

Minutes of the AGI Council Meeting

19 January 2021 9.00am – 12.30pm online meeting

Attendees

Denise McKenzie (Chair) (DM)
Tom Timms (Hon Sec) (TT)
James Cutler (Vice Chair) (JCu)
Peter Reynolds (Hon Treasurer) (PR)
Stephen Croney (SC)
Katherine Smyth (KS)
Matthew Leaver (ML)
Ian Maxfield (IM)
Jo Cook (JCo)
Adam Burke (AB)
Richard Duffield (RD)
Steven Zhang (SZ)

Apologies

Alan Moore
Morgan Commins
Rachel Higgins

AGENDA

Time	Item	Lead	Documents
09.00	1	Welcome & Introduction	DM
09.10	2	Public website	AB
09.25	3	Election of Chair and AGI Office Bearers	TT
09.50	4	Meeting times, Council roles, AGI Partnership management	DM
10.20	5	Financial Position & 2021 Budget	PR
10.30		Break	
11.00	6	Quarterly Focus and Activity Schedule	DM
12:00	7	AOB	DM
12.30		Close	

1. Welcome & Introductions

The Chair welcomed everyone to the meeting; the meeting was confirmed as being quorate.

DM confirmed change of order to agenda to accommodate late arrivals

2. Public Website

- a. Planned go-live for new website and portal was discussed
- b. Development has been progressing along 2 streams - public website and membership portal
- c. Current request is to sign off the development of the public website pages as developed by supplier
- d. Demo of website by Adam Burke
- e. Request by DM to amend the URLs to the AWGs to remove duplication of "AGI" in URLs
- f. JCo requested that Gemini URLs to the actual standards remain as they are to ensure existing links aren't broken. RD highlighted that the standards pages on the website have changed quite a bit. JCo to follow up to confirm changes are not going to disrupt access to pages.
- g. Functionality of demo website reviewed
- h. Query by DM around Case Studies. Currently in News & Insights. Recommendation to move Case Studies into Resources.
- i. Request by RD and SC to highlight AGI delivered events. AB explained that there are technical issues associated with this which have driven the current layout.
- j. ML suggested that a separate working group is convened to undertake user testing against a defined test script and then come back to Council for sign off.
- k. Council unable to sign off public website today

20210119-01	AB	Convene working group for website testing	28/02/2021
20210119-01	JCo	To confirm impact of URL changes to Gemini pages	23/03/2021

3. Election of Chair and AGI Office Bearers

TT as Hon Sec asked for nominations from Council for those wishing to stand as Chair in 2021.

- a. **Chair:** JCu and TT nominated Denise McKenzie as AGI Chair for 2021. No other nominations forthcoming. No objections - Denise McKenzie unanimously re-elected.

TT then invited nominations for the other AGI office bearers:

- b. **Treasurer:** Peter Reynolds put forward as Treasurer. Nominated by ML, Seconded by SC. No other candidates. No objections - Peter Reynolds unanimously re-elected. PR noted that this would be his last year as treasurer.
- c. **Vice Chair:** Richard Duffield put forward as Vice Chair. Proposed by DM and seconded by JCu. No objections - Richard Duffield elected.
- d. **Hon Sec:** Matt Leaver put forward as Hon Sec. Proposed by TT and seconded by AB. No objections - ML elected.

4. Meetings - Denise McKenzie Chair

1. Denise proposed a meeting schedule for 2021, as proposed in the agenda.
2. There was a discussion about the requirements of the articles, but also the need to adapt meeting schedules to accommodate Covid 19.

3. Proposal is for 4 strategic Council meetings a year, plus a 1.5 day planning session in the Autumn. Fortnightly operational meetings.
4. DM raised requirement to plan themes for the strategic Council meetings
5. AB raised the point that we hope to meet face to face in the Autumn, and that we should keep the meeting programme and content under review
6. **Action:** ML to arrange meetings with DM.

