BCIEoE – Management Committee Meeting 16/04/2021

09:30 – 10:30 GMT, By Zoom Teleconference

Attendees:

Mark Suttle, Chair

Richard Verrinder, Vice Chair

Brian Kinch, Secretary Key:

Jim Barrow, Member **Current Actions**

Matthew Neall, Member **Carried Forward Actions**

Tim Cracknell, Member  **Late Actions**

Adrian Jolly, Member

Lauren Kinch, Administrator

Apologies:

David West, Ex-Officio

Chris Aldred, Member

Welcome:

MS welcomed everyone and expressed the focus of the meeting should be placed on the upcoming event on 30th April 2021.

Formal approval of meeting Minutes from 24th March 2021:

The Committee have reviewed and approved the minutes from 24th March 2021 for publication.

Event plans 30th April 2021:

BK advised that the content of the invite message has been agreed with Rachael Elliott. This has been submitted to BCI events for publication, but the Committee indicated they have not seen the promotion yet. MN advised there is also nothing showing on the BCI website.

It was agreed that the promotion should be chased up and MS suggested the email invite should ultimately go to the South and the London Chapters in addition to our own.

**Action 01/160421 - BK to follow up with the BCI events email.**

Discussions centred upon how the webinar would be hosted and if this would need a Chapter member’s teleconference facility. MN indicated that his facility could be used if required and that anyone he allocates could access and authorise as appropriate. MN contacted BCI events during the course of the meeting and it was agreed that the BCI’s GoToMeeting facility would have to be used.

BK confirmed Rachael has agreed to present South and East of England tailored content for 45 minutes – 1 hour, mixing output from the Horizon Scan report with output from the Future of Resilience report, followed by a Q&A session and then an optional virtual drinks and networking session. There will be a hard stop at 17:00 regardless.

**Action 02/160421 – BK is to check whether the webinar is going to be recorded.**

The Committee reflected that it should be a very popular and well-subscribed event, and that Rachael’s support for the Chapter is a definite benefit of membership. MS advised Rachael is establishing a very good reputation and she had even presented to the Dell Enterprise Resiliency team the previous week.

MS indicated he will introduce the session and asked if there is anything specific that should be covered in that introduction or close. RV suggested there should be a promotion of future events and JB indicated we should highlight Committee vacancies.

BK wondered if there should be specific comment about society coming to the end of the pandemic, the fact that this would be the first ever virtual event for the Chapter, and a question as to what the attendees would want to see in terms of meeting format post pandemic.

MS also reflected that he ought to consider producing a ‘meet the Committee’ slide and asked that everyone provide him with a suitable business photo in support.

**Action 03/160421 – All to provide MS with a suitable photo.**

**Action 04/160421 – MS to produce open and closing slides for the webinar incorporating all the suggested elements.**

BK reminded all the Committee that they should make sure they register for the event when the promotional email is received.

Record/note update on actions from previous meetings:

***26th January 2021:***

1. Closed.

**Action 05/160421 – BK to follow up on review of the membership benefits with DT.**

1. Closed. Rachael Elliott is attending the event on 30th and MS advised there is a planned and promoted BCI members information meeting with the Executive on 10th May at 13:00 which he encouraged all to join.
2. Complete. MN had provided the Committee with a ‘road map’ of the social media journey. JB and MS discussed the best option for effective moderation.

**Action 06/16042021 – MN to provide a tracker to include in the meeting template.**

1. Closed. The Committee considered that the BCI members information session in May may supersede the need for specific questions to be prepared for Heather Merchan provided the members information session covered the diversity and inclusivity strategy. MS suggested we close this action for now, and revisit later after the May session, and also after he receives feedback from DW about prior resolutions not carried, if necessary.
2. Closed. Nothing further received.
3. **Carried forward. “BK to include a “what else do you want to hear?” on the communication for the March event.”** This is awaiting the BCI Events communication for what is now the April event.

***24th March 2021:***

1. **Carried forward. ‘LK to confirm DW’s response when received in connection with a WiR representative.’**
2. **Carried forward. ‘MS and AJ to produce content on Brexit for the June event.’**
3. **Carried forward. ‘MS to speak to DT about potential Christmas funding.’**
4. Complete. BK has spoken to Rachael Elliott.
5. Complete. There is a separate Horizon Scan presentation being done for several different geographies but, as mentioned above, Rachael’s presentation at the Chapter event will be specifically tailored for our purposes.
6. Complete. BK had sent out the next invite.

Matters Arising:

None.

Future Committee meeting and Chapter event plans:

MS considered the May meeting optimally timed (other than the fact 21st is his birthday! and that JB has to support an afternoon Covid-19 vaccination session) to reflect on the April Chapter event and the BCI members information session.

MS and AJ are considering pushing back the planned 18th June Chapter event owing to its proximity to the planned cessation of lockdown restrictions.

MS queried whether the Committee needed to think further forward to the October event with Dr David Rubens. BK indicated the David is ‘good to go’ whenever we need him but if we wanted a secondary presenter then that would be worth discussing now. MS suggested that it is impossible to anticipate what the prevailing conditions will be in October and therefore adding anyone else at this stage would be ambitious. RV agreed and felt that in any event there would need to be a conscious decision about either a complementary or controversial addition.

**Action 07/160421 – BK to lock in the 15th October Chapter event date with David Rubens.**

BK reiterated that David will talk about the global perspective on what Covid has impacted in different sectors and geographies.

RV suggested that our erstwhile colleague, Mark Brown, who is now responsible for security and resilience at Crossrail, may be a suitable addition if we need a foil to David.

**Action 08/160421 – BK to add Mark Brown/Crossrail to the suggested topics list.**

BK also suggested that a previously planned presenter, Justin Cuckow, who was unable to present when scheduled, but was due to speak on Meningitis and vaccines/viruses as experienced in the higher education sector, might be a complementary addition.

**Action 09/160421 – BK to check whether Justin Cuckow would be available for October.**

South and London Chapter updates:

None.

Any Other Business:

No further comments

Close:

MS expressed his thanks and recommended the Committee keep a look out for event invites.

**Action 10/160421 – All to confirm when they have received the event invite to BK.**

Close at 10:30