BCIEoE Management Committee Meeting 21/01/2022

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

Attendees:

Mark Suttle, Chair

Richard Verrinder, Vice Chair

Brian Kinch, Secretary Key:

Jim Barrow, Member, Member **Current Actions**

Tim Cracknell, Member (part)  **Late Actions**

**Carried Forward Actions**

Apologies:

Matthew Neall, Member

Adrian Jolly, Member

Lauren Kinch, Administrator

Peter Horsted, Member

Welcome:

MS welcomed those in attendance and wished everyone a Happy New Year.

BK indicated that he would take the minutes in LK’s absence.

BK advised that, until TC arrived on the call, in strict accordance with the Chapter’s Terms of Reference, the Committee was not quorate (the Terms of Reference requiring at least two Officers and two Members to be quorate). The Committee agreed that this made little sense when there are manifestly four attendees, and MS noted that the BCI’s volunteer group convention, as published centrally, is simply that there must be a Group Leader and a Deputy Group Leader, and no stipulations are made about convening a quorum.

The Committee in attendance proposed, and this was ratified by TC when he joined the call to form the quorum, that the Terms of Reference be amended to reflect that the Chapter can be quorate with one Officer and any other three Committee members in attendance.

**Action 01/210122 – BK is to change the Terms of Reference accordingly to reflect this new convention.**

Note of Committee Membership Changes:

BK indicated that Chris Aldred had sadly had to withdraw from the Committee owing to external pressures. The Committee recorded its thanks for his contributions and good wishes for his future.

MS enquired whether the Committee should actively seek a replacement and, if so, who. The Committee considered that there was no need to find an alternate in the immediate future but agreed to continue to operate an “open door policy” for anyone who might want to join.

MS advised that David West had left the BCI at the turn of the year but there is currently no detail regarding his potential replacement. Again, the Committee recorded its gratitude to David for his engagement and assistance across the past few years, especially across the sub-division of the South-East Forum.

**Action 02/210122 – MS is to reach out to David Thorp to ascertain when the Head of Communities & Operations might be replaced.**

Formal Approval of meeting Minutes from 1st October 2021:

The Committee have reviewed and approved the minutes for publication without any amendments.

**Action 03/210122 – BK is to send the agreed minutes to David Thorp to have these, and various other materials still absent, to the Chapter web page.**

Update on actions from 1st October 2021:

*9th July 2021:*

1. Closed. Chris Aldred has now decided to withdraw from the Committee.
2. Closed. BK had liaised with Dr David Rubens regarding the forthcoming Chapter Event.

*16th April 2021*

1. Closed. MN confirms that any LinkedIn Group comments will be moderated before publication.

* 01/011021 – Complete. MN has resent the Committee a request to join the BCIEoE LinkedIn Group.
* 02/011021 – Closed. AJ had established that Fortress were unable to host any Autumn Chapter event.
* **Action 03/011021 – Carried Forward. RV is to find out if we could do the Felixstowe Port for the June 2022 event.**
* **Action 04/011021 – Carried Forward. BK/LK to add discussion on Revised Code of Conduct to the March Committee meeting agenda.**
* 05/ 011021 – Closed. A Chapter Leaders’ event was not held in 2021.

Matters Arising:

In the interests of time, MS asked that the scheduled topics on the Revised Code of Conduct (see action 04/011021, above) and Review of 2021 be moved to the March Committee agenda.

**Action 04/210122 – BK/LK to add a discussion on the Review of 2021 to the March Committee meeting agenda**

Chapter Event with Dr David Rubens and Rina Singh, Scheduled 25th February 2022:

BK confirmed that arrangements for the rescheduled Chapter event covering a Virtual Table-Top Exercise, and a COVID reflection from the Institute of Strategic Risk Management (both Dr David Rubens); and a presentation on diversity and Women in Resilience (Rina Singh) are well in hand and that a promotion through BCI Events would follow in the next week or so once the venue has been locked in. The Committee noted the progress report.

**Action 05/210122 – BK to finalise arrangements for the February Chapter event and to publicise through BCI Events, and to include the potential for dial in.**

Other Future Chapter Event Plans:

BK confirmed that the March Committee meeting was in schedule for the fulfilment of the aborted Christmas event.

BK advised that the Summer Chapter event in June is still hoped to be the one at Felixstowe Port (see action 03/011021, above), potentially majoring on supply chain matters.

**Action 06/210122 – RV to check whether Mark Browne might be available and willing to support in presenting at any Felixstowe event, once secured.**

BK advised that the Autumn Chapter event in October could, on reflection, notionally be either a people-led topic event or a cyber one. The Committee suggested that both options be kept on the table for now and to review at a future Committee meeting whether a suitable speaker for one or another topic had presented themselves by then.

Other Chapter Shared Plans (London; and South):

The Committee recorded that there had been no communications noted regarding neighbouring Chapter plans.

Any Other Business:

MS drew the Committee’s attention to a forthcoming BCI Member Meeting to be held virtually on 25th and 27th January. He encouraged all to think about attending.

RV enquired about LK’s health after her pre-Christmas bout of COVID and the Committee were pleased to note that she had made a full recovery.

BK asked all the Committee to look at the strike out items on the “Suggested Topics” on the agenda which were all those noted as “time critical”. The Committee indicated these changes were all acceptable.

Being no further business, MS thanked all attendees and closed the meeting c 10am.