20210119-03	ML	Arrange Council meetings	28/01/2021
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5. Other Council Roles - Denise

- a. Denise discussed the other roles required by Council in 2021, including some new roles
- b. **Action:** Discussion around need for a future outreach and growth role to evolve from the membership role. To be discussed and agreed at the March strategic meeting.
- c. SC happy to continue in Geocom role highlighting need for a strong AWG
- d. TT raised need for comms direction.
- e. SZ volunteered to start looking at comms with an aim to picking up Comms lead role. **Action:** RD and DM to pick up with SZ re: comms and support handover from EB, plus future comms strategy development.
- f. **Action:** AB and JCo to joint lead Diversity and Inclusion
- g. **Action:** TT to pick up GISRUK and BCS liaison (Denise to support on BCS)

20210119-04	DM / ML	Include discussion on outreach and growth on March Council agenda	23/03/2021
20210119-05	RD / DM	Brief SZ on comms role	31/01/2021
20210119-06	AB / JC	Consider actions for diversity and inclusion	23/03/2021
20210119-07	TT	Develop relationship with GISRUK	Ongoing

3. Comms proposal

- a. Discussion around commercial proposal for regular comms support. Agreed that the proposal will be implemented for an initial time limited period of 6 months and reviewed quarterly.
- b. No objections to the proposal. Approved. Contract to be shared on Basecamp
- c. **Action:** DM to follow up with supplier
- d. IM left the meeting

20210119-08	DM	Follow up with comms supplier	28/02/2021
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4. Financial update

- a. Summary of latest management accounts by PR. Forecast to finish 2020 with a surplus. P12 accounts in preparation.
- b. **Action:** 2021 budget to be prepared based on 2020 as a baseline with 2020 capital costs stripped out. Budget to be shared before next Council ops meeting (estimated 4th Feb).
- c. AB highlighted additional capital IT costs for membership site development. PR suggested we should also consider what IT budget provisions might be required later in the year.
- d. AB to shadow PR in 2021 for continuity of Treasurer role post 2021.
- e. **Action:** Partner account leads to explore whether they have interest in providing a Treasurer for 2022

20210119-09	PR	Prepare draft 2021 budget	04/02/2021
20210119-10	AB	AB to shadow PR in 2021 for continuity of Treasurer role post 2021.	ongoing
20210119-11	TT, KS, SC, RD	Partner account leads to explore whether they have interest in providing a Treasurer for 2022	1/09/2021

5. Geocom and other activity planning

- a. DM raised planning needed for GeoCom, online presence, regional groups
- b. Geocom 2021:
 - 1. Discussion around links to other geospatial bodies. Agreed to explore option of connected / linked event with Geocom in 2021. **Action:** AB to explore
 - 2. Discussion around in person / virtual event. Aspiration to aim for in person / hybrid event.
 - 3. Reference to 2020 lessons learned
 - 4. Discussion around November timing. Other events include CoP26, GeoBusiness (24th-25th Nov), Geography in Govt and AGI AGM (RD noted impact of potential change to articles on AGM / EGM. **Action:** ML to review requirements of article change). Alternative timings discussed.
 - 5. Issue of conference organiser was discussed, recognising that there is a challenge around resourcing this in 2021. **Action:** RD to discuss conference organisation with Office with an aim to obtaining a quote for organisation support.
 - 6. **Action:** All - to consider network contacts for working group coordinator and potentially conference Chair.
- c. **Web resources / online delivery**
 - 1. Recognised the need for digital tools in 2021.

20210119-12	AB	Explore Geocom collaboration options with other bodies	04/02/2021
20210119-13	ML	Review Articles to confirm AGM requirements	23/03/2021
20210119-14	RD	RD to discuss conference organisation with Office with an aim to obtaining a quote for organisation support.	23/03/2021

20210119-15	All	Consider network contacts for working group coordinator and potentially conference Chair.	23/03/2021
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6. Risk register

- a. TT to (re)publish register to Basecamp for discussion at next call

20210119-16	TT	Republish risk register	04/02/2021
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7. AOB

- . Next meeting (TT to liaise with ML to schedule)

Meeting closed at 12:30