Minutes of the AGI Council Meeting

30 March 2020 9am – 13.00 online

Attendees   Matthew Leaver (ML), Tom Timms (TT), Alan Moore (AM), Rachel Higgins (RH), Stephen Croney (SCr), Adam Burke (AB), Richard Duffield (RD), Alan More (AM), Katherine Smyth (KS), Peter Reynolds (PR), Ian Maxfield (IM), Jo Cook (JCo), Steven Zhang (SZ), James Cutler (JCu)

Apologies   Morgan Commins (MC), Denise McKenzie (DM)

AGENDA

1. Welcome & Introductions

RD noted that DM was unwell and that as Vice Chair he would chair the meeting.

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

2. Review of January Minutes & Actions

20210119-01	AB	Convene working group for website testing	CLOSED
20210119-01	JCo	To confirm impact of URL changes to Gemini pages	18th May 2021
20210119-03	ML	Arrange Council meetings	CLOSED
20210119-04	DM / ML	Include discussion on outreach and growth on March Council agenda	CLOSED
20210119-05	RD / DM	Brief SZ on comms role	CLOSED
20210119-06	AB / JC	Consider actions for diversity and inclusion	18th May 2021
20210119-07	TT	Develop relationship with GISRUK	Ongoing
20210119-08	DM	Follow up with comms supplier	CLOSED
20210119-09	PR	Prepare draft 2021 budget	CLOSED
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	Ongoing
20210119-12	AB	Explore Geocom collaboration options with other bodies	CLOSED
20210119-13	ML	Review Articles to confirm AGM requirements	18th May 2021
20210119-14	RD	RD to discuss conference organisation with Office with an aim to obtaining a quote for organisation support.	CLOSED
20210119-15	All	Consider network contacts for working group coordinator and potentially conference Chair.	Ongoing
20210119-16	TT	Republish risk register	CLOSED

It was agreed that the minutes were a fair reflection of the January meeting

20210119-08	DM	PR to prepare JD for Treasurer role	18th May 2021

3. 2021 Operating Structure and Meetings

RD presented the proposal for 2021 priorities, Council roles and responsibilities and the proposed meeting schedule.

Main changes include:

Fortnightly Exec meetings to be resumed with a smaller group (AGI Office bearers + additional key roles in Comms, Membership, Geocom and IT)

Main Council meetings to be attended by full Council.

The proposal was put to Council. No objections. Motion passed

20210330-01	ML	Reinforce meeting plan in advance of next Exec	14/04/2021
20210330-02	ML	Speak to DM and provide reporting template to Council	14/04/2021

4   GDPR

ML presented the GDPR audit report by Your IT Coach

RH noted thanks to Office for arranging the audit and thanks to supplier for doing this on a pro bono basis

AM asked what the plan for prioritisation was. ML confirmed that this was the next stage. **Action ML to pick up with Office**

20210330-03	ML	ML to follow up on GDPR prioritisation with Office	14/04/2021
20210330-04	JCo	Provide a template for the blameless incident register	14/04/2021

5. GeoCom

SC presented proposal for 2021 GeoCom

https://3.basecamp.com/3227958/buckets/20216070/uploads/3612938574

Summary: Disband AWG. Council sub-group to develop a GeoCom specification for Office to price. Set up an advisory group to advise on content

AB, RD, AM and PR expressed support for the proposal

AB flagged up ongoing need to manage event calendar in relation to other geospatial events happening in the Autumn.

Proposal put to Council – no objections. Motion passed

SC called for Council sub-group members.

20210330-05	SC	Council sub-group to comprise: RH, IM, SZ, KS, SC. Initial meeting to be arranged and event specification to	30/04/2021

		be prepared for issue to Office. Share via basecamp in first instance.	

6 Quarterly Focus and Activity Schedule

RD talked about priorities for Q2. Growth identified as a key priority.

20210330-06	RD	follow up on quarterly plan with DM	14/04/2021

6a Membership and sales

AM provided summary of the progress that has been made in the last 12 months around membership development: Membership restructure, pricing restructure, new website and membership portal. AM noted that we have a very robust set of membership data to move forward with.

AM highlighted the need for growth and posed some key questions to Council.

AM presented current plan for membership development that has been developed with Office

AM proposes establishing a membership AWG made up of Council, National Group reps, Comms, Office, members

RD thanked AM and AB on behalf of Council for their hard work in the past 12 months.

