BCIEoE – Management Committee Meeting 24/03/2021

10:00 – 12:00 GMT, By Zoom Teleconference

Attendees:

Mark Suttle, Chair

Brian Kinch, Secretary Key:

Jim Barrow, Member **Current Actions**

Matthew Neall, Member **Carried Forward Actions**

Tim Cracknell, Member (Left call at 10:30)  **Late Actions**

Adrian Jolly, Member (Joined call at 10:15)

Lauren Kinch, Administrator

Apologies:

David West, Ex-Officio

Richard Verrinder, Vice Chair

Chris Aldred, Member

Welcome:

MS welcomed everyone to the call and made apologies for those who were unable to attend. He expressed that he would like to focus today’s meeting on scheduling the events for the year.

Review and approval of Minutes of meeting 26th January 2021:

The Committee have reviewed and approved the minutes from 26th January 2021 for publication subject to changing the word Forum to Chapter.

Record/note update on actions:

***27th November 2020:***

2. “LK to ensure that DW has a WIR representative amongst those who will be sent the invite to the next Chapter event.”Closed. LK has emailed DW regarding a Women in Resilience representative and is waiting for a response.

**Action 01/240321 – LK to confirm DW’s response when received in connection with a WiR representative.**

5. “AJ to present on Brexit at a future meeting.”Closed.

**Action 02/240321 – MS and AJ to produce content on Brexit for the June event.**

***18th December 2020:***

3. **“**BK to ascertain if the 90 hours’ worth of BCI World presentations will be made available online to the membership.” Closed. BK indicated the BCI World Presentations have only been made available to those who are subscribed in order to ensure that numbers for the event are not inadvertently affected.

***26th January 2021:***

1. **“MS and BK to discuss the review of the membership benefits with DT.”** Carried forward. MS has been in contact with DW but has received no further update. BK has liaised with DT and asked for him to comment on where they are regarding the membership benefits and is waiting for a response.

2. “MS to confirm which event a member of the Board will be attending.” Closed. MS is happy to invite Board members to future events, dependent on the timing and topics, MS indicated that there should not be any issue in having a member attend. We have invited Heather Merchan to a future event.

3. **“MN and AJ are to prepare a ‘road map’ of the social media journey, including what will be done, how frequent the posts will be made etc.”** Carried forward. MN indicated he will produce a roadmap to send to the Committee in due course.

4. **“ALL to provide LK with their suggested questions or topics for LK to create a consolidated list to present to Heather Merchan.”** Carried forward. BK indicated this was to provide Heather with some ideas of topics that could be discussed at a future event. The ideas received thus far are:

*“How can established Chapters, like ours, improve our outreach, attractiveness and engagement to achieve a greater level of diversity from those presenting at, or attending, events and potentially even joining the Committee?” (BK)*

*“What’s the broader BCI strategy for diversity and inclusion?” (MS)*

5. “BK to make the usual Christmas arrangements.” Closed. BK has made enquiries for the usual Christmas arrangements, including the Pipe of Port and the Queen Mary room at the Palace Hotel. Regarding the Pipe of Port, BK has sent an email to secure Friday 17th December from 13:30pm onwards, but due to lockdown restrictions they are not open and the booking has not been secured. BK will wait for a response once they open again.

BK indicated the Queen Mary room will cost £130 for the morning, through to 1pm, and asked the Committee if this location is still suitable and how the costs would be covered. JB questioned if the BCI would help to cover the costs this year, which has previously been covered by the Committee directly, or wondered if they would at least match fund it. MS indicated that the BCI would usually favour the use of Regus facilities at no cost and does not think the BCI would pay for the Queen Mary room. BK mentioned the Action Stations office could be used or suggested looking at the Chelmsford Regus as it is close to the station, so it could be a viable option. MS agreed but wondered if we would be better covering the costs for a location that is closer to all the Committee members’ preferred location. MN indicated it would be beneficial to have the BCI help with the costs but is also happy to cover any costs personally.

**Action 03/240321 – MS to speak to DT about potential Christmas funding.**

6. **“ALL to advise BK on any update to the topics on the agenda, such that he can amend and move it to an appendix.”** Carried forward. BK has not yet received any suggested changes to be made.

7. “BK to raise the proposal for an award direct to Central Office.” Closed. BK has received a response from DT regarding the award in Jim Burtles’ memory and has been informed it is under consideration and may be approved for the following year.

