AGI Council Meeting
23rd February 2024 09:00 – 12:00

Meeting held online

Agenda

Time	Item		Lead
09:00	1	Start of Meeting Welcome and updates from Chair and Vice Chair	Peter
09:10	2	Review of Actions	Hon Sec
09:20	3	Risk Register	Fergus
09:30	4	Finances	Treasurer
09:40	5	Comms	Richard
09:55	6	ICT & Digital Estate update	Sam & John
10:05		Break	
10:20	7	Skills Update	Ian
10:35	8	National Groups update	NG leads
10:50	9	AGI Networks	Fergus
11:05	10	Partners update	Peter
11:15	11	Membership	Andrew
11:25	12	GeoCom - Plan	Fergus
11:35	13	AOB Business Planning Meeting - March	Peter
12:00		Close	Chair

<u>Attendees</u>   Peter ter Haar (chair), Sam Tizzard, Fergus Craig, Adam Burke, Alan Moore, Ian Maxfield, George Firth, Mark Stileman, Pam Whitham, Richard Flemmings, Andrew Cameron, Kenna Dallaway, Sara Stewart, Liz Scott, Alan Moore, Denise McKensie

<u>Apologies</u>   John Seaborne, Vida Williams, Stuart Tosney

1   Welcome

Adam opened the meeting and welcomed everybody.

2   Review of actions

Action ID	Owner	Task	Allocated	Due	Update notes	Reviewed
~~20240125-01~~	~~MS~~	~~Mark to file revised Articles of Association with Companies House~~	~~Jan 2024~~		~~Done~~	~~Feb 2024~~
~~20240125-02~~	~~All~~	~~A Council lead is sought to initiate an EO Special Interest Group and draft an initial 1-page Terms of Reference.~~	~~Jan 2024~~		~~Done~~	~~Feb 2024~~
20240125-03	AC, ST, AB	Andrew, Stuart and Adam to review options for increasing membership subscription fees and their implications.	Jan 2024		Consideration for 2025 – ongoing for membership group	Feb 2024
20231204-03	AB / GF	Adam and George to agree the ongoing Council CPD role.	Dec 2023		Carry over with Sara. Richard D remains as advisor Presentation for March meeting, inc comms	Feb 2024
~~20231204-04~~	~~MS / ST~~	~~Liaise with Heather to investigate whether elements of the planned GDPR audit could be brought forward for expenditure during 2023.~~	~~Dec 2023~~		~~Done~~	~~Feb 2024~~
20231204-08	RF	Richard and the comms team to help promote AGI's CPD scheme.	Dec 2023		Carry forward – awaiting March decision	Feb 2024
~~20231204-09~~	~~AB~~	~~Adam to develop AGI's CPD offer~~	~~Dec 2023~~		~~Duplicate - remove~~	~~Feb 2024~~
20231204-10	ALL	All Council members to provide Heather with 'why AGI' messages / testimonials.	Dec 2023	End of March	Carry forward – Mark flag	Feb 2024
~~20231204-11~~	~~Exec~~	~~Exec Group to consider how to extend Compleat's engagement with AGI Council.~~	~~Dec 2023~~		~~Done~~	~~Feb 2024~~
20231204-12	MS / ST / JS	John, Mark and Sam to liaise with HE in support of the GDPR audit.	Dec 2023	March	Carry forward – present in March	Feb 2024
~~20231204-13~~	~~RF/ST~~	~~Richard/Sam liaise with Heather to investigate the level of digital engagement by network members. For example, how many open and engage with email content?~~	~~Dec 2023~~		~~Done~~	~~Feb 2024~~
20231204-14	ST / AC	Stuart and Andrew to review the AGI membership offer in liaison with Compleat, starting with a membership survey to include interest in SIGs.	Dec 2023	March	Carry forward under Membership Action Working Group	Feb 2024
~~20231204-15~~	~~HE / AB~~	~~Heather to ensure that the 3 pillars are prominent on the AGI website~~	~~Dec 2023~~		~~Close – for monitoring by website team~~	~~Feb 2024~~

