BCIEoE Management Committee Meeting 18/06/2021

09:30 – 11:30 GMT, By Zoom Teleconference

Attendees:

 Mark Suttle, Chair

 Richard Verrinder, Vice Chair (Joined at 09:40)

 Adrian Jolly, Member (Left at 10:00)

 Jim Barrow, Member

 Tim Cracknell, Member (Joined at 09:45) Key:

 Peter Horsted, Prospective Member **Current Actions**

Lauren Kinch, Administrator **Carried Forward Actions**

  **Late Actions**

Apologies:

 David West, Ex-Officio

Brian Kinch, Secretary

 Matthew Neall, Member

 Chris Aldred, Member

Welcome:

MS welcomed everyone to the call and introduced PH. Peter provided his background in the Royal Mail, and his previous work around safety, resilience, and security. He indicated he is looking forward to working with the Committee. The Committee made their introductions to Peter.

Event plans 23rd July 2021:

MS indicated the priority item for this meeting and Committee discussion related to the forthcoming Summer Chapter Event.

MS suggested there is a need to be flexible with the agenda and confirmed he and AJ have been liaising regarding optimal arrangements. They have decided the event would be a ‘look back’ to see what can be learnt and shared with others relating to Covid challenges.

The Committee discussed the potential logistics for the event and whilst it had been hoped for face-to-face it was accepted it may have to be virtual instead.

AJ indicated Andrew Lawton, who is CEO and Founder of Fortress Availability Services, a work area recovery supplier, and who has developed a product to facilitate staff working at home, will be a key presenter. He will present at the event on how the continuity market has changed, what will change going forward, and how do we protect companies and individuals working from home.

AJ also indicated that he would be willing and able to present on case studies regarding how his clients have dealt with Covid.

MS commended the proposals and suggested the theme of the event could be ‘What has Covid meant for the future of continuity and recovery’.

MS asked for the Committee’s thoughts and comments and all agreed with the proposal. JB even suggested that the event could look at ‘spinoffs’ in terms of how the approach and management of continuity has had to adapt.

The Committee discussed the best timing for the event and AJ indicated he is awaiting a response from Andrew regarding his availability. MS indicated that a Friday afternoon traditionally has good attendance and suggested maybe the 16th or 23rd July, trying to fit in before the school holiday.

The Committee agreed that the 23rd would be the preference subject to availability, probably 14:00 to 16:30, with 16th July as a fallback if other Committee members were unavailable.

AJ suggested each speaker has 45 minutes to present and then a Q&A. MS agreed and recommended the event finished with online networking as this had worked well at the Spring Chapter Event.

TC asked when the next Committee meeting was going to be scheduled in order to ensure all arrangements for the Summer Chapter Event had been finalised. He noted 16th July is already in the calendar as a placeholder, but this is now going to be the fallback date for the event. (See any other business)

MS indicated the invitation to the event needed to go out probably at least two weeks in advance, and ideally before the 1st July.

**Action 01/180621 – AJ to offer Andrew Lawton both 23rd (preference) and 16th July as options and to check BK’s availability.**

MS asked AJ to ensure Andrew realises this is not a sales opportunity.

**Action 02/180621 -** **MS and AJ to liaise and create invites for publication through BCI events.**

MS enquired whether the Committee had any other comments or concerns regarding preparation for the Summer Chapter Event.

TC indicated he thought there was going to be a “BCI lessons from 2020” session in the calendar and wondered if this would be blended with the Summer Chapter Event. MS acknowledged this but the agenda has been developed broader than just the BCI. TC accepted this but proposed DW be available to talk to the BCI lessons at the event as there are some strong synergies. TC thought maybe a 20 minute presentation and a Q&A would be suitable.

**Action 03/180621 – MS to ascertain if DW is willing and able to present at the event.**

Review of the Spring Chapter event (Rachael Elliott session):

MS gave a recap of latest event, from the 30th April, with Rachael Elliott, which had roughly 30 people on the call at one point, and had been very well received.

