Agenda for the AGI Council Meeting

21 January 2022 10.00am – 14.00pm online meeting

AGENDA

Chair: **Denise McKenzie / Adam Burke**

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	Election of Council Offices and Exec	ML	
10.45	4	Confirm other lead roles for 2022	Chair	
11.10		Break		
11.30	5	Membership Planning	AM	
12:30		Lunch		
13.00	6	2022 Calendar Review	RH	Calendar
13.45	7	Risk Register	ML	Risk Register
13.50	8	AOB	DM	
13.55	9	Summary of Actions	ML	
14.00	10	Close	DM	

Attendees   Richard Duffield (RD)*,* Jo Cook (JCo), Adam Burke (AB), Steven Zhang, Rachel Higgins (RH), Katherine Smyth (KS), Alan Moore (AM), George Firth (GF), Helen Griffiths (HG), Fergus Craig (FC), Stuart Tosney (ST), Anne Robertson (AR), Richard Flemmings (RF), Matthew Leaver (ML) (Hon Sec)

Guests

Apologies   Tom Timms (Guest) – joined at 11.30am, Peter Reynolds (PR) (Guest), Stephen Croney (SCr), James Cutler (JCu) – joined for a portion.

AGENDA

1. Welcome & Introductions

Apologies noted.

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

2. Election of Council Offices and Exec

DM confirmed that all roles announced today need to be kept confidential until confirmed by candidates next week.

ML invited nominations for the role of Chair

- DM nominated AB as Chair for 2022, seconded by RD. AB confirmed as Chair. AB noted that his acceptance of this role is subject to employer approval.

ML invited nominations for the role of Vice Chair

- IM nominated RD as Vice Chair, seconded by MC. RD confirmed as Vice Chair.

ML invited candidates to express interest in the role of Treasurer – HG volunteered as Treasurer, seconded by GF.

ML invited candidates to express interest in the role of Honorary Secretary – MC volunteered as Hon Sec, AR volunteered as deputy Hon Sec

3. Confirm other lead roles for 2022

AB invited volunteers for the ICT lead role – SZ volunteered, seconded by ST

AB invited volunteers for the Comms lead role – GF volunteered, seconded by SZ.

AB invited volunteers to lead membership – AM confirmed. ST confirmed interest in joining AWG.

AB asked JCo to confirm willingness to continue in AGI Gemini role. JCo confirmed

AB asked RH to confirm willingness to continue as ECN liaison. RH confirmed.

AB asked IM to confirm willingness to continue leading on skills. IM confirmed.

AB asked FC to confirm willingness to lead on the GeoCom liaison role. FC confirmed. DM and ST confirmed interest in joining the GeoCom AWG.

JCo confirmed interest in leading on EDI

HG expressed interest in leading on Sustainability. SZ and KS expressed interest in joining the Sustainability AWG.

National Group Leads confirmed as AM for Scotland and KS for NI. Pam Whitham nominated as co-opted lead for AGI Cymru. Nominated by MC, seconded by AB.

Ethics – DM and RH

CPD - RD

Past Chairs AWG – AB and DM

Strategic Partner leads:

CICES – RF expressed interest in leading.

RGS – RD confirmed, supported by RH. RF also expressed interest.

KTN – JCu proposed. RF expressed interest.
SSSI – DM confirmed as lead

UK GeoForum – DM
Scotland IS – AM

GeoBusiness – DM
Geography in Govt – MC expressed interest
Geospatial Commission – AB – supported by RD

Customer partner leads:
ESRI UK – HG volunteered
OS – FC volunteered
HMLR – AM / PW
LPS – RD

20220121-1	DM, RF	Speak to JCu to confirm his interest in continuing in KTN role.	CLOSED

20220121-2	AB	Confirm Pam Whitham interest in co-leading the HMLR account with AM	CLOSED

4. Review of Minutes & Actions

Actions from December Council:

