

Minutes of the AGI Council Meeting

8 January 2020 10.30am – 16.30pm at RGS, London

Attendees Matthew Leaver (ML), Tom Timms (TT), James Cutler (JC), Peter Reynolds (PR), Alan Moore (AM), Elly Ball (EB), Rachel Higgins (RH), Stephen Croney (SCr), Adam Burke (AB), Richard Duffield (RD) *PM*, Denise McKenzie (DM) *by phone AM*, Morgan Commins (MC) *by phone AM*

Apologies Katherine Smyth (KS)

AGENDA

Time	Item	Lead	Documents
10:30	1 Welcome	ML	
10:30	2 Review of previous minutes	TT	
10:45	3 New Council inductions	ML	AGI Council - Organisation & Director Responsibilities.pptx
11:00	4 Election of 2020 Chair & Exec roles	TT	
11:30	5 2020 budget & Finance update	PR	AGI - AOBP v3 - For Council Approval.xlsx
12:30	Lunch		
13:00	6 Events: 30th Anniversary event ESRI GeoBusiness GeoCom 2020 Council Rep	TT RH DM	30th Anniversary event.pptx
13:30	7 Membership - planned activity	AM	
14:00	8 IT	DM, RD	
15:00	Break		
15:15	9 National Group updates	AM,AB,KS	
15:30	10 Standards	RD	Proposed changes to the AGIs approach to standards v1.docx
15:40	11 Comms	ML	
15:45	12 Risk Register	TT	20191205_AGI_RiskRegister.xls
16:00	13 AOB	Chair	
16:20	14 Summary of actions, key points, next meeting	TT	
16:30	Close		

1. Welcome & Introductions

The Chair welcomed everyone, the new members and particularly AB to the meeting which was confirmed as being quorate. Round table introductions followed.

2. Review of March Minutes & Actions

The December minutes were reviewed and accepted as a true record.

Actions were reviewed and those still outstanding and not being discussed at the meeting listed below.

Ref	Who	Description	Date
20190516-7	AP/TT	List past contracts and success - OUTSTANDING	20/12/2019
20191205-1	CD/DM	Draft welcome email to members - OUTSTANDING	20/12/2019
20191205-10	ML	Liaise with SC & call HMLR - OUTSTANDING	16/12/19
20191205-12	CC/TT	Produce list of lapsed members by country TT pass to National Reps - OUTSTANDING	16/12/19

3. New Council inductions

ML presented induction material to those joining council including “AGI Council - Organisation & Director Responsibilities.pptx”

AM asked which AWG are in place – GeoCom, Advocacy (not very active), AGI 2.0, Standards.

4 Election of Chair and Exec Roles

ML had previously indicated that he was unable to continue as AGI Chair.

DM offered to stand as chair, was thanked by ML and proposed, TT seconded the motion. DM was elected unanimously as chair. ML continued to chair the meeting due to DM's absence.

JC volunteered to continue as Vice-Chair but indicated limited capacity for additional work. PR proposed MK seconded. JC elected unanimously as Vice-Chair. DM suggested that Council/Exec should consider two Vice-Chairs or an Assistant VC.

PR offered to continue as Treasurer and was elected unanimously. TT offered to continue as Hon Sec and was elected unanimously. He indicated desire for assistant Secretary to be appointed during the year.

Exec Group roles were discussed, particularly for responsibility for IT and Comms. DM asked for volunteers

EB offered Marketing/Comms support and AB offered to take over IT oversight. Both were approved unanimously and thanked.

ML noted an announcement would be made in due course.

AGI Exec Group 2020

Chair - Denise McKenzie
Vice-Chair - James Cutler
Hon Treasurer - Peter Reynolds
Hon Secretary – Tom Timms
IT – Adam Burke
Comms – Elly Ball

Ref	Who	Description	Date
20200108-1	ML	Announce new Chair & Exec group via Caitlin	09/01/20
20200108-1	DM	Consider Vice-Chair/Assistant Vice-Chair roles	01/02/20

5. Budget & Financial update

a. Review of management accounts

PR discussed financial reports and noted he is still awaiting Nov & Dec reports. However, he was confident of a positive PBIT for 2019, for the first time for several years.

b. Draft budget

PR presented draft budget for 2020 for approval. (AGI - AOBP v3 - For Council Approval.xlsx).

ML suggested 2019 was a year of consolidation and that 2020 with more activity should generate more revenue. He suggested that there were clear financial targets and objectives, now we should aim to raise our profile.

AM asked about cashflow & reserves. ML happy that 2019 steadied the ship, but there is now a need to push on in longer term. MC asked why AGI Cymru event revenues differ from budget. Potential under-reporting of profit from event?

There was discussion on the budget for IT upgrade.

The updated budget was agreed unanimously.

Ref	Who	Description	Date
20200108-3	PR	Review Cymru event profit/budget	20/01/20
20200108-4	PR	PR to update budget with increased IT upgrade budget	20/01/20

6 Events

30th Anniversary

TT presented 30th Anniversary information (30th Anniversary event.pptx) and posed questions about financial model and suggested dates.

ML – Suggested that sponsorship was acceptable and suggested a preferred location. Given available dates and clashes with UNGGIM meeting/Cambridge Conference a summer garden party was suggested. TT to investigate summer dates, mid-week in June, avoiding NI event. ML suggested a project program was required.

The Financial model and that it should be an invitation only was agreed.

GeoBusiness

DM - no update on GeoBusiness but noted International Women in Geo breakfast on 6th March
(DM & MC left meeting)

GeoCom (26th Nov)

ML reported update from AP. It was unanimously agreed that the GeoCom AWG could be led by AP.