Action ID	Owner	Task	Allocated	Due	Update notes	Reviewed
~~20231204-16~~	~~RF~~	~~Richard to lead on renewing an MOU with RGS~~	~~Dec 2023~~		~~Done~~	~~Feb 2024~~
~~20231204-17~~	~~RF~~	~~Richard to inform GGP of the AGI Awards plans and cross-check with Geovation re its own awards event.~~	~~Dec 2023~~		~~Done~~	~~Feb 2024~~
~~20230915-02~~	~~All~~	~~Review risk register~~	~~Sep 2023~~		~~Done – reviewed in Feb~~	~~Feb 2024~~
~~20230915-05~~	~~JS~~	~~Pick up the GDPR risk assessment from MC to progress~~	~~Sep 2023~~		~~Duplicated - remove~~	~~Feb 2024~~
20230915-08	PW	Reach out to OSNI Director (Susan)	Sep 2023	March	Need follow-up session – Adam to initiate as part of handover email. Sara as new contact. Carry forward Adam/Sara	Feb 2024
20230610-04	RF	Send out a bulk email to all members about the eBlast benefit.	Jun 2023	March	Carry forward as part of member messaging.	Feb 2024
20230317-02	GF/MS	Scope the digital event service specification for the secretariat contract.	Apr 2023		Done as stated, but still need to compile and own events calendar. We have a calendar – need table of speakers. Schedule time in March agenda. Mark/George.	Feb 2024
20221205-21	PW	Engage with named people at VOA to sell membership	Apr 2023		Intro meeting arranged for next week.	Feb 2024
20221205-23	ST	Define requirements for a CRM to inform membership WG.	Feb 2023		Old action – consider pausing	Feb 2024

3 Review of risk register

The following observations were made:

- Risk 9, *Activities do not attract sufficient interest to substantiate expenditure*: this is a material risk as we have been operating at a loss.
- Risk 13, *Contravention of General Data Protection Regulations*: low risk.
- Risk 16, Board members not sufficiently committed to their role and personal responsibilities: low risk, high impact
- Risk 28, *Compleat resourcing*: Cheryl's capacity is stretched and her role represents a single point of failure.
- Risk 36, *No auditors and no audited accounts*: resolved.

20240223-01	Fergus	Update and republish risk register	March
20240223-02	Exec	Exec Group to review risk register structure and management	March

4 Finances

Cash at bank is stable at £133k. Year end accounts have been sent to Cutter & Co. Alan is expected to have draft statements by late March / early April. Expected outturn is £5.5k profit. Accounts need to be submitted by September.

Cutter & Co require photo ID from all Council members to comply with Anti-Money Laundering regulations.

20240223-03	ALL	Send Mark photo ID and recent utility bill – required by auditors for Anti-Money Laundering purposes	March

The draft 2024 budget has been adjusted to a projected £3k loss, recognising that a proportion of expenditure is exceptional and includes transformational investment. Additional items not included in the budget will be subject to separate business cases. The 2024 budget was APPROVED by Council.

Alan proposed that £50k of our cash at bank is invested in a fixed-term account yielding 3.6% interest. This would net £1800 and leave plenty of cash for contingencies. This was APPROVED by Council for the details of implementation to be managed by the Exec.

5 Membership

Andrew reported that 9 new professional me and 10 named associate members have joined in 2024 to date. The Membership Action Group will reach out to Council members to seek light-touch support.

More widely, it was agreed that we will schedule a fuller discussion, to be led by the Action Group, around membership vision and processes in March.

20240223-04	Andrew & Stuart	Present future AGI Member statistics which show the number of non-paying Network members	Mark

6   ICT / digital estate

Sam reported that the website redesign is going well. In March backend coding and domain unification will take place for release later in the month. Sam will share links. Sam also requested Council members to send photos suitable for use on the website. It was agreed that communications regarding the new site should be focused on new features and functionality rather than the design itself.

Under the new Microsoft digital estate all Council members will have access to a premium account with their own AGI email addresses. Other members will have guest accounts. The support package will be ad-hoc, as an alternative to a £450/month contract.

National groups will have 2 licences each. This will enable calls of upto 300 people but not webinars; however, Sara and Pam will both be able to set up webinars on behalf of their respective groups.

The current incumbent IT supplier will be notified of the change in mid February. Documents will be migrated to the new estate for onboarding in July. Our Basecamp site will be closed in December.

7   Communications

Richard said that we have a good banks of comms content. We have a weakness in our social media management; Cheryl represents a single point of failure, and it's outside her core skillset. Richard is keen to develop a business case for a social media service and will present an outline of this at the March meeting.

AGI is being considered as a core brand at GeoBusiness, and we will get a mini theatre space linked toi the Satellite Applications Catapult. Also for discussion in March. Richard asked everyone to promote the new AGI Awards which have just been launched.

Richard is working with Kenna and Geovation on a regional networking event in Bristol.

A need for an events calendar was identified.

20240223-05	Richard	Draft an events/comms calendar for the March Council meeting	March

8   Skills

Liz reported that the first meeting with the wider group had taken place in January. RSPSOC has been engaged re its recent skills report for the space sector.

There is a consensus that there is no justification for a 2024 skills survey as it would be too soon after the last one.