20211214-1	RD	RD to arrange "meet the office" session for new Council members	January 2022
20211214-2	JCo	JCo to prepare text ready for issuing comms to membership related to setting up an EDI AWG	January 2022
~~20211214-8~~	~~All~~	~~Council members to indicate willingness to attend Business Planning face to face on 21st / 22nd. Also indicate whether you need accommodation or not.~~	~~24th December 2022~~
~~20211214-9~~	~~RD~~	~~RD to discuss bulk accommodation booking options with the office. Preference is to book late and ensure a favourable cancellation policy. RD to report back on Basecamp and via Exec in week 1 of 2022~~	~~w/c 3rd January 2022~~
~~20211214-10~~	~~ML / DM / RD/ IM~~	~~To continue to work up agenda. ML to arrange catch up meeting early January~~	~~24/12/2021~~
20211214-3	AB	GeoCom content to be moved to the GeoCom homepage for public access until end of January 2022. After that content to be moved to AGI members area.	COMPLETE
20211214-4	AB / AM	AB / AM to review level of network member vs paid member permissions in membership portal`	January 2022
20211214-5	AB	AB to update ICT paper and re-share with Council for feedback	January 2022
20211214-6	IM	IM to reach out to key stakeholders related to skills (GC, apprenticeship group, RGS etc) to gauge interest for activity in 2022.	January 2022
20211214-7	IM	IM to consider plans for Skills AWG	January 2022
20211214-11	DM	DM to respond to questions from AGM	COMPLETE
20211214-12	TT	TT to compile AGM minutes and issue to DM	COMPLETE
20211214-13	All	To consider frequency of Council meetings in 2022: to be agree at January Council.	COMPLETE
20211214-14	RD	Arrange induction for new Council members	31/1/2022

Actions carried over from previous meetings

20211015-1	ALL / PR	Review management accounts when made available on Basecamp. PR to notify	OPEN
20211015-7	RH / AM	To support collateral / brochure development. AM to discuss on working group.	COMPLETE

20211015-8	DM / RD	~~DM and RD to meet to prepare for meeting with RGS to raise CPD.~~	~~January 2022~~
2021015-9	RD	To prepare Council paper on CPD options in 2022	COMPLETE
~~20211015-10~~	~~ML / IM~~	~~ML to discuss business planning coordination with IM.~~	~~January 2022~~
20221015-12	DM	To initiate list of AWG members. AGI Past Chairs group ML and RH to support draft of ToR	COMPLETE
20221015-13	RH / KS / MC / AM / DM	To identify Comms need in advance. DM to pull together into a paper.	To be picked up in the Membership conversation - CLOSED
20210720-05	AB	To identify web certificate cost for Gemini plugins	Review in January 2022 CLOSED

New actions arising

20220121-03	AB	To propose Council meeting frequency for 2022	February Council
20220121-04	DM	To post the Past AGI Chairs list for the AWG on Basecamp. Also include a proposal for AGI awards	31/01/2022

5. Membership Planning

AM presented slides on proposed membership development work

New Council member Pam Whitham joined the meeting at 13:30

20220121-05	DM	Work with GF to set up a comms AWG	February Council

6. 2022 Calendar Review – Postponed

20220121-06	RD	Raise issue of resourcing accounts with back office	February Council

7. Risk Register

ML provided a summary of risks. No new risks identified

8. AOB

AB thanked the outgoing Council members for their service

Date of next AGI Council meeting: 17th February, 10am

20220121-07	MC	Set up next Council meeting in Basecamp	31/01/2022
20220121-08	MC	Share transcript of chat from January Council meeting	31/03/2022

9. Summary of Actions from last meeting

Actions from today's meeting

20220121-1	DM, RF	Speak to JCu to confirm his interest in continuing in KTN role.	CLOSED
20220121-2	AB	Confirm Pam Whitham interest in co-leading the HMLR account with AM	CLOSED
20220121-03	AB	To propose Council meeting frequency for 2022	February Council
20220121-04	DM	To post the Past AGI Chairs list for the AWG on Basecamp. Also include a proposal for AGI awards	31/01/2022
20220121-05	DM	Work with GF to set up a comms AWG	February Council
20220121-06	RD	Raise issue of resourcing accounts with back office	February Council
20220121-07	MC	Set up next Council meeting in Basecamp	31/01/2022
20220121-08	MC	Share transcript of chat from January Council meeting	31/03/2022

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