BCIEoE - Management Committee Meeting 27/11/2020

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

Attendees: Key:

 Richard Verrinder, Acting Chair **Current Actions**

Brian Kinch, Secretary **Carried Forward Actions**

 Adrian Jolly, Member  **Late Actions**

 Jim Barrow, Member

 Matthew Neall, Member

 Tim Cracknell, Member (Joined call at 11:00)

 Lauren Kinch, Administrator (Joined call at 10:15)

Apologies:

 Mark Suttle, Chair

 David West, Ex-officio Member

Welcome and Chair’s opening remarks:

RV welcomed everyone to the call and noted the apologies for those who were unable to attend. He also thanked MN for organising the call.

Noting of Minutes of meeting 18th September and Review and approval of Minutes of meeting 16th October 2020:

The Committee noted the required changes to the minutes from 18th September had been completed and reviewed and approved the minutes from 16th October for publication, with one minor amendment requiring clarifying the term “paywall”.

**Action 01/271120 – LK is to include the colour code key and to annotate the term “paywall” in the prior minutes to aid interpretation, and then to issue a final version to DW for publication to the Chapter webpage and a copy to the Committee for information.**

Record/note update on actions:

Meeting 19th June:

1. Closed due to no response. The Committee agreed that a Women in Resilience (WiR) representative would be invited to the next full Chapter event instead.

**Action 02/271120 – LK to ensure that DW has a WIR representative amongst those who will be sent the invite to the next Chapter event.**

16th October:

1. Complete. CA has confirmed he is very happy to remain on the Committee
2. Closed. LK has sent DW the minutes that need to be published on the website.
3. Closed. BK is to give a more formal update of the Christmas arrangements later in this meeting.
4. **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”**
5. Closed. LK has added paragraph numbers to the minutes of 18th September.
6. **Carried forward. MS to obtain an update from DT/DW on receiving minutes from senior meetings.**
7. Closed. LK has made the suggested amendments regarding subscription and membership delineation.
8. **Carried forward. MS to discuss membership benefits and paywall options with DT.**
9. **Carried forward. MS would like the Committee to make suggestions as to who from the BCI board or similar should be invited, when, and on what topics.**
10. **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.**
11. **Carried forward. AJ to create a brief overview of social media – what content we should have and who would keep it updated etc.**
12. **Carried forward. MS to pursue arranging a meeting with a number of board members and also direct further engagement with DW.**
13. **Carried forward. MS to ask DW to add the presentation to our website page.**
14. Closed. RV commented that there are several actions relating to the need of contacting Central Office. BK agreed and suggested the Committee needs strategic plans in place to receive exact answers to stop the actions being continuously carried forward.
15. Closed. BK mentioned that he previously had conversations with both Dr David Rubens and Racheal Elliott (RE) regarding their attendance at future events and both are more than happy to fulfil this role.

Matters arising:

No further matters arsing.

BCI World:

BK questioned the Committee to see who was involved with, or attended, the BCI World, to understand how it went and to know what those who attended took away from the event. BK mentioned that the distractions of the pandemic and/or the cost may have had an impact on the first virtual BCI World but thought it should still have been of some interest to those who would normally attend. Unfortunately, due to the virtual presentations and the unattractive cost, no one from the Committee had attended this year. BK suggested the BCI Central Office should be made aware of this feedback and perhaps a proposal made that at least one nominee be permitted, for free, from each Chapter as a representative, and to ensure the Chapters remain up to date.

LK, to help with understanding, asked the Committee what the BCI World was about, and its purpose. JB mentioned that he has been to several BCI Worlds on an exhibition stand for many years. He explained how the BCI World is an exhibition where keynote speakers can present to specific interest groups.

Following on from this, RV asked if any members joined the Annual General Meeting (AGM). BK indicated that he had not seen any material reflecting what had been covered in this meeting. BK commented that BCI members should have insight into what is trying to be achieved, where we are heading, who is currently on the board and to know the positive feedback. JB added that he is also unaware of who is currently on the board and believes it would be useful to know the decisions being made that are affecting the Committee.

RV indicated he had received a recent email from the BCI, but it only contained information regarding AGM results and surveys. The BCI World had not been included. BK commented that BCI World is the gala event of the year, and it is quite telling that nothing seems to have been socialised about that. JB noted that having the BCI World virtually would not attract as much attention as it is not as interactive as face-to-face, and people enjoy meeting and networking with others before, after and between events, but this cannot be achieved virtually. RV and CA agreed and have both had their own experiences of different virtual presentations recently which are falling short of interest because there are no interactive elements.

**Action 03/271120 – RV to provide feedback to MS regarding the BCI World and AGM.**

Christmas arrangements:

BK explained the prospective Christmas arrangements scheduled for 18th December as a Committee meeting followed by a social event. BK expressed that these arrangements may be affected following the changes in Government COVID tier guidelines but asked those on the call who would still show interest in going ahead with the Christmas arrangements if possible. There were mixed responses from the Committee members and, as a result, the Christmas meeting will now be purely virtual and the social event will, if permitted, be limited to just 6 members of the Committee and held at the Pipe of Port, Southend. BK mentioned that he will liaise with MS regarding these arrangements as he had not been present to contribute.

