

## Agenda for the AGI Council Meeting

**20 July 2021** 9.00am – 13.00pm online meeting

### AGENDA

Time	Item	Lead	Documents
09.00	1 Welcome & Introduction	DM	
09.10	2 Actions and Minutes from last Council Meeting	ML	<a href="#">Minutes</a> <a href="#">Actions Spreadsheet</a>
09.20	3 Meeting frequency review Planning Session in October Summer AGI Activity / Capacity	DM	
09.30	4 Standards – Website Requirements	JC	
09.50	5 Diversity and Inclusion	AB/JC	
10.10	6 Finance Update	PR	
10.25	Break		
10.45	7 Comms update	SZ	
11.00	8 National updates	AM / KS / MC	<a href="#">Cymru event proposal for discussion</a>
11.20	9 GeoCom update	SC	<a href="#">Update document</a>
11.30	10 ECN update	RH	
11.45	11 IT update	AB	
11.55	12 Skills update	IM	
12.10	13 Partners & MoU's	Partner leads / MoU leads	
	AOB		
12.25	14 - Membership Update from AM in absentia - UNGGIM submissions to OS	DM	<a href="#">Membership Update – decision required</a>
12.35	15 Summary of Actions	ML	
12.45	16 Close	DM	

**Attendees** Matthew Leaver (ML), Tom Timms (TT), Stephen Croney (SCr)(from 10am), Richard Duffield (RD), Alan More (AM), Peter Reynolds (PR), Ian Maxfield (IM), Jo Cook (JCo), James Cutler (JCu), Adam Burke (AB), Steven Zhang, Rachel Higgins (RH)

**Apologies** Katherine Smyth (KS) (attended first half hour), Alan Moore (AM)

### AGENDA

#### **1. Welcome & Introductions**

Apologies noted.

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

## 2. Review of May Minutes & Actions

20210119-01	JCo	To confirm impact of URL changes to Gemini pages – update provided 18/05 2021 – some issues with the certificate	WATCHING
20210119-06	AB / JC	Consider actions for diversity and inclusion – Follow up with RH and SC	ONGOING
20210119-07	TT / IM	Develop relationship with XXXX	ONGOING
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
20210119-13	ML	Review Articles to confirm AGM requirements	ONGOING
20210330-03	ML	ML to follow up on GDPR prioritisation with Office	ONGOING
20210330-08	RH	Draft partner briefing note around how Partner staff can self-serve membership via the new website.	CLOSED
20210330-013	RH	RH to arrange standards webinar supported by ML and JCo.	5/06/201
20210330-014	RH	RH to follow up with Office to arrange support time for ECN	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	<p>RH to set up discussion on BaseCamp to discuss items 1 (strategy) and 4 (interaction with National Groups).</p> <p>ECN ask from Council:</p> <ol style="list-style-type: none"> <li>1. What is Council's view on what ECN strategy should be?</li> <li>2. How do we promote the new membership model via ECN?</li> <li>3. Can they have some AGI office time to support management of mailing list and e-newsletter</li> <li>4. How can they do more with the National Groups?</li> </ol>	CLOSED
20210330-019	ML, JCu	ML and JCu to prepare paper for Council on 18 <sup>th</sup> May	PAPER REQUIRED IN ADVANCE OF PLANNING SESSION
20210330-020	IM	RD to discuss preferred approach with DM & IM	14/4/2021
20210518-01	AM	AM to set up AWG	CLOSED
20210518-02	PR	Arrange for 2020 account sign off	CLOSED

=20210518-08	All	Develop 4 points of news from Council	ONGOING
20210518-09	DM	Arrange social media workshop for Council members – 12PM Exec meeting time slot	14/09/2021
20210518-10	JCo	Discuss webinar content with RH – Standards and EDI	31/08/2021
20210518-11	JCo	To speak to the Standards group about how we communicate the big ticket items that are going to impact the UK in terms of GI standards.	30/06/2021
20210518-12	JCo	JCo to speak to Standards Cttee in first instance to discuss opportunities for convening UK standards bodies	30/06/2021
20210518-13	All	Provide information to RH on how to improve ECN visibility	CLOSED (COMBINE WITH ECN STRATEGY DISCUSSION)
20210518-14	RH	RH to speak to ECN to draft recruitment content for newsletter	30/06/2021
20210518-15	All	Read paper <a href="#">prepared by AB</a> on next steps for IT	30/06/2021
20210518-16	IM	Coordinate and set up a meeting to scope out skills research paper	July Council

KM left meeting at 09:30

### 3. Meeting Frequency

Annual planning meeting 15<sup>th</sup> & 16<sup>th</sup> October. This will be face to face with an option for remote attendees to dial in.