AP requested name of Council/Exec contact for GeoCom AWG liaison? SC offered – agreed.

ESRI/GeoBusiness (London GeoSpatial Week)

The proposed ESRI/ECN event for London GeoSpatial Week was discussed, potentially after the main ESRI conference.

Was agreed that ECN needs to own event. RH to act as ECN link with Council

SC - ESRI Graduate steering group keen to link up

Ref	Who	Description	Date
20200108-5	TT	To share current list of invitees & investigate maximum capacity of RGS	20/1/2020
20200108-6	SC/DM	To discuss whether GeoCom AWG liaison is a Council or Exec role?	20/1/2020
20200108-7	ML	ML to inform AP that EB is now responsible for comms	20/1/2020
20200108-8	ALL	All to suggest Conference Themes via Basecamp	20/1/2020
20200108-9	RH	RH and ECN to link up	20/1/2020
20200108-10	SC	SC to report on ESRI Graduate steering group call	20/1/2020

7 Membership

AM trying to understand the current position.

ML reported - Discussions last year led to AGI 2.0. High level direction from work – limited work on tangible benefits for members

RH reported working on OS renewal.

20200108-11	JC	JC Publish previous work to Basecamp	20/1/2020
20200108-12	TT	TT / CC direct AM to previous comms work	20/1/2020
20200108-12	AM	Coordinate membership information for next meeting	1/3/2020

9. National Groups

NI

No update

Cymru

AB reported GeoCymru aim for 100 delegates, budget plan submitted – Fri 2nd Oct, Fri 9th Oct at Principality Stadium. Sponsorship lead event – Agreed.

Succession planning in place

Scotland

AM 25th Feb event - 4 gold sponsors & 2 silver committed. 5-6 confirmed speakers. Committee will publish details next week.

Geospatial Cluster – Scotland IS meeting, no other expressions of interest – Procurement of Geospatial cluster – want AGI to be part of process on specification.

AGI Scotland working on planning & prioritisation, draft plan on a page – then assignment of responsibilities

ML reported notes & observations from call to chairs.

- **NI** – Pushing CGeog – membership, some local groups & events. AGI board only really 5 members Rico Santiago does most of work and noted concerns over succession.
- **Cymru** – not much to add
- **Scotland** – connections to Scottish Government at risk. Scottish Geospatial Strategy to be published shortly. Seminar program. Reaching out to new membership & comms difficult.

20200108-13	KS,AM,M C	National leads check with RD before contacting OS about sponsorship	20/1/2020
20200108-14	DM / ML	DM / ML to discuss with Rico plans for increased engagement/succession in NI	20/1/2020
20200108-15	TT	TT to investigate AGI Council meeting @ GeoVation	20/1/2020
20200108-16	AB	AB Website needs to support National Groups	20/1/2020

11. Comms

ML reported progress on recent comms work

- End of year review - Work underway. Likely to be issued end of Jan. Deadline 20th Jan, 27th publication. Light weight Annual review agreed that 120 copies would printed & posted to members. Discussion around paperless/options for contact details – may be possible on new website.
- Workshop to set 2020 strategy – AP, ML, EB, AM + others? ML to send Doodle poll.
- List of AGI events & other significant GI announcement / events for AGI to respond to.

Sharing of video content was discussed – EB to liaise with AP.

Webinars were discussed. Generally positive, but questions around more interactive events? EB to be involved. Pick up at workshop. Agreed that Community engagement was preferable but how? Podcasts easier? EB to discuss with AP.

20200108-17	ML	ML arrange Doodle poll for comms strategy meeting	20/1/2020
20200108-18	TT	TT to ask Office for Membership list & request list of stakeholders on Basecamp	20/1/2020
20200108-19	RH	RH start calendar list of events	20/1/2020
20200108-20	EB	EB to liaise with AP regarding video content & podcasts etc...	20/1/2020

8 IT

RD reported on progress with IT update. Aims to be completed by end of week. Website needs to be simple, maintainable by office.

Noted that we are replacing current functionality – not really looking forward

Draft spec to be approved by Council then to suppliers

RD noted dependencies between IT refresh and office contract.

Filing & Docs an issue but revisited in Q3 once website/CRM complete.

20200108-21	AB	AB to review paper from DM and look at potential suppliers	20/1/2020
20200108-22	AB	AB to produce plan/program	20/1/2020

10 Standards

RD – discussed and reviewed AGI approach to standards. AGI owns UK Gemini standard. Historically AGI had standards cttee. Now BSI IST36 (Geog standards cttee) and International Standards. What model going forward? BSI is a standards organisation.

Gemini working group exists and is active. Suggested this should be an AGI working group? AGI liaison with Gemini working group and links to Council required. Attend IST meetings & have an AGI rep on working group – RD?

Proposal to disband AGI Stds Cttee and become more engaged with Gemini standard. Council agreed unanimously to the proposal from RD.

20200108-23	DM & RD	DM & RD pick-up discussion with Exec for long-term	20/1/2020
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12 Risk register

TT led discussion and review of the Risk Register. Revised version to be published

20200108-24	TT	Publish updated risk register	20/1/2020
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13 AOB

SC raised the question of additional Council members. Was a contact from Connected Places Catapult suitable? Agreed we should recommend joining an AWG first.

ML raised GC evening reception and potential attendees.

PR – asked when Exec group meetings would be arranged. TT to discuss with DM.

PR asked for improved communications within Council, using Basecamp.

JC thanked ML for his role as chair over the year which was warmly agreed by all.

20200108-25	TT	Update Directors	20/1/2020
20200108-26	TT	Discuss Exec Group meetings with DM	20/1/2020

The meeting closed at 16:15