BCIEoE Management Meeting 28/02/2020

09:00 – 11:00 GMT

Attendees:

Brian Kinch (Secretary)

Tim Cracknell (Committee Member)

Richard Verrinder (Acting Chair)

Lauren Kinch (Administrative Assistant)

Matthew Neall (Committee Member)

Adrian Jolly (Committee Member)

Apologies:

David West (Ex-Officio)

Jim Barrow (Committee Member)

Mark Suttle (Chair)

Welcome and introductions:

The meeting began with introductions from everyone (except AJ who joined later) attending and a welcome to MN as a new Committee Member.

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

Approval of minutes 20/12/19 and 31/01/20:

No further comments to be made regarding the previous minutes and all were happy for the minutes to be published.

AJ joined the call.

Note/record updates on actions from previous minutes 20/12/19 and 31/01/20:

Details of updates on actions attached:



**Action 01/280220 – JB to add 3 high level topics (+1 other) to meeting template.**

**Action 02/280220 – MS to include various items as detailed on the spreadsheet in the next discussions with David Thorp.**

**Action 03/280220 – AJ to create Forum social media presence.**

**Action 04/280220 – DW to promote Committee vacancies.**

Matters Arising:

None

Terms of Reference:

BK indicated that the Committee had failed to undertake a regular schedule review of the ToR in December and this now needed to be completed.

**Action 05/280220 – BK to add ToR review to the regular schedule for the December Forum meeting.**

RV commented it is important the ToR continue to be relevant for the work of the Committee.

All agreed.

Future Committee and Forum meeting plans:

RV asked AJ to summarise his work on establishing a stadia-based event and timing.

AJ advised he had spoken to the Ex-CEO of Arsenal and West Ham who had indicated he would want to help promote. The sense is that with such influential promotion the event should generate a significant turnout. AJ believes 3 main topics will be optimal.

* Stadia IT resilience e.g. What happens if the LED screens or the automated turnstiles fail?
* Local emergency planning e.g. Mass evacuation during a significant event.
* Mass incident affecting the stadium or surrounding area and stakeholders.

**Action 06/280220 – AJ to reach out to his contact at Spurs to see whether they would be willing hosts, or to other relevant large local stadia.**

RV indicated this sounded very interesting and an exciting prospect. Indeed, RV wondered whether the Committee could attract sponsorship if the event was likely to be that significant.

AJ advised that he hoped to get the venue for free, but that sponsorship might be needed for refreshments and food.

AJ suggested targeting September as the optimal time. RV asked if there are any dates preferences, but AJ indicated he needs to talk about dates, timing and room logistics first before trying to secure a definitive date.

BK reflected on prior action 05/201219 and wondered whether the stadium event may present enough space to co-invite Women in Resilience (WIR). AJ indicated this may be a good idea in that the vision for all sport is inclusiveness and the conversations and principles would extend beyond football. TC concurred. RV also agreed and indicated he would be happy to invite WIR. BK was pleased because diversity had been an issue that the Committee had long wanted to promote, especially from a female perspective.

AJ and RV considered it may be worthwhile having the WIR present on their vision and mission to better introduce the benefits they bring.

**Action 07/280220 – RV is to speak to DW about whether someone from WIR might be interested in joining the Committee.**

RV indicated that if September is the likely date for the stadia event then the Committee needed to consider carefully what dates, times, venues and presentation content could be accommodated at other times during the year. RV suggested that if, for example, May was to be targeted for the next Forum event, he would want concrete arrangements by the end of March.

BK wondered whether it would be feasible for a mid-November event? TC suggested the sooner the better to decide upon arrangements.

AJ postulated doing a less formal and labour-intensive Forum event, such as having an external speaker provide an initial simple keynote in the late afternoon, followed by evening food and drinks. BK agreed and suggested possibly using David Rubens from the Institute of Strategic Risk Management as he had proven very popular previously and could speak topically to the likes of the Coronavirus. BK indicated when he had first met Dr Rubens this had been at a similar style of event to that suggested by AJ, hosted by the Business and National Government (BANG) group at Bangers near Liverpool Street Station.

AJ felt something smaller and more intimate needing less planning such as finding a room in a pub with a big display screen and some drink on tap would indeed be ideal.

BK advised that as AJ is leading the September Forum event, he would be happy to assume responsibility for deciding arrangements for an earlier, more social event. This would entail one leading presentation, plus potentially the outreach to WIR, and then a social conclusion.

RV indicated his thanks to BK for volunteering for the social event and suggested aiming for another, more formal summer Forum event as well. BK thought this may be possible if the Forum event was organised in parallel with the social event. For example, having the social event in May and the Forum event in June. BK also indicated the social event could be accommodated at any point in the year if other Committee event activities took priority. MN felt the social event on the run up to Christmas may tick every box.

RV asked what options the Committee preferred as the leading topics for a summer Forum event. BK suggested looking on the BCI website to see what other subjects are currently proving topical if the suggested topics list did not present sufficient ideas.

**Action 08/280220 – BK to research other potential areas of topical interest.**

**Action 09/280220 – BK, subject to other potential arrangements for a summer Forum event, is to target week commencing 22nd June as a tentative date for the social event.**

South and London Forum shared plans:

In the absence of any formal communications in recent times about the neighbouring Forum events, BK suggested in the future this agenda item simply be populated by the event calendar held on the BCI website. This was agreed.

**Action 10/280220 – LK is to add South and London Forum event calendars where available to subsequent Committee agenda.**

Any other business:

TC referenced the minor change to the BCI logo and wondered whether any amendments needed to be made to Committee materials. RV suggested the presentation template used at each Forum event would need changing. BK highlighted that some practitioners had BCI business cards which may need to be replaced.

**Action 11/280220 – All to consider the materials requiring change as a result of the amended BCI logo and to report back to the next meeting.**

RV reminded the Committee of the Awareness Week in May, and he encouraged that this be promoted.

RV and JB advised that BCI central office had confirmed their membership fees were to be refunded because they are now retired. The Committee were pleased with this outcome.

Being no further comments RV thanked everyone for their attendance and drew the meeting to a close at 10:40am.

Next meeting 20th March. May be able to use the Knight360 office.