
<b>7 Mar 2018</b>	BCS <b>West Midlands</b> Regional Presentation on GDPR
<b>7 Mar 2018</b>	Value Driven Agile: How to deliver values and qualities early, frequently and continuously
<b>12 Jan 2018</b>	Architecture Engineering: with Emphasis on Quality
<b>10 -11 Jan 2018</b>	Advanced Requirements Analysis: How to make sense of unclear and incomplete requirements
<b>9 Jan 2018</b>	IT Decision Making for Managers
<b>8 Jan 2018</b>	Advanced Risk Management: Of Costs, Time and Qualities
<b>13 Dec 2017</b>	General Data Protection Regulations and what it means for Quality Managers , <b>Southampton</b>
<b>16 &amp; 17 Nov 2017</b>	Lean Quality Assurance: 7 Better methods than testing for delivering Qualities
<b>8 Nov 2017</b>	Advanced Risk Management: Of Costs, Time and Qualities

<b>7 Nov 2017</b>	Value Driven Agile: How to deliver values and qualities early, frequently and continuously
<b>26-27 Sep 2017</b>	Project Startup Workshop; Start your own projects, Quantify Qualities and the Qualities of your Strategies
<b>25 Sep 2017</b>	IT Decision Making for Managers and Senior Consultants

**Also in 2018/2019 to date:**

4 Oct 2018	Managing Quality of IT Systems
2 Oct 2018	Innovation creativity and Quality
1 Oct 2018	Communication Quality Clearly
24-25 Sep 2018	Stakeholder-Value Requirements: to drive the agile value delivery cycles; and to give much better clearer requirements for any project
19 Sep 2018	Never waste a good disaster - Anatomy of a major disaster

A vote of thanks was given to Geoff Staples, for all his hard work for the SG over many years  
This was proposed, seconded and agreed

**6. Resolution to welcome non-BCS members** to join the Quality SG Committee, with the exception of certain officer roles in accordance with BCS rules; and to authorise the Quality SG Committee to modify the group constitution to conform to the broadest current BCS eligibility rules for officers and committee members.  
This was proposed, seconded and agreed

**7. Election of Officers for 2019/2010**

**Chair:** Carol Long  
**Vice Chair/Treasurer** Margaret Ross  
**Secretary /Inclusion Officer** Geoff Staples,

**Other Roles**

**Course Co-ordinator** Soheir Ghallab  
**Diversity and Social Media** Safia Barikzai  
**YPG and Publicity** Haiyan Wu  
**Scotland** Raid AlQaisi  
**European Representative** Eleni Berki (Finland)  
**Committee** Liz Bacon, Jane Batui, Mike Elliott, Elli Georgiadou,  
Peter Linecar, Sofia Meacham, David Wynn

The Officers and Committee were proposed, seconded and agreed

A vote of thanks were given to Geoff Staples and Peter Linecar for all their hard work over the years in their roles as Chair and as Treasurer of the BCS Quality SG

**8. Future Events**

**TickITplus in the Context of the World Today,**  
**Speaker ; Arthur Hill** BSc, CITP, I Eng, FBCS, MCQI, STEM Ambassador  
25 Mar 2019, Southampton

**27<sup>th</sup> annual SQM conference, Monday !5 April**, Southampton, details at  
<https://www.bcs.org/content/ConWebDoc/59590>

**24<sup>th</sup> annual INSPIRE conference, Tuesday !6 April**, Southampton

**Full day courses by Tom Gilb HonFBCS**

**Friday 12 April , at BCS London, Stakeholder Value Requirements:**

To deliver the Agile Value Delivery Cycle and to give much clearer requirements for any project  
**details and booking at** - <https://bcsqual120419.eventbrite.co.uk>

**Monday 15 April , at BCS London, Quality-Driven Agile Project Management: The 'Evo'**

**Method, details and booking at** - <https://bcsqual150419.eventbrite.co.uk>

**Wednesday 17 April , free, at Solent University, Southampton, Quality-Driven Agile Project Management: The 'Evo' Method, cost is free, booking not yet available**

**Thursday 18 April , at BCS London, Advanced Risk Management of Costs, Time and Quality, details and booking at** - <https://bcsqual180419.eventbrite.co.uk>

**For the BCS London events the cost for the 12, 15 and 18 April is**

**BCS Members: £13.31** (£10.00 plus VAT @ 20% plus booking fee),

**Non-Members: £64.19** (£50.00 plus VAT @ 20% plus booking fee),

Other events are being planned to be held in other parts of the UK

**9. Any Other Business**

There was no other business