Agenda for the AGI Council Meeting

15 October 2021 10.00am – 13.00pm online meeting

AGENDA

Time	Item		Lead	Documents
10.00	1	Welcome & Introduction	DM	
10.10	2	Actions and Minutes from last Council Meeting	ML	[Minutes](#)
10.25	3	Finance Update	PR	
10.35	4	Geocom update	SC	
10.55	5	Membership Update	AM	
11.15		Break		
11.30	6	Succession Planning / Council Leads / Officer roles / Business planning	DM	
11.50	7	National Updates	KS/MC/AM	
12.10	8	Partners, MoU's, GC	Partner leads / MoU leads	
12.30	9	Comms update / planning for 2022	SZ	
12:45	10	AOB	DM	
12:55	11	Summary of Actions	ML	
13.00	12	Close	DM	

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

Apologies   Ian Maxfield (IM),

AGENDA

1. Welcome & Introductions

Apologies noted.

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

2. Review of Minutes & Actions

Actions from previous meeting reviewed. Summary of remaining actions included at end of this document.

One new action arising:

20211015-3	All	Council to review paper om EDI on Basecamp in advance of December Council https://3.basecamp.com/3227958/buckets/20216070/uploads/4250125902	DECEMBER COUNCIL

3. Finance - PR

PR indicated that there was no update on the accounts because of staff changes in the accounts team.

20211015-1	ALL / PR	Review management accounts when made available on Basecamp. PR to notify	ASAP

4. Geocom – SCr

Sponsorship work progressing well. Event costs currently covered by level of sponsorship. Further sponsorship leads being pursued.

Call for event session leads and panel chairs

Conference programme now uploaded to website, but as a PDF. Formatting of GeoCom comms on website needs work.

Issues around availability of comms resource.

9 speakers confirmed.

TT advocated not charging for GeoCom attendance. PR raised concerns around not charging as GeoCom attendance is a member benefit.

ML requested Council vote on GeoCom charging. Seconded by DM.

Vote to drop the charge for GeoCom for non-members. Vote carried.

PR and KS not in favour

20211015-2	AB	Adam to discuss website comms around GeoCom with back office. An open page is required that can be easily linked to from social media.	20/10/2021
20211015-4	All	Promote GeoCom via social media and networks	ONGOING
20211015-5	SC	To work with office to remove the non-member charge for GeoCom 2021	ASAP
2021-15-6	All	Council members to contact SCr to volunteer to chair individual GeoCom sessions	ASAP

5. Membership – AM

Update provided by AM https://3.basecamp.com/3227958/buckets/20216070/uploads/4250070588

Total membership at around 1200

Good growth in free Network members

New Associate membership growth has closed any income gap resulting from 5 recent departures.

RH offered to support brochure creation. DM also identified that this could support the stand at GeoBusiness.

2021-15-7	RH / AM	To support collateral / brochure development. AM to discuss on working group.	30/10/2021
2021-15-8	DM / RD	DM and RD to meet to prepare for meeting with RGS to raise CPD.	November 2021
2021-15-9	RD	To prepare Council paper on CPD options in 2022	January 2022

6   Succession Planning / Council Leads / Officer roles / Business planning

a.   Business Planning

DM asked Council for opinion on when the 2022 Council business planning should be tabled.
SCr suggested December or January with the attendance of new Council members.
RD suggested that this would need to be in January once the new Directors are sworn in. Seconded by TT, PR and AM.
DM suggested using the December Council meeting to prepare.
It was agreed that Business Planning would be held at the OS.

2022-10-10	ML / IM	ML to discuss business planning coordination with IM.	January 2022

b.   Officer roles

DM highlighted the fact that several Council officers were standing down at the end of 2021 and there was a need to understand current Council member intentions for 2022.

ML highlighted the need for all Council members to promote Council membership with their networks.

2022-10-11	All	To consider nominees for Council	30/10/2021

c.   AGI Continuity Group

DM presented a paper proposing an advisory panel of past Chairs and AGI Council members to support AGI business continuity.

2022-10-12	DM	To initiate list of AWG members. ML and RH to support draft of ToR	30/10/2021

7. National Updates

Northern Ireland – KS
KS highlighted ongoing challenges around member participation in NI.

Scotland – AM
A lot of activity. Operational structure and reporting schedule now in place.
AGI Scotland 23-24th February. Theme Local to Global. Currently expected to be a virtual event.
https://3.basecamp.com/3227958/buckets/20216070/uploads/4254210962

Cymru – AB
AGI Cymru attendance was lower – around 50 attendees. As anticipated.
DM highlighted that a lot of online events are experiencing lower online attendance in 2021.
https://3.basecamp.com/3227958/buckets/20216070/uploads/4247941995

8. Partners & MoUs

CICES – paper on basecamp https://3.basecamp.com/3227958/buckets/20216070/messages/3870247555
RGS – new regular meetings set up with RGS.
KTN – Preparations on going for KTN climate panel discussion.
RH queried how ECN could get involved. DM highlighted CoP 26th Youth Day.
Geographers in Govt – Currently working on strategy

9. Comms – SZ
SZ highlighted need to make a big effort in comms ahead of GeoCom.
SZ confirmed that he intends to stand down from the AGI Comms role at the end of 2021
ML and DM thanked SZ for his work in 2021. Both highlighted the need to develop a more sustainable approach to comms in 2022. This might include investment in an external PR resource.
JCo highlighted that the comms process could be made more efficient. Eg Through automation.

2022-10-13	RH / KS / MC / AM / DM	To identify Comms need in advance. DM to pull together into a paper.	January 2022

10. AOB

JCo – For awareness: GC have requested national list of Geo standards. DM highlighted that UN GGIM already publish an international list. This is likely to be a subset.

Summary of Actions

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Actions from Previous Meetings Carried over

20210720-05	AB	To identify web certificate cost for Gemini plugins	30/07/2021
20210720-09	All	Council to consider who from their network may be interested in joining Council in 2022	ONGOING

20210720-10	IM	Develop a draft paper on AGI mission and objectives in relation to skills – All Council to Review Paper in advance of December Council	DECEMBER COUNCIL
20210720-11	SZ	SZ to follow up with DM and comms team to formulate comms process in advance of September's social media workshop.	ON HOLD
20210720-12	SZ	Draft a comms metric flash report, include a dimension for measuring the success of specific campaigns.	ON HOLD
20210720-13	DM	SZ to propose comms contract extension on Basecamp	DECEMBER COUNCIL
20210720-20	All	Council to promote ECN membership with their networks	ONGOING
20210720-21	AB	AB to share ICT paper on Basecamp for Council review	DECEMBER COUNCIL
20210720-24	JCo	Jo to prepare wording around EDI with invitation to membership	DECEMBER COUNCIL
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
20210330-03	ML	ML to follow up on GDPR prioritisation with Office	ONGOING
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	DEFERRED 2022
20210518-10	JCo	Discuss webinar content with RH – EDI	DECEMBER COUNCIL
20210518-12	JCo	JCo to speak to Peter Parslow in first instance to discuss opportunities for convening UK standards bodies	DECEMBER COUNCIL
20210518-16	IM	Coordinate and set up a meeting to scope out skills research paper https://3.basecamp.com/3227958/buckets/20216070/uploads/4251421337	DECEMBER COUNCIL