

# AGI Council Meeting

17 March 2023 09:00 – 12:00

Online – Meeting Link (Zoom)

## AGENDA

Time	Item	Lead	Documents
	Start of Meeting		
09:00	1 Welcome and updates from Chair and Vice Chair	Chair	
09:15	2 Review of Actions	Hon Sec	
09:30	3 Finances	Treasurer	
10:00	4 Membership	ST / RD	
10:30	Comfort break		
10:45	5 ICT & Digital Estate recommendation	JS	Please prepare paper
11:15	6 Skills Update	AR / IM	Please prepare paper
11:40	7 AOB Sustainability statement GeoBusiness attendance	Chair MS/EO	Please prepare paper
12:00	Close	Chair	

## Attendees

Adam Burke (AB), Richard Duffield (RD), Morgan Commins (MC), Alan Moore (AM), Ian Maxfield (IM), James Cutler (JCu), Fergus Craig (FC), George Firth (GF), Anne Robertson (AR), John Seabourn (JS), Richard Flemmings (RF), Esther Ogbu (EO), Mark Stileman (MS).

## Apologies

Katherine Smyth (KS), Pam Whitham (PW), Sam Tizzard (STi), Stuart Tosney (ST), Denise McKenzie (DM).

## 1. Welcome & Chair's Update (AB)

Adam welcomed everybody.

Congratulations on successful AGI Scotland event. David Henderson reposted AM's summary post.

Women's Day breakfast briefing was a success.

Upcoming MoU meeting with strategic partners.

OS public sector geospatial user engagement events upcoming

- AGI representing at Leeds, Cardiff and Edinburgh
- Anne attending Edinburgh for EDINA, will also represent AGI
- GF– this is our chance to show AGI, GF will be at Leeds event
- GF - dropped off a marketing kit on Tuesday at OS HQ in Southampton
- RD - attending Cardiff and Leeds with GeoPlace

AGI Review of the year document is now with members

- Work with comms group, Richard F
- Review will go to public w.c. April 3

GeoBusiness

- RF – working on organising professional bodies – update later

Back-office secretariat Contract

- GF had hand over from RD (contract role sits with Vice-Chair)
- Contract up for renewal, onto a rolling year-on-year basis
- Chance to update the contract, e.g. explicit support of working groups

## 2. Review of Actions

### Actions from 17 February 2023 Council Check-in Call

20230217-01	AR	<del>Engage with ST, RD and Membership WG to develop membership growth approach for education sector</del> <del>RD – We need somebody from academia to join the membership WG. Move to a new action.</del>	Mar 2023
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20230317-01	RD	Engage with members for an academic representative on Membership WG	April 2023
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20230217-02	MC	<del>Share company status with STi for potential non-profit discount</del>	Mar 2023
20230217-03	JS	<del>Arrange meeting with back office to trial using the AGI O365 account to setup meetings. Include STi, GF, MC.</del>	Mar 2023

### Actions from 20 January 2023 Full Council

20230120-01	AB	<del>Adam to thank Steven Zhang for contribution to Council.</del>	February 2023
20230120-02	AB	Exec Group to discuss lead role for Partner Members and a lead role for Strategic Partnership.	February 2023
20230120-03	AB, MC	<del>Adam work with Morgan to finalise meeting schedule for 2023 – virtual and in-person.</del>	February 2023
20230120-04	AB	<del>Exec Group to have detailed budget and revenue growth meeting.</del>	February 2023
20230120-05	JC	Assist AM with budget analysis	February 2023

## Actions carried over from previous meetings

20221205-01	AB	Check on this action JCo - Respond to Peter Parslow's AGM question on GEMINI publication and communication costs.	February 2023
20221205-09	RD	<del>Provide Council with the digital event service specification for the secretariat contract.</del> Digital events are extra cost. Up to us to scope. GF to continue.	February 2023

20230317-02	GF	Scope the digital event service specification for the secretariat contract.	April 2023
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20221205-12	FC	<del>Propose a date for GeoCom to book calendars</del>	February 2023
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20221205-13	AM	<del>Arrange LDS presentation to AGI Council</del> Open offer	February 2023
20221205-14	JC, RH	Revisit creation of a funding proposal to GC for skills agenda	February 2023
20221205-15	RD	Share standardised sponsorship package with Rico Santiago/KS for Northern Ireland annual conference. RD – there is a document, will check on this	February 2023
20221205-17	JC	<del>Re-engage with KTN (Andy Bennet) and UK GeoForum</del>	February 2023

RF - AGI now a supporter of the successor Climate Impact Lab, expect an MoU.

