BCIEoE Management Committee Meeting 09/07/2021

09:00 – 10:00 GMT, By Zoom Teleconference

Attendees:

 Mark Suttle, Chair

 Richard Verrinder, Vice Chair

 Brian Kinch, Secretary

 Adrian Jolly, Member Key:

 Matthew Neall, Member **Current Actions**

Lauren Kinch, Administrator **Carried Forward Actions**

  **Late Actions**

Apologies:

 Jim Barrow, Member

 Chris Aldred, Member

 Tim Cracknell, Member

 Peter Horsted, Prospective Member

 David West, Ex-officio

Welcome:

MS welcomed everyone. He indicated the main focus of the meeting would be ensuring everything is properly prepared for the Summer Chapter event on 23rd July.

MS noted that CA is having difficulty joining these meetings and suggests we check again regarding his willingness to continue and participate.

**Action 01/090721 – BK to speak to CA regarding his participation.**

Formal Approval of meeting Minutes from 18th June 2021:

The Committee have reviewed and approved the minutes from 18th June 2021 for publication subject to amendments to Browne.

Update on actions from 18th June 2021:

*18th June 2021:*

1. Complete. AJ has confirmed Andrew Lawton for 23rd July event.
2. Complete. The invitation has been sent out.
3. Closed. DW is unable to attend, however David Thorp will be in the latter part of the session and the agenda will be amended to accommodate this.
4. Closed. “LK to check the materials from the last event are on the website.” LK has followed up with DW on numerous occasions to get the BCI minutes published to the web-page but there has been no response.

**Action 02/090721 – LK to send over BCI materials to MS for publication.**

1. **Carried forward. “MS to contact Central Office for guidance on how to optimally run a virtual and physical event in tandem.”** This will be explored when we are able to do a physical event.
2. **Carried forward. “MS to discuss if BCI Central Office would be able to send a post-event survey to the attendees.”** BK summarised that we have always sought feedback at the physical events, but if we are holding a physical and virtual event, we need to give the option to those online to give their feedback too. MS agreed but commented if the BCI are using Microsoft Teams as the platform, we do not have any way to know who or how many will be joining this makes it difficult to send out a survey. BK indicated it was worse because it would not even be possible to know who should be attending, or even if an event is worthwhile, beforehand.

RV suggested that when the reminder for the event is sent this is provided with a new link using a platform that allows registration and thus a summary of expected attendance. The Committee agreed to this.

**Action 03/090721 – MS to follow up the suggestion of changing the webinar platform to allow registration.**

1. Closed. “PH to draft a post-event survey for the Summer Chapter Event.”
2. Closed. “PH to produce a “what else do you want to hear?” survey for the July event.”

**Action 04/090721 – PH to produce a post-event survey, including a “what else do you want to hear?” for the July Chapter event.**

1. Complete. BK has sent the Christmas arrangements to PH.
2. **Carried forward. Mark Browne is willing to speak at the October event, and RV will follow up nearer the time as Mark’s Manager has changed and he may need to seek reapproval.**
3. Complete. The next BCI meeting arrangements have been scheduled.

*24th March 2021*

1. **“LK to confirm DW’s response when received in connection with a WiR representative.” This is to be included in Action 02/090721.**

*16th April 2021*

1. Carried forward. “**MN to provide a social media moderation tracker to include in the meeting template.”**

No further comments regarding the actions.

Preparation for 23rd July event:

MS summarised that it is intended to open the call at 9am. Whilst the running order has been completed this needs to be amended owing to David Thorp’s availability, and then there is provision for 30 minutes worth of networking at the end.

**Action 05/090721 – MS to amend the running order for the event.**

The Committee expressed its endorsement of the proposals.

AJ indicated that Andrew Lawton will be sending his presentation in advance and suggests that one administrator controls all the presentations through single screen sharing. The Committee agreed.

**Action 06/090721 – MS and AJ to send LK and BK all slides for distribution by 21st July so that we have contingency for presenting as necessary.**

MS suggested everything should now be in place for the event other than the adjustments to the host platform. BK asked if the event is being recorded and MS advised this has been asked for.

AJ proposed that having a conversation thread started on social media relative to the event and the Committee agreed.

**Action 07/090721 -** **MN to create the social media page promoting the event.**

Matters Arising:

BK reconfirmed that the Christmas event is in schedule. MS acknowledged and indicated we also broadly know what we are aiming for in October with David Rubens booked in and looking to have Mark Browne.

BK concurred but indicated he is still awaiting a response from Justin Cuckow. He also advised there is a new offer from David Rubens regarding presenting a tabletop exercise/simulation. MS enquired whether this would need to be done virtually but BK advised it could be face-to-face.

MS and RV indicated there would be appetite and value in taking up this simulation offer but it would have to be positioned as not an overt sales pitch. MN and AJ agreed that is was a good proposal and potentially both educational and engaging.

**Action 08/090721 – BK to follow up with David Rubens regarding timing and logistics and no overt sales.**

**Action 09/090721 – LK to include the October Chapter event as the leading topic on the agenda for the next meeting.**

South and London Forum: shared plans:

The Committee is not aware of anything being planned in the near future.

Any Other Business:

Whilst the meeting was in progress MN advised he has already created a LinkedIn page for the Summer BCIEoE Chapter event. Reference Action 07/090721.

**Action 10/090721 – BK to reschedule the next BCI meeting for 27th August.**

Close:

MS thanked those who attended the call and wished everyone a great weekend.

Meeting closed at 10:00.