Minutes of the AGI Council Meeting

5 March 2020 10.30am – 16.30pm at RGS, London

Attendees   Matthew Leaver (ML), Tom Timms (TT), James Cutler (JC), Alan Moore (AM), Rachel Higgins (RH), Stephen Croney (SCr), Adam Burke (AB), Richard Duffield (RD) Denise McKenzie (DM), *Morgan Commins (MC) by phone AM, Elly Ball (EB) by phone Caitlin Dixon AGI (CD) for elements of meeting.*

Apologies   Katherine Smyth (KS), Peter Reynolds (PR),

AGENDA

Time	Item		Lead	Documents
10:30	1	Welcome	DM	
10:30	2	Review of previous minutes	TT	20200108 Council Minutes (draft 2).docx
10:45	3	Council & Exec – meetings, reporting & communication	DM/EB	AGI Council Reporting 20200305.pptx
11:15	4	Membership	AM	Membership_Review_Action050320.pptx
12:30		Lunch		
13:00	5	Finance	PR	AGI Accounting Treatment - Intangible Assets.pdf
13:15	6	IT	AB, ML	AGI IT Update.pptx
13:45	7	Partnerships and Contracts - RGS - OS - SSSI (proposed MoU) - CICES - Geospatial Commission - KTN	ML RD DM DM DM JC/DM	AGI Back Office.pptx Draft AGI OS sponsorship agreement MoU SSSI and AGI DRAFT 0.3.docx
14.30	8	Events: 30th Anniversary event London Geospatial week GeoCom 2020	TT SC/RH SC	
15:00		Break		
15:15	9	National Group updates	AM, MC, KS	AGI_Council_Meeting_20200305_AGICymru.docx 20200305_AGIS_update.docx AGI NI March 2020 update.docx
15:45	10	Risk Register & AOB	TT, DM	
16.00		Close		

1. Welcome & Introductions

The Chair welcomed everyone. She has been overwhelmed with messages and welcomes to her new role. She noted that there were many positive feelings about the new AGI mission and that the AGI Scotland event and topic resonated with Scottish Government.

2. Review of March Minutes & Actions

The January 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
20191205-10	ML/DM	Liaise with SC & call HMLR – OUTSTANDING	16/12/19

20200108-3	PR	Review Cymru event profit/budget	20/01/20
20200108-14	DM / ML	DM / ML to discuss with Rico plans for increased engagement/succession in NI	20/1/2020

3. Council & Exec – meetings, reporting & communication

DM presented proposals for Council & Exec reporting.

Emphasised use of Basecamp and not email for communication. Suggested use of one project although potential issue with admin staff access. Proposed one Exec meeting/month, and one project meeting/month with bi-monthly face to face. Also, weekly traffic light reporting system using shared spreadsheet with issues and to-dos.

IT & RGS contract key issues for this meeting. Key projects: IT (AB), Comms (EB), Membership (AM), GeoCom (SC)

Projects need scope & deliverables. AM pointed out dependencies can be critical. Risks & Budget needed for each project

Ref	Who	Description	Date
20200305-1	DM	Create project template & reporting spreadsheet	20/3/2020
20200305-2	All	Scope for each and deliverables - those responsible	20/3/2020
20200305-3	TT	Poll for preferred time & days of week for meetings	20/3/2020

4 Membership

AM presented his recommendations and noted creating current membership reports difficult.

Looked to understanding work that has been done in past, lots done, but little action. Lots of opportunity in industry – need to understand market. Noted membership needs to be strategic priority.

Critical success factors

- What do members want? Engagement & user experience critical – value proposition
- User experience – adding partner/corporate members
- Individual membership taking significant time when only 20% of income
- Massive potential market – recommended targeted drive

Income dropped by 50% in 10 years, but is 75% of our revenue. Recommend focus on new trade & public sector members that needs to be driven by member requirements.

Membership categories – many but too few corporate? Complicated benefits. Should have - regular newsletters, forums, blogs, webinars …. Member discounts for training …. Needs to be sustainable.