JCu noted the potential for attracting membership via the LGA and other potential collective agreements. But also noted the importance of understanding market drivers in advance of engaging with prospective members.

Proposal supported by ML and RD

RH noted that an easy win to increase headcount would be to provide a guidance note to Partners on how to get all their members registered. Need some comms to support this.

AB asked all Council members to refresh their details in the portal

20210330-07	AM	Alan to prepare terms of reference for membership AWG, prior to circulating to National Groups and ECN.	14/04/2021
20210330-08	RH	Draft partner briefing note around how Partner staff can self-serve membership via the new website.	30/04/2021
20210330-09	All	Update details in membership Portal	14/04/2021

6b Comms

SZ presented comms proposal that has been developed with supplier.

RD expressed satisfaction with current comms approach and highlighted need for alignment with other initiatives.

AB highlighted need for long term strategic comms plan to provide framework for follow on from current 6 month plan. Also suggested getting partner members more engaged. Supported by SC and RD

20210330-10	PR	Establish investment decision sheet template	14/04/2021
20210330-011	SZ	To re-establish the Comms calendar and share	14/04/2021

20210330-012	RD / SZ	Strategic Comms approach to be considered and discussed in more detail at next Council Meeting on 18th May	18/05/2021

7 National Updates

7a Northern Ireland

Update provided by KS.

Virtual conference planned for 17th June. AGNI cttee attendance increasing and being more active. Drive to achieve more representative cttee membership beyond OSNI. Also looking to increase comms activity.

7b Cymru

Update provided by AB.

Seeking new Cymru cttee members.

Looking at lapsed members with Office. Activity around conference planning.

RD highlighted need to coordinate sponsorship packages across Nations.

7c Scotland

AM provided update on AGI Scotland. Referred to paper provided on BaseCamp.

Location Data Scotland launched in March. AGI involved.

AM and AGI Scotland Chair meeting with Scottish government on 31/03/2021 to discuss Scottish geospatial strategy.

Scottish Digital Strategy also has multiple references to geospatial.

Interest in AGI involvement is strong across these various policy initiatives.

8 Standards

JCo provided an update on Standards.

Gemini – update on some of the proposed changes to Gemini. Proposed changes discussed and presented back to government. Decision to be made on next steps.

Gemini documentation moved to GitHub.

IST36 – work on going including dealing with proposed changes to standards and standards promotion.

Comms – JCo working on bitesize comms summaries from Standards meetings to share via social media.

BS7666 – work ongoing

JCo suggested taking some BS standards training material and using this to promote standards via AGI

Discussion around open standards and how these could be managed

ML raised potential for promoting geospatial standards with AECs. SC raised similar potential for planning sector.

RH to arrange standards webinar supported by ML and JCo.

20210330-013	RH	RH to arrange standards webinar supported by ML and JCo.	18/05/2021

9. ECN

Update provided by RH. Highlighted progress in last 12 months including delivery of 5 webinars.

20210330-014	RH	RH to follow up with Office to arrange support time	14/4/2021
20210330-015	RH	RH to ask for ECN to prepare the comms they would like to send out related to the new membership model. Council to review.	30/04/2021
20210330-016	RH	RH to set up discussion on BaseCamp to discuss items 1 (strategy) and 4 (interaction with National Groups).	31/3/2021
20210330-017	All	All to contribute to discussion	8/4/2021

10   AOB

JCu – Ask Council to review document on review of Articles.

20210330-018	All	All to review JCu paper on Articles.	14/4/2021
20210330-019	ML, JCu	ML and JCu to prepare paper for Council on 18th May	18/5/2021

IM – Developing understanding of current AGI skills landscape. How best to proceed?

ML noted that this was important but not necessarily a time bound activity

JCu noted that the skills offering is closely related to our membership offering and so can't be delayed for too long.

20210330-020	RD	RD to discuss preferred approach with DM.	14/4/2021

SZ – noted that there is no plan for how we promote sustainability

RD acknowledged this and highlighted that this will be developed by Council. SC highlighted how some of this could be developed via GeoCom

SZ – Highlighted potential to delay website comms until after Easter

Proposed and agreed by Council.

11   Summary of Actions

The meeting closed at 12:53