BCIEoE – Management Committee Meeting 22/05/2020

11:00 – 12:00 GMT, By Skype Teleconference

Attendees:

Brian Kinch, Secretary

Richard Verrinder, Vice Chair (Acting Chair for this meeting)

Jim Barrow, Member

Adrian Jolly, Member

Lauren Kinch, Administrator

Tim Cracknell, Member

Ian Dunlop, Prospective Member

Chris Aldred, Prospective Member

Apologies:

Matthew Neall, Member

Mark Suttle, Chair

Welcome and Introductions:

The meeting began with introductions from everyone attending including the new prospective members CA and ID.

BK then confirmed the apologies for those who were not available to attend the call.

Terms of Reference:

BK provided background to the original Terms of Reference (ToR) creation for the Committee, and the associated review period. He indicated that this would need changing if ID and CA are going to be registering with the Committee, and had reached out to BCI Central Office for clarity on the art of the possible..

BK indicated that Central Office now had their own required ToR for all volunteer groups under section 6 of [https://www.thebci.org/uploads/assets/9e6973a4-066e-476e-874dd448dd164876/BCI-Groups-Terms-of-Reference.pdf](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.thebci.org%2Fuploads%2Fassets%2F9e6973a4-066e-476e-874dd448dd164876%2FBCI-Groups-Terms-of-Reference.pdf&data=02%7C01%7Ckinchbr%40visa.com%7C8dfbabdbfdf0473e465408d7e79d87a3%7C38305e12e15d4ee888b9c4db1c477d76%7C0%7C1%7C637232536085012193&sdata=qopeRKgmplcWixfP22r5NFtbSaTlr21%2Fc4HDwzdt2W8%3D&reserved=0) which had brought about several material changes, including eliminating the requirement to hold a certain level of membership to be on a volunteer group. The latter is good news is terms of ID’s and CA’s ultimate accession to the Committee, but other changes are less welcome. Central Office are now considering all voluntary groups as Chapters, and have indicated this on the Community Groups section of the website, so the Forum would now need to refer to itself as a Chapter. RV indicated that he would prefer for the Forum not be classed as a Chapter as it does not add anything meaningful. TC indicated that the Committee had not had the chance to consider the option of being called a Chapter, so we were not able to make our own decisions as a Committee. BK agreed that we had been ‘re-branded’ without the option and we should go back to Central Office with our thoughts and comments about their new ToR for us.

BK advised in his liaison with DW, and although the ToR looks as though it is a work-in-progress rather than a finished document, DW had indicated that Central Office would like us to accept their new terms in replacement for what we already have.

BK suggested the Committee look at the challenges the new ToR may present, and discuss the direction the Forum wants to go. BK asked the Committee for their opinions. JB indicated he felt the Committee’s written ToR was shorter, clearer and to the point. He then suggested using certain points of the Central Office ToR if we are happy to use them.

RV questioned what action be taken in regard to the new ToR issued by the Central Office. RV gave three possible options: to ignore the Central Office ToR; to try to make changes; or to adjust ours using some of the Terms the Central Office had listed. JB suggested that we keep to our own ToR and take out what is necessary and worthwhile for us to use.

BK asked for suggestions from ID and CA to get views from an outside, independent perspective. ID/CAquestioned if the ToR written by ourselves needs certifying by Central Office. BK informed that our own ToR were created because the Central Office did not originally have their own document, so was unsure if it would have needed to be certified. ID/CAquestioned if we could challenge the document they had produced. ID/CA indicated that the Central Office may just carry on if they do not receive any complaints. BK indicated that we should question who/why/how this new ToR had been produced, and the governance applied to push it through. RV indicated that this does not seem like a final document for us to use.

**Action 1/220520 – RV to review our ToR and take out what is needed from the Central Office ToR and combine the 2 documents to our preference.**

BK indicated this was a useful start point and asked ID and CA for any further input, but they had no further comments.

Due to time constraints, RV drew the meeting to close and checked for the next meeting date; this will take place on 19th June. BK indicated he will send out a formal invitation and a structured agenda for the next meeting to begin progressing back toward a more “normal” operating cadence as we begin to exit COVID-19 Lockdown.

**Action 2/220520 – BK to work with LK to produce the appropriate agenda and have circulated ready for the next meeting.**

Being no further comments, all shared thanks and drew the meeting to a close at 12:00pm.