What do members want? Disconnect between renewals & membership services

ML noted that we need a plan. Benefits, pricing, structure needed

Ref	Who	Description	Date
20200305-4	AM	Create a project proposal for next 8 weeks	20/3/2020

5. Finance

PR was not present. Next Exec/Project meeting will have Finance on agenda.

TT – noted accounting assets document

Ref	Who	Description	Date
20200305-5	All	Read Accounting treatments document	20/3/2020

6   IT

AB reported on progress and noted potential extension of current support for 3 months.

- Feedback & quotes – only one received
- Plan of action – MD extend contract – 6 months? Review scope in light of feedback.
- Assure current supplier that we have a plan in progress.
- Data quality / migration could be an issue
- AM – suggested member management systems are available
- Need supplier engagement?

Ref	Who	Description	Date
20200305-6	AB	Request a 6 month extension with current IT supplier from May	20/3/2020
20200305-7	AB	Request current IT supplier quote with new stack & migration	20/3/2020
20200305-8	AM	Dialogue with membership management systems suppliers	20/3/2020

6   Partnerships and Contracts

Back office

MD presented Back Office proposal.

Options for going forward

1. Status quo, re-negotiate with current office supplier
2. Procure new supplier

Recommendation

1. Re-negotiate current contract & Implement IT upgrade
2. Look for complete service

Required service includes website, CRM & membership services

- OS

RH discussed proposed AGI sponsorship schedule.

- SSSI (proposed MoU)

DM proposed relationship with Australian equivalent and noted that AGI hosting national associations meeting at UN CCGIM

- CICES

DM meeting CICES shortly following initial discussions with TT & JC at GC meeting

- Geospatial Commission

DM reported meetings

- KTN

Geospatial 2.0 document being created – trying to steer document to include AGI foresight report and OS.

HMLR

See outstanding action

Ref	Who	Description	Date
20200305-9	DM/JC	Have meeting/conversation with head of RGS	20/3/2020
20200305-10	AB/AM/MD	Develop combined scope including dates, dependencies, risks …. and engage with suppliers	20/3/2020
20200305-11	RH/RD/PR	To update Strategic Membership document & discuss internal arrangements for financial allocation	20/3/2020

7   Events

30th Anniversary

TT reported on progress. Initial sponsorship open, web page being prepared. Questioned status of events given potential of disruption due to Covid-19 virus. Agreed to investigate dates and set date for go-no go. Also investigate event insurance.

ESRI/GeoBusiness (London GeoSpatial Week)

CD asked who is attending?
ECN events – evening of ESRI UK event social within QE2, Wed space for ECN at GeoBusiness within Education zone potentially 30min speaker slot for skills. EB to confirm

GeoCom (26th Nov)

SC reported progress. Team in place. Project plan being developed. Working group may need extra support. Questions

1. Clarity from Council on delegate & sponsorship pricing – where are we pitching? Agreed to use last year's prices for early bird with increase later.
2. Financial ambition for AGI? Agreed modest surplus

ECN engagement – possibly event prior to GeoCom with feedback at event.

20200305-12	TT/CD	Investigate key dates for 30th Anniversary event	20/3/2020
20200305-13	TT	Investigate event insurance	20/3/2020
20200305-14	EB	Confirm AGI involvement at London Geo Week events	20/3/2020

9. National Groups

Scotland

AM reported AGI Scotland event very successful estimate £5k surplus. May need funds for regional activity in Scotland. Procurement going ahead for Geospatial Network integrator hopefully being appointed in spring/summer. Comms – monthly blog

RH noted ECN are keen to talk to regions

Cymru

MC reported fresh blood on committee and conference progress. SoctIM representation of Geospatial & AGI within Wales

NI

NI report was presented. DM to contact Rico & other chairs regarding events. JH reported ECN keen to link up, some from NI could be an opportunity?

TT to visit 12/3

20200305-15	DM	Contact National Chairs regarding forthcoming events	20/3/2020
20200305-16	DM	Contact KR	20/3/2020

12   Risk register

Agree corona virus should be added to Risk register which should be more accessible.

20200305-17	TT	Add COVID-19 virus to risk register	20/3/2020
20200305-18	TT	Move register to general folder	20/3/2020

13   AOB

No other business

The meeting closed at 15:55