20210720-01	DM	Liaise with ML and RD to ensure leadership cover over August	30/07/2021
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DM invited comments from Council on the frequency of Council meetings, given the recent frequency change.

Monthly meeting for all Council proposed.

20210720-02	DM	Liaise with ML to provide revised Council meeting schedule from September	30/07/2021
20210720-03	RH	RH to investigate whether we can use OS for face to face planning meeting in October	30/08/2021
20210720-04	ML	Arrange meeting for IM, DM, RD and ML to meet to discuss organisation of annual planning meeting. IM provisionally volunteered to lead organisation	30/07/2021

### 4. Standards

JCo highlighted that there have been some issues for Gemini related to the new website. These could not have been foreseen prior to website go live.

Gemini working group now has a number of website changes that they would like to make. These could be considerable and on-going.

JCo propose that the Gemini standards documentation pages be moved to GitHub to provide greater flexibility. This would also keep web development rework costs to a minimum.

Additional context provided by AB and RD.

RD raised question of AGI governance / visibility / branding of Gemini on GitHub.

DM seconded move of documentation to GitHub. Unanimously approved by Council.

MC raised question around machine readable files for standards validation. JCo confirmed that the move to GitHub would not resolve all plugin issues.

20210720-05	AB	To identify web certificate cost for Gemini plugins	30/07/2021
20210720-06	JCo	Mobilise the move to GitHub – start initial discussions with key players and confirm requirements around branding and content	7/09/2021

SCo joined the meeting 10am

## 5. Diversity and Inclusion

JCo currently reviewing material provided by RH who attended recent EDI webinar.

DM provided feedback and learning from other events and Women in Geospatial activity. This included advice to sponsors, representation on event panels, organising committees, thoughts on how to empower speakers.

JCo noted that AGI Scotland are looking to Council for guidance on this.

TT noted urgency around need to get EDI wording correct for invitations to Council. Potential candidates for Council should be considered now.

20210720-07	JCo	Jo to prepare paper on EDI for Council review on Basecamp	30/07/2021
20210720-08	IM / ML	EDI policy statement and objectives to be included on agenda for annual planning meeting	6/9/2021
20210720-09	All	Council to consider who from their network may be interested in joining Council in 2022	ONGOING

## 6. Skills update

IM provide an update on skills work to date:

- Engagement with AGI Scotland. Agreed on-going alignment meetings
- Engagement with Geospatial Commission. IM proactively engaging with GC to identify dates for next skills forum.
- AGI skills research paper – no progress to date.
- Updates from RGS trailblazer group

DM identified RGS as a stakeholder for IM to engage with around skills.

RH noted that the new L&D lead for RGS is Liz Fox-Tucker

ML highlighted need to develop an AGI position on skills

20210720-10	IM	Develop a draft paper on AGI mission and objectives in relation to skills – in advance of annual planning weekend	14/09/2021
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## 7. Comms

SZ provided an update on comms:

- Regular comms – SZ highlighted the ongoing need for 4 news items from each Council member
- Pending social media workshop

JCu – highlighted that social media shares and likes was very low. There is a need for Council to be proactive in this.

JCu also questioned whether our comms resources have enough awareness of Council membership composition to be retweeting useful items under an AGI banner.

DM noted that we are not a lobbying organisation and as such need to be cautious when publishing opinion.

JCo questioned the process for sharing content under an AGI banner. JCo highlighted that the process seems to contain a lot of friction.

SZ suggested developing standard hash tags.

20210720-11	SZ	SZ to follow up with DM and comms team to formulate comms process in advance of September's social media workshop.	14/09/2021
20210720-12	SZ	Draft a comms metric flash report, include a dimension for measuring the success of specific campaigns.	14/09/2021
20210720-12a	SZ	SZ to discuss membership benefits around comms with AM	30/07/2021

JCo questioned whether there was a Council member off-boarding process.

TT questioned how we measure the impact of our comms. AB highlighted current web analytics but also highlighted lack of pre-2021 benchmarking data.

