Annual General Meeting
Nottingham and Derby Branch

November 2\textsuperscript{nd} 2020
Agenda

- Welcome, Introductions, and Apologies
- Minutes of 2019 AGM
- Officer’s Reports
- Election of Officers
- Any Other Business
Welcome

The BCS Nottingham and Derby branch is Making IT Good for Society by delivering informative and engaging IT related events for everyone in the East Midlands.
Documents stored on Nottingham & Derby Branch Basecamp and BCS Nottingham & Derby Website
03

Officers’ Reports
Chair
Chair’s Report

Covid-19 impact: All meetings and events are now virtual.

Events: Despite the pandemic, the branch has offered a full programme to the members and wider community.

Committee Makeup: Slightly smaller with some role changes and vacancies.

Basecamp: Further development and content uploaded.

Website: Transferred to bcs.org. Base content has been created.

Universities: All universities in our geographic area have been contacted. All invited to future meetings.
# Your 2019 – 2020 Committee

<table>
<thead>
<tr>
<th>Initial</th>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS</td>
<td>Paul Stevens</td>
<td>Chair</td>
</tr>
<tr>
<td>EM</td>
<td>Edward Magnuszewski</td>
<td>Treasurer</td>
</tr>
<tr>
<td>BC</td>
<td>Beverley Cook</td>
<td>Inclusion &amp; Diversity Officer</td>
</tr>
<tr>
<td>CL</td>
<td>Chris Lynch</td>
<td>Secretary</td>
</tr>
<tr>
<td>TK</td>
<td>Tracy King</td>
<td>Events Coordinator</td>
</tr>
<tr>
<td>KT</td>
<td>Kedisha Taitt</td>
<td>Education Liaison Officer</td>
</tr>
<tr>
<td>KB</td>
<td>Kathryn Baguley</td>
<td>General Committee Member</td>
</tr>
<tr>
<td>PE</td>
<td>Peter Eldridge</td>
<td>General Committee Member</td>
</tr>
<tr>
<td>GL</td>
<td>Gary Lefman</td>
<td>General Committee Member</td>
</tr>
<tr>
<td>DM</td>
<td>David Miller</td>
<td>General Committee Member</td>
</tr>
<tr>
<td>SN</td>
<td>Ste Nadin</td>
<td>General Committee Member</td>
</tr>
<tr>
<td>SS</td>
<td>Subbu Krishna Sarma</td>
<td>General Committee Member</td>
</tr>
</tbody>
</table>

The current committee profiles are listed on the [Website](#).
Perceived Gaps

Social Media
The branch has these channels for communication and collaboration:

• Basecamp: Actively monitored by the Chair and others.
• Email: Actively monitored by the Chair and others.
• LinkedIn: The Chair is following the BCS.
• Twitter: Not actively monitored.
• Facebook: Update by David Miller
• Meetup: Only used for advertising events.
• WhatsApp: We have a committee group but not all subscribe.
• Others?
Currently the branch has no Social Media Officer.

Industry Liaison
More of a challenge compared to Education Liaison due to the number of companies and organisations in the area. Observations from comparing notes with other branches:

• Local Chambers of Commerce engagement.
• Some branches have active engagement with their local politicians to open up links with industry.
• Contact with other industry bodies.
Currently the branch has no Industry Liaison Officer.

Young Professionals
The branch demographic data highlights that there is need to encourage young professionals to join. Active engagement with the Universities forms part of the strategy to reduce the average age of the branch.
The branch has no YPG representatives.
Year 2019 – 2020 Other Vacant Positions

Membership Secretary: There are now greater restrictions due to GDPR regarding the data supplied by BCS HQ. This role could now be adopted by the Chair and Inclusion & Diversity Officer for determining trends.

Email Coordinator: Could be integrated with the Social Media Officer

Webmaster: Now that the branch uses the centrally managed service, this role could be considered obsolete.

