

Agenda for the AGI Council Meeting

18 May 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 Minutes
09.25	3	Membership AWG proposal	AM
09.50	4	Geocom update	SC
10.10	5	Finance update	PR
10.25		Break	
10.45	6	Comms update	SZ
11.00	7	National Updates	AM / KS / MC
11.20	8	Standards	JC
11.30	9	ECN	RH
11.45	10	IT Update	DM/ ML
11.55	11	Skills	IM
12.10	12	Partners, MoU's, GC	Partner leads / MoU leads
12.25	9	AOB	DM
12.35	10	Summary of Actions	ML
12.45	11	Close	DM

Attendees Matthew Leaver (ML), Tom Timms (TT), Alan Moore (AM), Rachel Higgins (RH), Stephen Croney (SCr), Richard Duffield (RD), Katherine Smyth (KS), Peter Reynolds (PR), Ian Maxfield (IM), Jo Cook (JCo), James Cutler (JCu), Morgan Commins (MC), Denise McKenzie (DM) - Chair

Apologies Adam Burke (AB), Steven Zhang

AGENDA

1. Welcome & Introductions

Apologies noted.

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

2. Review of March 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
20210119-08	DM	PR to prepare JD for Treasurer role	CLOSED
20210330-01	ML	Reinforce meeting plan in advance of next Exec	CLOSED
20210330-02	ML	Speak to DM and provide reporting template to Council	5/6/2021
20210330-03	ML	ML to follow up on GDPR prioritisation with Office	ONGOING
20210330-04	JCo	Provide a template for the blameless incident register	CLOSED
20210330-05	SC	Council sub-group to comprise: RH, IM, SZ, KS, SC. Initial meeting to be arranged and event specification to be prepared for issue to Office. Share via basecamp in first instance.	CLOSED
20210330-06	RD	follow up on quarterly plan with DM	CLOSED
20210330-07	AM	Alan to prepare terms of reference for membership AWG, prior to circulating to National Groups and ECN.	CLOSED
20210330-08	RH	Draft partner briefing note around how Partner staff can self-serve membership via the new website.	5/6/2021
20210330-09	All	Update details in membership Portal	CLOSED
20210330-010	PR	Establish investment decision sheet template	CLOSED
20210330-011	SZ	To re-establish the Comms calendar and share	CLOSED
20210330-012	RD / SZ	Strategic Comms approach to be considered and discussed in more detail at next Council Meeting on 18 th May	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	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	RH to set up discussion on BaseCamp to discuss items 1 (strategy) and 4 (interaction with National Groups). ECN ask from Council: 1. What is Council's view on what ECN strategy should be?	31/3/2021

		2. How do we promote the new membership model via ECN? 3. Can they have some AGI office time to support management of mailing list and e-newsletter 4. How can they do more with the National Groups?	
20210330-017	All	All to contribute to discussion	CLOSED
20210330-018	All	All to review JCu paper on Articles.	CLOSED
20210330-019	ML, JCu	ML and JCu to prepare paper for Council on 18 th May	JULY Council
20210330-020	IM	RD to discuss preferred approach with DM & IM	14/4/2021

3. Membership

AM described proposal to establish a membership AWG.

[Paper](#) discussed.

RH noted that there is limited capacity for ECN to get involved too heavily

Discussion around resourcing. Concerns raised about limited capacity across AGI in general.

DM raised some membership reporting priorities

AGI Office exploring automated reporting of membership

Motion to create AWG put to Council. Approved with no objections

20210518-01	AM	AM to set up AWG	July Council
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AM left the meeting at 10am

4. GeoCom update

[Paper](#) provided by SC.

Sub group for steering of GeoCom established.

Some interest from partners and prospective members about joining the advisory group. DM confirmed that the sub-group members must be AGI members.

Discussion around whether we invite associate members to the subgroup.

DM suggested having representation from 2 associate members in the interests of diversity.

Response from Compleat to specification is expected by the end of May 2021

Discussion on number of days. Agreed that 1 day was best – online.