(TC joined the call at 11:00)

Future Committee meeting and Chapter event plans:

RV began by discussing the future events plans whereby we have Dr David Rubens and Rachael Elliott as the guest speakers to our next virtual event. BK agreed that this needs to be arranged as well as re-establishing the plans for the Stadia management issue event. AJ noted that the Stadia event may have to be pushed by till June at the earliest due to the current COVID situation. He suggested we wait to find out more information next year regarding the pandemic before we begin making arrangements. BK indicated that we had selected our preferred events, however, we still had other ideas that could also be of interest to others. BK suggested we look at the other options for the events, including who would take leadership, what may be relevant and when we would like them to take place.

JB indicated that it would be of benefit to have Dr David Rubens at a face-to-face event as he provides engaging presentations which may not have the same effect over a virtual call. BK agreed but indicated any face-to-face event would not be until mid to late next year, which would cause other events to be pushed back. Ideally, at least one event should be held as soon as possible as the last event, which was Stansted, was over a year ago.

JB referred back to the BCI World and suggested it may not be beneficial to have a virtual event as it does not seem to generate as much interest. BK commented that it would be useful to know the figures of those who subscribed and those who attended to help plan out our own events and RV will cover that as part of action 03/271120, above.

RV asked for the Committee’s opinion on the best way forward. He noted it is clear there have been too many online events and those who have been previously interested in the Chapter events may not be so enamoured now if we go down the virtual route. TC indicated that it can be challenging to host an event by video conference and will be difficult to promote effective interaction. MN suggested the Committee should aim for a Chapter event in March 2021 with the hope that it can run as a face-to-face event, but an acceptance that it may need to fall back to virtual if not. CA agreed with both TC and MN and believes there would be far more interest in the event if we can run it face-to-face. From the suggestions, RV suggested we begin planning for a definite face-to-face event for June/July, but to also ask RE to be prepared present on an earlier event, probably in March, which would ideally be face-to-face but may have to be virtual. JB suggested a COVID research topic from the BCI (potentially ideal for RE) may be of highest interest for a virtual event.

BK summarised that Dr David Rubens will be asked to attend a face-to-face event next year, probably in the summer, and meantime RE will be given a larger audience with a longer time frame in March, to present either physically or virtually as circumstances permit, focused on a reprise of her prior survey analyses and anything new which was available to share. The Committee were happy with these arrangements.

JB suggested we record any virtual session which will be an advantage as this makes it viewable to those who were unable to make the day. BK agreed and knows RE is open to recordings. RV questioned the other research RE is planning to cover, and suggested we ask her to include valuable COVID research.

**Action 04/271120 – BK is to liaise with RE regarding the topics in her next virtual presentation.**

RV asked the Committee for other topics that would be of interest and relevant to be covered in the future events and asked if Brexit would be one of those topics. BK suggested AJ would be a suitable person to cover this topic because he is currently leading a Brexit engagement with one of his clients.

**Action 05/271120 – AJ to present on Brexit at a future meeting.**

BK indicated that Dr David Rubens was going to present on COVID impacts from a global perspective, and whilst this should still be highly relevant in June/July, it may be beneficial to have one or two other presenters alongside Dr David Rubens on other topics too. BK suggested using AJ’s Brexit piece for this.. RV suggested we cover how people have adapted to working from home and the changes that will be made when they do go back to an office environment. He also mentioned the changes from office space to residential. TC mentioned the effects on property and office portfolios and how the business and property strategies going forward will be important. CA thought it would be ideal to have a topic on the manufacturing and supply chains and how some companies have still got through whilst others have had more difficulties. BK further suggested looking at having Justin Cockerell present on the tragic meningitis situation that had befallen the further education community a couple of years ago (a presentation he had previously agreed to give but had been unable to fulfil) as this would draw out the challenges of mass vaccination programmes – highly topical in the current climate.

The Committee also had discussions around the future for businesses and ‘where do we go from here’ topics and believed such matters would generate interest from both businesses and individuals. RV commented that these topics could branch out into the security of documents and files that may be exposed to others when working from home. BK agreed and added that businesses should still have duty of care, but many people have been working in uncomfortable or unsuitable environments that are not appropriate or conducive for long periods of time. RV concluded that there are several topics we need to look into and select for future events. He also suggested we aim to have 3 events during 2021 to be able to include as many of these topics as possible.

South and London Forum: shared plans:

BK commented that there had been no shared plans in the calendars.

Any other business:

Being no further business, RV thanked all of the members for attending and drew the meeting to close.

The next Committee meeting placement is 18th December.

Meeting closed at 11:48