BCIEoE Management Committee Meeting - 10/08/2022

09:30 – 11:00 GMT – Teams video-conference

Attendees:

Matthew Neall, Chair

Brian Kinch, Secretary

Lauren Kinch, Member

Tim Cracknell, Member

Key:

 **Current Actions**

 **Carried Forward Actions**

 **Late Actions**

Apologies:

Richard Verrinder, Vice Chair

Adrian Jolly, Member

Mark Suttle, Member

Jim Barrow, Member

Ken Clark, Member

Claire Sanders, Member

Welcome:

MN welcomed everyone to the meeting and acknowledged and made apologies for those who were unable to attend.

The Committee recognised and welcome LK as formally joining the Management Committee as a member. Accordingly, the meeting was quorate.

Formal approval of meeting Minutes from 24th June 2022:

The Committee have reviewed and approved the minutes from 24th June 2022 for publication with amendments to Action 9 being MS, not MN and changing the duplicated Action 1.

**Action 01/100822 – LK/BK to make amends to the prior minutes and publish via both the BCI’s webpage for the Chapter and through the Chapter LinkedIn Group**

Update on actions from 24th June 2022:

1. Complete. The previous minutes from 20th May have been publicised.
2. Complete. BK mentioned Andrew Lawton has now confirmed he would like to support the Autumn (or near after) Chapter event and has been added to the list of possible speakers.
3. Complete. BK sent a further contact email to Peter Horsted and did not receive a response so it was not appropriate to keep him on the mailing list for the Committee and he has been removed.

**Action 02/100822 – MN to create a LinkedIn post indicating we are looking for new members.**

1. Complete. CS has booked the rooms at the Fire HQ.
2. Complete. The ‘Christmas do’ had been added to the agenda.
3. Complete. BK spoke with CS separately regarding her Committee membership and she has been formally welcomed as a Management Committee member.

From the 20th May:

1. Closed. KC is to revisit options for hosting meetings next year with ARM.

9. Complete. MS has had a positive response from STORM Guidance regarding their future involvement.

11. Closed. BK indicated that he was unaware that AJ had received any more recent contact from CyberArk regarding their willingness to be involved (or not) in the proposed Autumn Chapter event.

**Action 03/100822 – BK is due to be meeting with Mark Goldspink, CEO of ai Corporation, in the coming weeks as he is a business colleague and friend, and will speak with him about CyberArk as Mark’s son-in-law (Charlie) works for the company and Mark helped effect the initial introduction. It is hoped this may lead to clarity on CyberArk’s position.**

Matters arising:

BK mentioned the change in the registered office for BCI Central Office, and noted the Committee members were not made aware of this in advance.

**Action 04/100822 – BK is to speak to David Thorp regarding the governance of the Central Office and Chapters at the Chapter Leaders Conference.**

Summer Chapter Event update:

BK explained that for the Summer Chapter event, there are 3 Speakers confirmed, including Mark Browne (formerly of Crossrail), Kathy Settle (National Preparedness Commission) and Martin South (Associated British Ports). This will be held at the Essex Fire HQ on the 30th September with a lunch included. This venue has the capacity of c 50 people.

BK mentioned how the venue for this event will be a longer and more difficult journey for Kathy to get to and she had asked if the BCI would be willing to cover any travel costs. BK has already suggested to Kathy that either he would look to cover those costs personally (if BCI Central Office were unable or unwilling to do so) or that, as a Committee, we might look for Kathy to present at a closer venue for her at a future event.

**Action 05/100822 - BK is to bring the issue of covering reasonable transport costs for volunteer speakers up with BCI Central Office attention as we should be receiving support from them.**

BK indicated that Kirstie from BCI Events at Central Office has all the necessary material ready to go and will send out the first promotion towards the end of next week or during the next, around the 19th - 26th August. This can also be sent to MN to share on the Committee’s LinkedIn page.

**Action 06/100822 – BK is to send the completed BCI events template to MN.**

**Action 07/100822 – BK is to put a placeholder in the Committee members’ and speakers’ diaries for 30th September for the Chapter event.**

Autumn Chapter Event planning/changes:

The Autumn Chapter Event is currently planned for 18th November, and BK mentioned there have already been people indicating their willingness to present. These include Professor John Walker, who would talk about malware, its importance and the risks, and AJ had been in contact with another speaker, but this needs to be confirmed at the next meeting. BK mentioned Geoff White (author of The Lazarus Heist) as another possibility, but would like to get a good audience for him.

**Action 08/100822 – BK is to reaffirm the invite for a meeting on 16th September (placeholder should already be in diaries), specifically to major on discussing plans for the Autumn event.**

Christmas Do:

BK suggested discussing the Christmas Do as places will be booked up quickly. It was briefly discussed in the previous meeting as to whether the Committee would like to do something new this year, but those on the call agreed they are all happy to keep tradition and use the Queen Mary Room and the Park Inn Hotel for the meeting and the Pipe of Port for lunch after, recognising that each of these will have a cost that the Committee will need to meet individually.

**Action 09/100822 – BK is to book the Queen Mary meeting room and the Pipe of Port for the 16th December and confirm payment arrangements to the Committee.**

Noting other Future Committee meetings and Chapter event plans:

Duly noted.

South and London: other Chapter shared plans:

The Committee noted that there was no apparent activity from the South or London Chapters, but suggested getting in touch with them in light of forthcoming Autumn event, if this is to take place in London.

**Action 10/100822 – BK is to speak with the respective Chapter Chairs at the forthcoming Chapter Leaders’ Conference.**

Any other business:

MN mentioned that unfortunately RV would like to step down as Vice Chair and, whilst acknowledging and thanking him for his past contributions in the role, asked those on the call if they would be willing to take over. BK hoped RV will remain as a member but indicated, constitutionally, there is technically no requirement to have a Vice Chair, although if someone is willing to take on the role, this may still prove useful to the Committee. There were no volunteers.

**Action 11/100822 – ALL to consider whether they would like to take the position as Vice Chair in succession to RV.**

BK mentioned the Chapters Leader Conference that he would be attending and asked if there is anything that needs to be raised there. MN reiterated questioning about the registered office as mentioned earlier in the meeting and TC would like to know what David West is currently doing and if he still has any involvement.

Close:

Being no further business, the call closed at 10:25, with the next meeting to be reaffirmed for the 16th September.