Publicity Officer: Covered partially by the Events Coordinator

Note: Some branches have a “Vice-Chair” for continuity and succession planning.
2019 – 2020 Branch Membership
Membership Size ↓23.3% y/y

Membership Retention

![Membership Retention Chart]

Joiners and Leavers

<table>
<thead>
<tr>
<th>New Members Last 30 Days</th>
<th>Record Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nottingham &amp; Derby Branch</td>
<td>23</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Leavers in Last 30 Days</th>
<th>Record Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nottingham &amp; Derby Branch</td>
<td>13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Members in last 12 months</th>
<th>Record Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nottingham &amp; Derby Branch</td>
<td>186</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Leavers in last 12 months</th>
<th>Record Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nottingham &amp; Derby Branch</td>
<td>124</td>
</tr>
</tbody>
</table>

Membership Grades

![Membership Grades Pie Chart]

Based on data supplied by BCS HQ, 15/10/2020
Meetup

Nottingham & Derby BCS Branch

- Long Eaton, United Kingdom
- 678 members - Public group
- Organized by Branch Chair and 4 others

What we're about

We are the Nottingham and Derby branch of the BCS, The Chartered Institute for IT. We meet monthly to participate in a programme of inspiring talks from...

Read more

Organizers

- Branch Chair and 4 others

Members (678)

See all
Collaboration with Others

- Prior to the effects of the pandemic, Chair was intending to open dialogue with the bordering branches. Assuming some lifting of restrictions in 2021, the branch could consider some joint events with other branches.

- It is currently unclear what decision will be made with regard to the closure of BCS Leicester.

- CIISec (East Midlands) wish to continue planning joint events in 2021.
Officers’ Reports
Inclusion & Diversity Officer
2019 – 2020 Branch Membership

Demographics

<table>
<thead>
<tr>
<th></th>
<th>2019-20</th>
<th></th>
<th>2018-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women</td>
<td>7%</td>
<td>Women</td>
<td>14%</td>
</tr>
<tr>
<td>Men</td>
<td>63%</td>
<td>Men</td>
<td>85%</td>
</tr>
<tr>
<td>Others</td>
<td>30%</td>
<td>Others</td>
<td>1%</td>
</tr>
</tbody>
</table>
Event Attendance Research

Purpose:
To improve the Branch's understanding of the diversity of our members and event attendees, in order to make improvements to our events and other branch activities.

Questionnaire completed at 3 online events.

31 Responses
Event Attendance Research – Key Results

- 16% Female
- 74% Male
- 10% Unknown

- 74% White
- 19% Non-White
- 6% Undisclosed

Age Distribution:
- 18-24: 2
- 25-34: 8
- 35-44: 4
- 45-54: 6
- 55-64: 6
- 65-74: 3
- Blank: 2
Event Attendance Research – Key Results continued

Suggestions for future:
- Diversify speakers
- Stream talks once we start running face-to-face talks again
- Improve networking within online talks
# 2019 – 2020 Events

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
<th>Speaker(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>Blockchain Today!</td>
<td>Matt Lucas</td>
</tr>
<tr>
<td>October</td>
<td>What About You?</td>
<td>Dalim Basu</td>
</tr>
<tr>
<td>November</td>
<td>Lessons learnt from an Aggressive Cloud Migration Strategy</td>
<td>Andy Edwards</td>
</tr>
<tr>
<td>January</td>
<td>A Modern Cloud Managed Workplace for the Enterprise</td>
<td>Gareth Naylor</td>
</tr>
<tr>
<td>February</td>
<td>PROJECT MANAGEMENT (What Can Go Wrong, Will Go Wrong)</td>
<td>Dr John Mitchell</td>
</tr>
<tr>
<td>March</td>
<td>Webinar: Towards AI-enabled devices in managing people with neurological disorders</td>
<td>Dr Mufti Mahmud</td>
</tr>
<tr>
<td>April</td>
<td>Webinar: Internet of Things (IoT) - Joint Event with CIISec (East Mids)</td>
<td>Colin Robbins, David Alexander</td>
</tr>
<tr>
<td>May</td>
<td>Webinar: Designing Infosec Controls</td>
<td>Dr John Mitchell</td>
</tr>
<tr>
<td>June</td>
<td>Webinar: Nottinghamshire’s 5G Connected Forest</td>
<td>Ceren Clulow, Nick Mellors</td>
</tr>
<tr>
<td>July</td>
<td>Webinar: COVID-19 lessons learnt - Aggressive cloud migration strategy</td>
<td>Andy Edwards</td>
</tr>
</tbody>
</table>
Event Statistics

- There are some gaps in the data due to system management changes.
- Webinar registration and attendance is higher than physical events.
- Roughly 60% of people making a booking attend the event.
- More hits on the YouTube channel for recorded events.
- Need to invest more time on the Meetup channel.
Webinar Experience

- Definitely requires a test session with the presenter(s).
- Gary has constructed a base structure for the event wrapper.
- Consider the polls required.
- Needs TWO individuals to fulfil these roles:
  - Compere, who also acts as the director.
  - Producer, who manages the queues for raising of hands, chat, and leads the Q&A. The producer also launches any polls.