JC – has now handed over RF

20230317-03	RF	Engage with Climate Impact Lab (successor to KTN) and update Council on MoU	April 2023
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20221205-21	PW	Engage with named people at VOA to sell membership	April 2023
20221205-22	AR	Work with ST to write a benefit statement for AGI membership tailored to the university community.	February 2023
20221205-23	ST	Define requirements for a CRM to inform membership WG.	February 2023
20221005-06	DM	Arrange call with AGI Awards AWG – FC, RF, ST, JC	February 2023
20221005-07	RF	ST to come back with membership position on AGI CPD, general observation is it's well received but that it needs structure in place to ensure it's well done RF – to take over	April 2023
20221005-08	RF, RD	<del>Discuss CPD with CICES</del>	February 2023

20230317-04	RF	Arrange meeting with CICES on CPD	April 2023
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20221005-09	AB	Discuss CPD with Geography in Government Add to strategic discussion.	February 2023
20220704-02	AB	<del>Work with back office to create a graphic for AGI top 3 opportunities and share with Council for comment. In progress, RH is reviewing. Volunteer resource coming. Will put this through Past Chairs forum. ** new action, with Denise</del>	February 2023

20230317-05	DM	Share AGI top 3 opportunities with Past Chairs forum for review	April 2023
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20220704-06	KS	<del>Write an event summary piece from NI event for the next newsletter. No capacity within NI currently, carry over to 2023</del>	February 2023
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### 3. Skills Update (AR)

We now have extended group – newly joined members include North Sea Transition Authority, Space Skills Alliance. Active group – meet last Wednesday of each month

Headlines from skills survey results, kindly collated by RGS

- Demographic – 46% public sector, 38% private
- Surprisingly optimistic responses around ability to recruit for skills now and into the future

Discussion

- Marketing preparing full report of survey results
- WG discussions - some trends are not being revealed. Heidi (Space Skills Alliance) did preliminary analysis work. This led to proposal for Space Skills Alliance to perform a deeper analysis – at a cost of £2k.
- Heidi and Joseph (Space Skills Alliance and AGI Education and Skills WG) have disclosed their interest in this analysis work to the WG. AR brings this disclosure to Council today.
- Expecting the report to inform a high-profile session at GeoBusiness – want to have report published the week before

Responses

Discussion and general support for this proposal.

AR - Heidi and Joseph (Space Skills Alliance) – have done an excellent report on their own work on space skills.

AB – is there a conflict of interest of having membership WG members provide services?

20230317-06	MC	Check articles of association for additional process for declaring conflicts of interest with spend on Space Skills Alliance analytical report.	Mar 2023
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AB – happy to approve £2000 on a low risk, high reward spend.

### Vote on approval of spend for Skills Report

10 directors approved spend.

### 4. Finances

We now have draft final accounts for FY22 - Jan 2022 to Dec 2022.

Seeking approval in principle today. Need Chair's report signed by Chair. Will then recirculate to Council for virtual final approval.

AM presented overview.

20230317-07	MC	Check FY22 statements for director terms against Companies House records	Mar 2023
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AM presented a summary of income and expenditure (vs FY21), which is close to forecast. Membership model changes have reduced membership fees. Event profits impacted by return to in-person and higher cost of sales. Focus must be on events and membership growth.

#### **Vote on approval of FY22 financial statements, subject to Chair's report.**

11 voted in favour of approval.

Relationship with Accountants.

- We now have final accounts - ready 6 months ahead of deadline.
- Down to accountant, use of Xero software
- **No objection from all Council members present to continuing with Cutter & Co.**

FY23 position and ongoing reporting

- Cash in bank is healthy
- Management accounts in Basecamp
  - Profit and loss
  - Balance sheet for year to date
  - Budget variance report – difference between forecast and actuals

Has now agreed monthly reporting cycle with bookkeepers and back-office.