SZ highlighted that the current comms contract is about to expire. Recommendation is to extend the contract for remainder of 2021.

20210720-13	SZ	SZ to propose comms contract extension on Basecamp	30/07/2021
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## 8. National Updates

NI event went well – no update from KS

No update from AGIS

AGI Cymru – update from MC

- New AGI Cymru committee member
- Good face to face summer event ~15 attendees
- Main focus is [GeoCymru](#) – highlighted that sponsorship was main source of income for the event.

20210720-14	SC	SC to share notes from GeoCom sponsorship conversation with MC	30/07/2021
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TT highlighted challenges of online sponsorship.

ML highlighted lack of a GeoCymru programme with only 2 months left to go.

20210720-15	MC	MC to express Council concerns around GeoCymru programme to the AGI Cymru committee and provide an update to Council on Basecamp before August / holiday season.  MC also to provide feedback around resources and preparation required by the GeoCymru working group to run GoToWebinar	30/07/2021
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AB highlighted the similarity of the GeoCymru theme to Geocom and the need to coordinate messaging and speaker selection.

AB queried which platform will be used. MC stated this will be GoTo webinar.

DM raised the need for the GeoCymru team to staff GoTo Webinar themselves this support will not be provided by the AGI office.

Council approved GeoCymru event preparation as per paper.

## 9. Geocom

SC provided [summary of progress](#) to date.

- 3 working group meetings held so far.
- Speaker invites prepare and ready to be sent out by Chair
- Two speakers confirmed

20210720-16	SC	SC to ensure that GeoCom speaker comms email includes information on AGI point of contact for speakers	30/07/2021
20210720-17	SC	SC to ask GeoCom working group to consider how AGM will fit into the event. Eg before, after, during etc	30/08/2021

Event Chair still required – DM to Chair on one of the days. TT also offered event support.

RD queried some elements of the programme. SC highlighted the dependency on speaker selection.

SC highlighted that the event could be re-branded “Responsible, Resilient Recovery” to encapsulate data ethics.

20210720-18	SC, DM	To meet to discuss GeoCom chairing	30/07/2021
20210720-19	SC	SC to discuss GeoCom charging for non-members and non-paying members with AM	30/07/2021

## 10. ECN

Update from RH:

- New co-chairs of ECN appointed
- Thanks to Rebecca Taylor as out-going Chair
- New comms being drafted to promote ECN and reach out for more committee members
- Feedback from Council needed on ECN strategy and links to National Groups

20210720-20	All	Council to promote ECN membership with their networks	30/08/2021
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DM highlighted potential to have an ECN membership push in September / October at the start of the new academic year.

## 11. IT

AB provided website update:

- Live for last 3 months. Some teething issues, but processes now largely in place to support customers.
- Some website updates planned to occur on the last Friday of every month (after 5pm). Holding message on the website.
- Website analytics. Top 3 pages:
  - Membership
  - Events
  - Gemini
- 7,500 website views on website; 13,000 views of the membership site
- AB highlighted the need to increase content for website and membership site

AB provided update on ICT / digital tools:

- AB presented paper on current ICT tools used by AGI and their associated costs.
- PR identified the need to identify our requirements
- RD raised the point that the AGI office has suggested there could be cost savings around the finance software
- RD identified that some previous work has been done around ICT tool use cases, which is on Basecamp.

20210720-21	AB	AB to share ICT paper on Basecamp for Council review	30/07/2021
20210720-22	AB	AB to prepare draft ICT tools requirements / use cases document	30/08/2021

## 12. AOB - Partners / MoUs

## 13. AOB - Membership

DM provided overview of [membership paper](#) provided by AM and invited comments from Council.

MC suggested a number of different membership reports eg by client, nation etc.

ML requested reports around revenue

20210720-23	ML	ML to reach out to AM to join membership AWG	CLOSED
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### 13. AOB – UNGGIM

DM – UN GGIM representative has offered to report back to AGI on GGIM activity.

### 14. AOB – CoP 26 / KTN

Coordination required with KTN around CoP26 plans

### 15. AoB – 4 Points of News (Newsletter 10<sup>th</sup> September)

1. GeoCymru and focus on Green Recovery
2. Call for new members for the ECN committee
3. GeoCom themes
4. Expressions of Interest for 2022 Council members
5. News item on EDI

20210720-24	JCo	Jo to prepare wording around EDI with invitation to membership	15/08/2021
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