BCIEoE – Management Committee Meeting 04/09/2020

09:00 – 11:00 GMT, By Zoom Teleconference

Attendees: Key:

 Mark Suttle, Chair **Current Actions**

Richard Verrinder, Vice Chair **Carried Forward Actions**

 Brian Kinch, Secretary  **Late Actions**

 Jim Barrow, Member

 Tim Cracknell, Member (Part)

 Matthew Neall, Member (Part)

Apologies:

 Adrian Jolly, Member

Chris Aldred, Member

 Lauren Kinch, Administrator

 David West, Ex-Officio

Welcome and Introductions:

MS welcomed everyone to the meeting and the Committee expressed thanks to him and to Dell for accommodating today’s call through the corporate Zoom facility.

TC indicated that he would need to leave at 0930 owing to work commitments, and similarly MN indicated he would need to leave at 1030 owing to a client call. This was acknowledged.

MS recorded his disappointment at seeing Ian Dunlop formally withdraw from the Committee since the last meeting and wished him every success as he reinvigorated his activity with the aircraft museum. MS asked all members to bear in mind that there remained vacancies on the Committee and that any additions would be welcome.

Formal approval of meeting Minutes from 19th June 2020

The Committee recorded its thanks to LK for the previous minutes and asked for a couple of minor changes to be made such that they can be published.

**Action 01/040920 – BK to complete the necessary changes and to arrange with LK/DW for them to be published on the BCI’s Chapter web page.**

Note update on actions from Minutes, 19th June 2020

Open actions –

28/02/20

* Action 1 – Complete as JB has added 3 high level topics (+1 other) to meeting/event template.
* **Action 2 - MS to include various items, as previously detailed, in the next discussions with David Thorp.** **Carried forward until September Committee meeting with David Thorp in attendance.**

**Action 02/040920 – BK to have LK provide MS with a revised list of the issues raised in advance of the September Committee**

* **Action 3 - AJ to create Forum social media presence. Carried forward as this is still relevant to create and provides networking opportunities for the Forum but it needs to be positioned sensitively in order to avoid any conflict or controversy with Central Office.**

19/06/20

* Action 1 – Closed as JB has now added the necessary items to the meeting/event template.
* Action 2 – Closed as David Thorp had suggested we invite Rachael Elliott to a Committee meeting rather than Tim Janes, especially in view of the time zone differences.
* **Action 3 – Carried Forward – AJ is to determine whether Kate Needham-Bennett or another representative from the Women in Resilience (WIR) group would like to join the Committee.**
* Action 4 – Complete as BK has added diversity and inclusivity as topics on the potential future events list.
* Action 5 – Closed as the potential Q4 social event crosses-over with later discussions on this agenda.
* **Action 6 – Carried Forward - MS will update on the logistics (if any) for the volunteer conference that normally accompanies BCI World (which is now virtual-only this year) as and when further information is available.**
* Action 7 – Closed as the review of the Terms of Reference is on this agenda.
* Action 8 – Complete as MS has been advised the Forum should now only be called a Chapter.

**Action 03/040920 – MS is to circulate the JPEG of the new Chapter logo for Committee use.**

TC left the meeting.

* Action 9 – Complete as we have been advised the term Chapter should be used for commonality/consistency purposes.
* Action 10 – Complete as David Thorp had suggested inviting Rachael Elliott to present on the results of the recent BCI survey about COVID-19 impacts.
* **Action 11– Carried Forward - AJ/MN and BK to work up some ideas in terms of future events engagements specific to the East of England and report back at a future Committee.**
* Action 12 – Closed as the future direction of the BCI now crosses over with the activities in schedule for the meeting with David Thorp and the presentation from Rachael Elliott.

Any other matters arising

None.

Terms of Reference (ToR)

The revised Terms of Reference proposals, circulated prior to the meeting, were fully discussed and evaluated and the attached represents the Committee’s considered go-forward version. All past accepted changes/intent discussed have been included and only material amends to the latest version are shown in “tracked” format.

The Committee thanked RV for coordinating the review of the ToR.



Future events:

The Committee discussed the Management Committee proposals for 18th September and, based primarily on a recommendation from JB, concluded that this should not be extended to a more formal Chapter event owing to the Rachael Elliott survey material being presented to the BCI membership at an earlier planned webinar, and in order to ensure that conversations with David Thorp can be as open as possible.

**Action 04/040920 – BK to lock down the arrangements with David Thorp and Rachael Elliott for 18th September, targeting a 9am-11am session with Rachael’s presentation being recorded for the broader Chapter constituents and David’s session being recorded for JB to access as he will be unavailable.**

MN left the meeting.

MS suggested, and the Committee agreed, the 16th October placeholder should be retained only as a Management Committee in order that any follow up to the David Thorp session can be quickly expedited. Accordingly the potential Chapter social event will now be pushed to c 20th November and BK agreed to try to source this as a presentation from the Executive Director of the Institute of Strategic Risk Management, Dr David Rubens, for an hour followed by a questions and answers session and a “virtual drinks”, aiming for 3pm to 5pm.

**Action 05/040920 – BK to reach out to Dr Rubens to see if he could accommodate a presentation at a November Chapter event.**

BK asked whether the Committee wanted to try to secure the usual arrangements for Christmas despite the prevailing uncertainty around how COVID-19 might develop/re-emerge and all agreed it would be good to try.

**Action 06/040920 – BK to pursue the usual Committee Christmas arrangements.**

South and London Chapters: shared plans

MS was unaware of any current plans from our neighbouring Chapters but advised he had been approached by Rob Osborn, who is taking over as the Leader of the North West Chapter from Stephen Nuttall and is interested in how we approach Chapter work.

Any other business

RV noted that the Committee should all be aware it is the BCI’s Education Month in September: <https://www.thebci.org/event-detail/event-calendar/education-month-2020.html.>

MS noted that the BCI’s financial results have just been published and encouraged all the Committee to have a look at these and consider any elements worthy of raising with David Thorp later this month.

Being no further business, MS thanked the Committee for their attendance and contributions and drew the meeting to a close.

Call ended 10:55.