BCIEoE - Management Committee Meeting 18/12/2020

09:00 – 10:00 GMT, By Zoom Teleconference

Attendees:

 Mark Suttle, Chair Key:

 Brian Kinch, Secretary **Current Actions**

Tim Cracknell, Member **Carried Forward Actions**

 Matthew Neall, Member  **Late Actions**

 Jim Barrow, Member

Adrian Jolly, Member (Joined call at 09:10)

 Lauren Kinch, Administrator

Apologies:

 Richard Verrinder, Vice Chair

 Chris Aldred, Member

 David West, Ex-Officio

Welcome and Chair’s opening remarks:

MS welcomed everyone to the call and made apologies for those who were unable to attend. He was glad we could get together and reflect on the year. He indicated that he has enjoyed the virtual company of the Committee and is looking forward to face-to-face events next year.

Review and approval of Minutes of meeting 27th November 2020:

The Committee have reviewed and approved the minutes from 27th November 2020 for publication.

Record/note update on actions:

***16th October 2020:***

1. **Carried forward. MS to explore more details regarding the financial results, including levels of membership payment, what the payments go towards and whether there is a “war chest”.**
2. **Carried forward. MS to obtain an update from DT/DW on receiving minutes from senior meetings.** BK clarified that this action initially related to the Chapter Forum Chairs’ meeting but arguably could extend to other Executive meetings if there are no confidential issues. Such minutes should really go out to all Chapters to keep them informed.
3. **Carried forward. MS to discuss membership benefits and paywall options with DT.**

DT has already mentioned they were looking at membership benefits, but MS is to follow up.

1. Closed. MS wanted the Committee to make suggestions as to who from the BCI Board or similar should be invited, when, and on what topics to present to the Chapter. The Committee considered raising awareness of Board members, responsibilities, meeting activities and professional development would all be important. BK suggested a focus on diversity and inclusivity with maybe an ‘old hand’ to do a reflection on what they experienced and what has worked well and a ‘new hand’ first impression, and what they hope to bring to the role. MS noted this.

**Action 01/181220 – MS to convey the Committee requests for Board or Executive attendance (including DW) and rationale to Central Office.**

1. **Carried forward. This action has now been formally passed to MS to follow up. MS to have DW specifically speak to a future Chapter Management Committee meeting about the BCI’s latest committee strategy.**
2. **Carried forward. AJ to create a brief overview of social media – what content we should have and who would keep it updated etc.**
3. Closed. MS was to pursue arranging a meeting with a number of board members and also direct further engagement with DW, but this will now be covered under new action 01/181220 as above. Ideally DW will as a minimum attend one Committee meeting each year.
4. **Carried forward. MS to ask DW to add the Rachael Elliott presentation, that MS had recorded, to our website page.**

***27th November 2020:***

1. Closed. LK had included the colour code key and reference to the “paywall” and a final version has been provided. BK noted that the Chapter webpage had not been updated with copies of several of the recent minutes.

**Action 02/181220 – BK to chase DW regarding updating the Chapter webpage.**

1. **Carried forward. LK to ensure that DW has a WIR representative amongst those who will be sent the invite to the next Chapter event.**
2. Complete. RV briefed MS regarding the issues of BCI World and the AGM. BK suggested that this would be a useful point of engagement with DW, to have him join a Committee meeting and discuss how the BCI World had worked this year (good, bad, indifferent). TC noted the Continuity magazine suggested it was the best attended conference in terms of paying numbers and therefore it would be useful to learn from that experience for our own purposes. Cross refer to action 01/181220 above.

**Action 03/181220 – BK to ascertain if the 90 hours’ worth of BCI World presentations will be made available online to the membership.**

1. Closed. BK has been advised that Rachael Elliott will be prepared to make whatever topical presentation the Chapter so require.
2. **Carried forward. AJ to present on Brexit at a future meeting, potentially in the first 3 to 6 months of 2021.**

Matters arising:

The Committee discussed having Rachael Elliott provided with a keynote position at a future event, probably the first that the Chapter will run in 2021. It was agreed to push the session involving David Rubens to later in 2021 as it was considered this should be a face-to-face event to maximise engagement.

The Committee still have a desire to run an event centred around stadia but accept that this will have to be guided by the developing COVID-19 situation.

MS suggested that the January Committee meeting should focus on planning the year ahead and locking in event dates and presentation content.

**Action 04/181220 – LK to add 2021 planning to the January Committee agenda.**

South of England Chapter developments:

Due to time restrictions MS decided to defer the end of year-round table input, until any other business, in favour of discussing the South of England Chapter. This has not been particularly active in recent times and the Chair, Russ Timpson, seems to have changed his role and potential involvement. MS queried whether as a Chapter we should reach out and see if we can help with maintaining a presence in what used to be our territory.

The Committee agreed that there should be some degree of representation for those in the South of England and AJ felt outreach to BCI members in that constituency would be very appropriate.

TC commented that the South of England Chapter had been established initially because the South and East Forum had become too big and unwieldy, but certainly it would never have been anyone’s intention for a major part of the population to not have a representative voice. Arguably a larger population would have a stronger collective input and influence.

JB suggested the changing arrangements and use of virtual meetings may now allow a greater representation to be obtained from the South of England despite the challenges of the geography. Indeed, potentially events could be streamed live to the South of England.

BK wondered whether it would be more suitable for the London Chapter to be aiding the South but MS advised the London Chapter has little recent activity itself.

MS considers that whether permanent or temporary it would be an important gesture to reach out and offer support.

**Action 05/181220 – MS to reach out to Central Office to see how we can assist the South of England considering the apparent changes to the Chapter leads in that region.**

Any other business:

MS expressed his gratitude to the Committee for their continued engagement throughout 2020 and thanked LK for help with the minutes.

MS asked each of the Committee to say a few words in summary to mark the end of the year.

* LK wished everyone a lovely Christmas and is looking forward to the events of next year when booked.
* AJ reiterated the seasonal wishes.
* MN reflected that it had been an interesting first year for him on the Committee, but that it has been good to keep the meetings going virtually and he is looking forward to future events.
* TC wished everyone a happy Christmas.
* JB echoed the previous comments and looks forward to BK booking the Pipe of Port for next Christmas!
* BK reciprocated the seasonal wishes and reflected that 2020 has seen the continuity discipline tested like never before, and the fact that we have all stuck together is a testament to our resilience.

MS concluded by expressing his hope that the new year would soon see the resumption of face-to-face meetings.

The next Committee meeting is scheduled for the 15th January and BK asked MS to set up appropriate Zoom connectivity.

**Action 06/181220 – MS to set up Zoom arrangements for the next meeting.**

Close:

With thanks all MS closed the meeting at 10:00.