The branch needs further volunteers who can fulfil these roles.
03

Officers’ Reports
Education Liaison Officer
2020 Student Prize

**Promoting the wider impact of Computer Science**

- **BCS Prize for Outstanding Performance in Computer Science Cluster**
  - Viktoria Popovici
  - BSc Computer Science

- **BCS Prize for Outstanding Contribution in the School of Computer Science**
  - Samuel Millward
  - BSc Computer Science
  - Danielle Threlfall
  - BSc Computer Science

Awarded £150 + One Year Membership (AMBCS or MBCS) + Certificate
Student Chapters

- Nottingham Trent University
- University of Nottingham
- University of Derby
- University of Lincoln
## Branch Engagements

<table>
<thead>
<tr>
<th>Date</th>
<th>University</th>
<th>Appointment Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>21/11/2019</td>
<td>Nottingham Trent University</td>
<td>Chair Introduction at NTU Clifton Campus</td>
</tr>
<tr>
<td>19/02/2020</td>
<td>Nottingham Trent University</td>
<td>BCS Student Membership Launch Event at NTU Clifton Campus</td>
</tr>
<tr>
<td>19/02/2020</td>
<td>University of Nottingham</td>
<td>BCS Lecture to UoN Undergraduates (cancelled)</td>
</tr>
<tr>
<td>16/03/2020</td>
<td>Nottingham Trent University</td>
<td>Guest lecture “BCS Code of Conduct” (cancelled)</td>
</tr>
<tr>
<td>11/08/2020</td>
<td>University of Lincoln</td>
<td>VM: Chair Introduction</td>
</tr>
<tr>
<td>25/08/2020</td>
<td>University of Lincoln</td>
<td>VM: Follow-up</td>
</tr>
<tr>
<td>10/09/2020</td>
<td>University of Derby</td>
<td>VM: Chair Introduction</td>
</tr>
<tr>
<td>18/09/2020</td>
<td>University of Nottingham</td>
<td>VM: Chair Introduction</td>
</tr>
</tbody>
</table>

Virtual Meeting (VM)
Shari Powell has been in post for three weeks. Chair had an introductory call on 29/10/2020 to check on some points:

**What support is given to the chapters?**

BCS work well with the chapters to help link them to branches and specialist groups. We also help them with any event ideas that they have and support them by sourcing IT professionals who are speakers and can give talks during any webinars and events they are putting on. The person to contact regarding this would be me.

**What is done in terms of financial support?**

In terms of financial support if students want to put on an event and they want to pay for a prize for the winner or buy refreshments etc for it. Students are able to email BCS, we would find out what the event is and they would then be able to send us a receipt of those items bought so they can get reimbursed. No set amount is allocated and it would be a case by case basis for how much is given after a member of the team reviewed what they wanted to purchase.
Officers’ Reports
Treasurer
Expenditure


Total Expenditure:
- 2018–2019: £2,564
- 2019–2020: £1,752
## Budget vs Expenditure

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Hire</td>
<td>£1,100</td>
<td>£810</td>
</tr>
<tr>
<td>Catering</td>
<td>£800</td>
<td>£447</td>
</tr>
<tr>
<td>Speakers Expenses</td>
<td>£800</td>
<td>£255</td>
</tr>
<tr>
<td>Student Prizes</td>
<td>£808</td>
<td>£150</td>
</tr>
<tr>
<td>Other Costs General</td>
<td>£106</td>
<td>£90</td>
</tr>
</tbody>
</table>

**Total Budget**: £3,614
**Total Expenditure**: £1,752
Budgets

<table>
<thead>
<tr>
<th>Category</th>
<th>2019-2020</th>
<th>2020-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Hire</td>
<td>£3,614</td>
<td>(£4,853</td>
</tr>
<tr>
<td>Catering</td>
<td>800</td>
<td>808</td>
</tr>
<tr>
<td>Other General costs</td>
<td>0</td>
<td>100</td>
</tr>
<tr>
<td>Speakers Expenses</td>
<td>675</td>
<td>800</td>
</tr>
<tr>
<td>Student Prizes</td>
<td>808</td>
<td>808</td>
</tr>
<tr>
<td>Publicity (Meetup)</td>
<td>106</td>
<td>184</td>
</tr>
</tbody>
</table>
| Special one off cost   |           | 1,054     | inc. one off cost)
Election of Officers
2020 – 2021
Elections

GoToWebinar can run your election, and there are a couple of options to do this, depending on your requirements.