RV noted that the attendance was one of the highest seen for the Chapter, and this was particularly pleasing as it was the first virtual event. MS agreed and was happy with the numbers and encouraged by the feedback and the ensuing questions, and also by the number who stayed for networking.

MS asked for other observations. RV indicated the change to the start time was advised very late (owing to a BCI administrative error) and had not been noticed. MS agreed and indicated we needed to ensure timing clarity for the coming event. RV went on to say that he thought the content was interesting, thought provoking and well presented, and the questions were well handled.

MS enquired whether the recording and presentation materials are on the BCI Chapters page on the website but LK indicated she was not aware.

**Action 04/180621 – LK to check the materials from the last event are on the website.**

MS summarised that it was great to be back up and running with the event and that he was pleased with the turnout. RV agreed.

MS wondered whether the numbers reflected a proportion of members who enjoyed a virtual event and found this more accessible. He and JB suggested thought be given to streaming physical events in the future, possibly with our Chapter acting as the “test bed” for this activity.

**Action 05/180621 – MS to contact Central Office for guidance on how to optimally run a virtual and physical event in tandem.**

PH enquired whether there was any active means of follow up with new or infrequent attendees to ascertain if they would like to get further involved. MS explained how the Committee does not have any personal engagements with attendees as the contact information is only accessible to the BCI Central Office. However, MS suggested discussing this with David West, to include a follow up after the Summer Chapter Event. PH recommended distributing a survey from BCI Central Office, for the Committee to understand what the attendees enjoyed, and what they would like to see at future events. MS agreed.

**Action 06/180621 – MS to discuss if BCI Central Office would be able to send a post-event survey to the attendees.**

**Action 07/180621 – PH to draft a post-event survey for the Summer Chapter Event.**

Update on actions from 16th April 2021:

*26th January 2021:*

8. Closed. “BK to include a “what else do you want to hear?” on the communication for the March event.”

**Action 08/180621 – PH to produce a “what else do you want to hear?” survey for the July event.**

*24th March 2021:*

1. **Carried forward. ‘LK to confirm DW’s response when received in connection with a WiR representative.’** LK is awaiting response from DW.
2. Closed. ‘MS and AJ to produce content on Brexit for the June event.’
3. Closed. ‘MS to speak to DT about potential Christmas funding.’ The BCI Central Office have confirmed that they would rather we use Regus facilities for free and they would not be funding our use of a commercial meeting room.

**Action 09/180621 – BK to send the Christmas arrangement to PH.**

*16th April 2021:*

1. Complete. The BCI events email had been sent.
2. Complete. The main body of the webinar was recorded on our behalf by DW.
3. Closed.
4. Complete.
5. Closed. BK advised that the review of Membership Benefits was completed in September 2020 and documented thus: <https://www.thebci.org/uploads/assets/d0daeb6d-e791-4c97-8b158f8521d2d83f/BCI-0003-Membership-Leaflet-September-2020.pdf>
6. Carried forward. **MN to provide a tracker to include in the meeting template.**
7. Complete. Dr Rubens confirmed he is holding the October (Autumn Chapter event) date for us.
8. Complete. Mark Browne and Crossrail were added to the suggested topics list on the agenda.

**Action 10/180621 – RV to speak with Mark Browne regarding the October event.**

1. Complete. BK has reached out to Justin Cuckow about the Autumn Chapter event and is awaiting his reply.
2. Complete.

Formal approval of meeting Minutes from 16th April 2021:

The Committee has reviewed and approved the minutes from 16th April 2021 for publication.

Any other business:

MS suggested we have a BCI management meeting before the 23rd July event to ensure all the preparations have been completed.

**Action 11/180621 – BK to schedule a management meeting on 9th July at 09:00.**

Close:

MS expressed his thanks for the Committee’s input in the call.

Closed at 10:30.