Date for GeoCom confirmed as November 30th 2021

MC queried whether we would still be partnering with other bodies for GeoCom. It was confirmed that we would not.

MC also questioned whether we would still be supporting COP26 at the start of November. DM confirmed that we would

5. Finance

PR provided an update on the 2020 accounts. PR noted that a number of adjustments needed to be made to the management accounts. This resulted in a 2020 end of year PBIT of ~£1k

20210518-02	PR	Arrange for 2020 account sign off	30/06/2021
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PR noted that the team doing the management accounts are not applying the required annual spread. This is being worked through.

Current management accounts show that we are approximately £1,000 down on 2020 YTD.

Discussion around annual revenue required to cover website depreciation costs.

Discussion around charging for online events. TT noted that online sponsorship interest is likely to tail off as face to face events start to be reintroduced.

JCo suggest a “pay what you like” model for GeoCom / events.

20210518-03	RD / DM	Arrange AGI sponsorship stakeholder discussion	30/06/2021
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6. Comms

DM provided overview of current comms situation and highlighted the challenges around channelling news through to SZ and Comms supplier.

DM suggested creating a “Council digest” to inform newsletter Council updates

20210518-04	SC	To provide content to SZ around GeoCom date and associate member opportunity to join the GeoCom subgroup	21/05/2021
20210518-06	RH	To provide ECN content for newsletter	21/05/2021
20210518-07	JC	To provide summary of his talk to SZ	21/05/2021
20210518-08	All / ML	Each person to develop 1 message from Council to be included in the newsletter. ML to include standing future agenda item	ASAP
20210518-09	DM	Arrange social media workshop for Council members	5/6/2021

7. National Group Updates

No comments on AGIO Scotland update

AGI NI. KS provided an update. AGI NI has agreed to go ahead with the Digital leaders partnership for their event.

AGI Cymru. Update provided by MC.

8. Standards

Update provided by JCo.

DM noted that news on standards is high value to members.

Discussion around who is convening UK standards bodies

20210518-10	JCo	Discuss webinar content with RH	30/06/2021
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 Peter Parslow in first instance to discuss opportunities for convening UK standards bodies	30/06/2021
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9. ECN

Update from RH

Input from ECN membership is mixed. Current lead has expressed wish to step down. RH currently exploring succession options.

Recruitment into ECN a priority

20210518-13	All	Provide information to RH on how to improve ECN visibility	30/06/2021
20210518-14	RH	RH to speak to ECN to draft recruitment content for newsletter	30/06/2021

10. IT

20210518-15	All	Read paper prepared by AB on next steps for IT	30/06/2021
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11. Skills

Update provided by IM on Geospatial Skills Apprenticeship and initial skills discussion with GC.

Discussion around the role that AGI can play to support skills, particularly supporting graduates in obtaining work.

DM suggested scoping a paper to formulate a skills research proposal that could be funded by AGI and members.

20210518-16	IM	Coordinate and set up a meeting to scope out skills research paper	July Council
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12. Partners, MoU, GC

Update from TT on LPS NI. Highlighted different priorities for LPS compared to OS. Training and chartership important.

Can AGI provide thought leadership content into LPS events?

Longer term there is a need to obtain clarity on AGI value to LPS and NI in more broadly.

DM provided update on RGS. Noted staff changes.

ML and JC provided updated on CICES engagement.

13. AoB

IM raised need for more visibility on AGI's promotion of sustainability

ALL to extract a key message from this Council meeting and share on basecamp thread to inform the newsletter's "message from Chair"

14 Summary of Actions

Actions from this meeting

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20210518-06	RH	To provide ECN content for newsletter	21/05/2021
20210518-07	JC	To provide summary of his talk to SZ	21/05/2021
20210518-08	All	Develop 4 points of news from Council	ASAP
20210518-09	DM	Arrange social media workshop for Council members	5/6/2021
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Outstanding actions from previous meetings

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