*Raise Your Hand* ([https://support.goto.com/webinar/help/raise-your-hand](https://support.goto.com/webinar/help/raise-your-hand))
Organisers of AGMs can use this option to ask the attendees to vote for committee members.

When you have several people standing for election; the delegates will find it beneficial if the nominees can speak for a few moments to introduce themselves.

To run the election with this option; say the nominee’s name and allow time for the delegates to vote for them with the raise hand option, tallying the number of votes. The delegates’ need to put their hands down on GoToWebinar before voting for the next person.

*Polls* ([https://support.goto.com/webinar/help/polls-g2w040015](https://support.goto.com/webinar/help/polls-g2w040015))
When you take nominations in advance of your AGM and have multiple people standing for the same role, we can set up Polls ready for your event. You’ll select these from the Polls panel of GoToWebinar.

Only the account holder (Community Team) can set up Polls, so we must create the polls before the meeting starts.

GoToWebinar saves responses to the polls, and we can provide the answers to these as part of the analytics from GoToWebinar.

For the BCS Nottingham & Derby AGM (02/11/2020), Microsoft Teams is the virtual meeting platform, and this has the “raise hand” functionality. The Branch Secretary (2019/20) or agreed delegate will count the votes.
Changes to Member Group Rules

Announced by BCS HQ Member Groups Team (Jon Jeffrey) 11/09/2020

Community board has passed a resolution to amend the rules to make membership of BCS a requirement for joining a BCS member group committee. It is proposed that for roles which do not already have a membership level requirement, the entrance criteria for committee roles will be student or affiliate membership.

It is understood that in many cases member groups benefit from in kind support of non-members, this can continue to happen with non-members participating as observers and contributing to the activities of the member group such as providing subject matter expertise or helping to run events. However by ensuring our committee members are members of institute, you will share a joint commitment for professionalism in IT.

The update to the rules will be communicated in full later this month, following a review by the programme, practice and policy committee and ratification by Community Board.

Advice from BCS HQ (Marie Setterfield). This resolution is still to be ratified.

Chair (2019/2020) proposal is that candidates for other roles on the BCS Nottingham & Derby committee should meet the BCS membership requirements which are expected to be ratified within 2020/21. The 2019/20 committee must vote to agree or disagree with the proposal.
Mandatory Officer Roles

### Chair

<table>
<thead>
<tr>
<th>Nominee</th>
<th>Proposer</th>
<th>Seconder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul Stevens MBCS CITP</td>
<td>David Miller</td>
<td>Peter Eldridge</td>
</tr>
</tbody>
</table>

Must be a professional member of BCS (MBCS/FBCS)

No further nominations were received by the Secretary before the closing date*. Paul Stevens stands for election, uncontested.

* Nomination closing date: 19/10/2020 (extended to 26/10/2020)
Mandatory Officer Roles

Treasurer

Nominee: Edward Magnuszewski MBCS
Proposer: Paul Stevens
Seconder: David Miller

Must be a professional member of BCS (MBCS/FBCS)

No further nominations were received by the Secretary before the closing date*. Edward Magnuszewski stands for election, uncontested.

* Nomination closing date: 19/10/2020 (extended to 26/10/2020)
### Mandatory Officer Roles

#### Inclusion and Diversity Officer

<table>
<thead>
<tr>
<th>Nominee</th>
<th>Proposer</th>
<th>Seconder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beverley Cook</td>
<td>Paul Stevens</td>
<td>Edward Magnuszewski</td>
</tr>
</tbody>
</table>

Must have a BCS grade. Student and Affiliate are qualifying grades.

No further nominations were received by the Secretary before the closing date*. Beverley Cook stands for election, uncontested.

Nomination closing date: 19/10/2020 (extended to 26/10/2020)
More Committee Roles

Secretary
YPG Representatives
Events Coordinator
Publicity Officer
Education Liaison Officer
Industry Liaison Officer
Social Media Officer
Email Coordinator
Membership Secretary
Webmaster
General Committee

Join our next committee meeting, date TBA
volunteer.bcs.org/Guidance_roles
05

Any Other Business
AOB Points

1. Events Planning for 2021
2. Website (Including University Pages)
3. University Engagement
Meeting Closed

Thank you for attending