Council member feedback will inform this.

If you become aware of any anticipated budget variation, please inform Treasurer ASAP via email. This will allow adjustment of budgeting. Send to treasurer mailbox.

20230317-08	ALL	Review management accounts for suitability for Directors. Provide feedback to AM by end of March.	Mar 2023
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20230317-09	AB	Engage with DM on Awards event as a sponsorship vehicle	April 2023
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RF – we can bring Awards Event into Comms WG, for pipeline of future work.

## **5. Membership (RD)**

We have heard this morning about the value of a rich and diverse membership group, e.g. skills survey. We now have the foundations in place with our website, back office, engaged Council. We want a 90 day planning cycle. Identifying leads and speaking to members.

Discussion around partner member engagement

AB – keen to have SIG for land and property.

Partners and top sponsoring organisations, and standardised sponsorship

- Can also bring content in from Partners and their customer use cases and benefits realised
- Wants to pursue some leads in the next 90 days – potentially aligned to GeoBusiness
- We have exhibitors at GeoBusiness – these are businesses actively spending money

Dependencies

- standardised sponsorship package is needed

20230317-10	RD	Write a 90-day membership engagement plan.	April 2023
20230317-11	GF	Surface member benefits brochures to Council to facilitate membership advocacy	April 2023
20230317-12	RD	Collate messaging and talking points for Partner Member leads to engage with Partner members. E.g., invitation to council, updated quote of benefits of being Partner member, what benefits have they realised.	April 2023

## 6. Digital Estate (JS)

JS shared requirements on basecamp

- Spoke to AGI Scotland to understand use cases
- Spoke to MS service providers to inform options

Proposal on basecamp:

- benefits: Single platform for communication, improved branding.
- whatever we do will have additional costs, but with additional benefits
- Feeds better membership engagement

Status

- Shared requirements document with 5 Microsoft service providers, including one known to JS
- Received one proposal back - from the provider known to JS

Next Steps

- awaiting proposals from service providers
- Migrating and onboarding - will require large initial work – JS and STi will use their time on this

## 7. AOB

### Sustainability (MS)

20230317-13	ALL	Review the Sustainability WG whiteboard and add your notes with your name.	Mar 2023
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MS, STi, EO, KS – have had two initial meetings, starting early March

- Goal - Define a sustainability statement
- Looked at long-term and short-term goals
- Reviewed existing sustainability statements are out there
- Contextualised with our existing mission statement and “leading, connecting and developing”.

Dimensions of sustainability

- Social sustainability – considered remit of the EDI group
- Geographic data is at the heart of what we do

DRAFT STATEMENT FOR COMMENT

We will promote and demonstrate sustainability throughout our network, encouraging best practice and developing ideas to help drive a sustainable geospatial community.

We will do this by developing long-lasting networks and connections within the community and encouraging the use of geographic data at the heart of solving sustainability challenges.

AM – how will you engage with National Groups?

## GeoBusiness (RF)

RF - Will use April and May Council Check-ins to keep the momentum.

## RSPSoc Conference in September (FC)

Held at BGS Nottingham 5 and 6 September. It's a good academic conference.

Remote Sensing group want AGI involvement, members to present at their conference.

20230317-14	RF, FC	Co-ordinate engagement with RSPSoc for AGI-RGS joint event at the RSPSoc conference in September	April 2023
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## Space Partnership and Satellite Applications Catapult (RF)

Want to understand what is happening in EO sector as we disengage with EU. Concerns about loss of access to Copernicus. Opportunity to engage around membership. A key benefit is access to AGI membership base for promotion of their work and survey.

20230317-15	RD	Share latest membership numbers with RF to inform membership discussion with Space Partnership and SAC as they want to access AGI members to promote their survey.	April 2023
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## Next Council:

14 April: Council Check-in

12 May: Council Check-in

9, 10 June: Business Planning Weekender. In-person, Ordnance Survey, Southampton

## 8. Summary of Actions

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