The focus for 2024 will be on career pathways, for which 20 geospatial professionals will be interviews. The aim is to create templates for schools, colleges and young professionals.

A recent OS 'GI in Education' report has concluded that there is an insufficient level of GIS being taught in schools.

Lauren Holland from Leica is hoping to join the Skills group.

The Skills agenda will be discussed in further detail in March.

9   National Groups

(a) Northern Ireland

Sara reported that a new chair is now in place and that the focus is on planning for the AGINI conference in June, having had the initial plan signed of by the Exec. The theme will be sustainability. Sponsorships are now being sought.

There is a growing focus on growing AGI's visibility, with new website content and plans to update member profiles. In addition, a summer social event and a webinar series are being planned. Budget requirements are as yet unknown. Alan reminded Council that £600 has been budgeted for each of the national groups.

(b) Cymru

Pam reported that Phil Barlow is the new chair, with support from Dave Roberts and James Wardroper. New committee members include Ewan Roberts from 42 Engineers, and it is hoped that the Women in Geography initiative will attract further members.

The Comms role is being split into (a) events and (b) social media for manageability. AGI Cymru will support both the Membership Action Group and the Awards team.

The AGI Cymru annual event in October will be planned to work with GeoCom timings.

(c) Scotland

The current focus is on the annual event which takes place next Tuesday. Alan reported that the sponsorship target has been met. 143 delegates have registered and more are hoped for before entries close on Monday. The programme is close to finalisation with good gender balance.

AGI Scotland is looking at building a stronger alliance with Datalab, w3hich has a big data science community.

A networking event is planned for 14 March at the national photography collection. The national chairs would appreciate contact with the AGI co-chairs.

Peter raised the topic of alignment between national groups and the right balance between standardisation and autonomy. Pam said that more guidelines would be welcomed. Coordination would also allow multi-event sponsorship to be offered. Fergus will lead a discussion on this topic in March.

10   AGI Networks

Fergus said that he would like to create opportunities to spin up new networks. Liz has offered to lead an EO Network; Stuart is in discussion with Leica re setting up a Survey Network and Steve Croney would like to create a 3D Network.

Liz has drafted a TOR for the EO Network, and it was agreed that that Fergus should develop an equivalent TOR for the running and governance of Networks.

20240223-06	Fergus	Draft a TOR/template for setting up a new Network group, including governance and budget considerations.	March

11   AGI Partners

OS: Fergus reported that OS have reviewed their Partner membership. They are planning to survey the geospatial industry and are inviting AGI to help facilitate this. It was noted that we have received a similar request from the Geospatial Commission re NUAR.

Esri: Pam is planning to meet Charles Kennelly. They have questions about the number of 'engaged' Members.

OSNI: Sara stated that she had briefly spoken to OSNI's Chief Survey Officer, who is keen to promote their activities/news. Sara suggested that we could look at a specific comms strategy. A follow-up meeting is due imminently.

Leica: No update in Stuart's absence.

12   GeoCom

Peter reported that we don't have a Council lead for 2024. GeoCom is AGI's flagship event and a significant source of revenue.

Fergus said that in 2023 there was a very strong team of around 15 volunteers, and there is the option to use Compleat for much of the logistics. The key role for AGI is defining the event theme and organising speakers. There is a detailed task list from 2023.

All Council members were asked to consider volunteering a GeoCom Chair. Adam is willing to act as a Vice-Chair.

In the first instance 2-week call for a Chair will be made on Basecamp to Council members and to last year's organising committee. Failing this, a wider call to Members will go out.

13   Any other business

March Council meeting: this will be an all-day business planning event on 21 March. The venue has not been confirmed yet. The preferred options are Leica (Milton Keynes), RGS (London) or OS (Southampton).

20240223-07	Mark	Coordinate discussions around venue for March business meeting. Options are Leica, RGS, OS or hired office in Birmingham.	March

External engagements:

- Denise reported that she has been invited to join the Open UK Geospatial Advisory Board which as a role in the AI policy dialogue.
- Denise is also attending the GC Geospatial Summit on 26/27 March. She will remind GC that the AGI Co-Chairs have not been invited.
- The Locus Charter, to which AGI is a signatory, is calling for use cases. Council members are invited to join ongoing calls.
- ODI and Google are running a workshop on AI and data sharing. A report is coming out in mid March.
- KTN/Innovate UK hosted a call on geospatial and new market opportunities. They have funding for a foreign mission visit – venue TBC. Melanie Hutchinson is the new GC Head of Geospatial.
- Adam recently attended a DSIT session on barriers to usage of geospatial data.