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

9. “BK to send out a revised invite for the next meeting 25th February using MS’s Zoom details.” Complete.

Matters arising:

MS is continuing to seek the recording, or the minutes produced, from last year’s AGM but there seems some inexplicable resistance until such time as the minutes are due to be formally published, typically just before the next AGM. He is due to hear further in the early summer, following the BCI Board review, but in the absence of publication at that point, JB has suggested as a Chaper we may wish to raise a Board resolution for the next AGM requiring the AGM minutes to be shared more expediently.

No other matters arising were noted.

Future Committee meeting and Chapter event plans:

MS asked BK to share any updates regarding the April event.

BK indicated Rachael Elliott (RE) is happy to run a topical presentation (and has suggested this be on the Horizon Scan report content, about to be published) followed by Q&A but has asked if the date for the event could be moved to late April, preferably 30th, to give her time to prepare. BK asked the Committee if this event should be solely for RE or if we should ask DW to follow on with a discussion on Community and Committee strategy. AJ mentioned he would be happy for RE to take this singly but considered if we should give RE the option of adding another presenter. BK responded that from his understanding RE is more than happy to take this event individually.

MS agreed with AJ and suggested we try to keep the event reasonably short, preferably no longer than 90 minutes, to keep people engaged but still give enough time for RE’s presentation. MS also highlighted that another presenter would put a time restraint on RE. The Committee agreed.

JB indicated the 30th April is just before a bank holiday weekend and wondered if there would be less interest at this time. BK mentioned this date was guidance from RE but would be happy to present on any date if she is given notice.

MS asked the Committee when the best time of day would be so that people are more likely to attend. BK suggested a Friday afternoon with the opportunity of leaving the call open to continue conversations and have a ‘virtual drink’ together. MS agreed with BK that more people are likely to be available towards the end of the week.

BK asked the Committee for their views on moving the event date into the first week of May, when we are past the bank holiday weekend and when it leaves us longer than a month to prepare. The Committee felt it is best to go with 30th April as this was the original date RE selected.

**Action 04/240321 – BK to discuss with RE arrangements for her presentation on 30th April.**

MS recommended promoting this event once the date and time is secured and agreed by RE. MS mentioned the communications team at the BCI have announced new processes meaning promotional collateral will be sent out by default only to the Chapter constituency concerned, albeit we could ask for promotional material to be circulated to members and people outside our Chapter, especially to the adjacent Chapter constituencies.

**Action 05/240321 – BK to check whether RE is doing a separate Horizon Scan presentation to all BCI members or whether the proposed event in April will be the only time she is planning this sort of presentation.**

MS then focused on the plans for the event on 18th June and suggested he and AJ should begin making arrangement for this.

BK questioned if the Committee would like to move the date of this event to after the 21st June when all COVID-19 restrictions have been lifted, in order to have a face-to-face event. MS wondered if people would be sceptical about attending a meeting so soon and suggested we either keep to a virtual event or to push it later in the summer if we were hoping for face-to-face. BK agreed and proposed moving the event into July to then go for a face-to-face. BK indicated we would need to start looking at a venue if a face-to-face event is the preferred route.

MS suggested, due to the time of year and the proximity of the end of the COVID restrictions, an outdoor event could be a more suitable option which may be more appealing and manageable. MS asked the Committee for any ideas of where an outdoor event could be held. MN mentioned Chelmsford racecourse tends to have outdoor areas which are also undercover that could be ideal dependent on the amount of people looking to attend. JB suggested using Cressing Barns as it is a venue previously used by the Committee.

[Cressing Temple Barns | Explore Essex (explore-essex.com)](https://www.explore-essex.com/places-to-go/find-whats-near-me/cressing-temple-barns)

MS agreed these are viable options and will begin working with AJ on timings, logistics etc.

MS asked the Committee if we should look at any other future events. BK indicated the Christmas plans are lined up and the October event date is in place but perhaps we should look at how the next two events go first.

South and London Chapter: Shared plans:

No further updates.

Any other business:

JB is a member of the Bury St Edmunds Rotary Club and asked the Committee if anyone is available to speak on a topic of interest on 27th April. The Committee will respond to JB individually.

Close

MS expressed that it was great to speak to everyone again and suggested the next meeting on 16th April should be used to run through the event plans for the 30th.

**Action 06/240321 – BK to send out an invite for the next meeting 16th April using MS’s Zoom details.**

With thanks to all, MS closed the call at 11:30.