AGI Council Full Council Meeting
15 September 2023 09:00 – 13:00

AGENDA

Time	Item		Lead	Documents
09:00	1	Welcome and updates from Chair	AB	
09:15	2	• Review of Actions (30m) • GeoCom 2023 update – 5m	EO FC	
09:50	3	• Finance update – half-year position/forecast, investment priorities (30m) • Membership update (20m)	AM Membership AWG	Slides Slides
10:40	4	• Digital Estate update (30m)	STiz & JS	Slides
11:10	5	• Break (15m)		

11:25	6	• Comms update (30m)
		   • Update of ongoing collaboration around professional competency with RICS / RGS / CICES.
		   • Creation of council profiles and "why we do it" mini-blogs, to attract new Council members in 2024.
		   • Preparation for AGI awards in May 2024 - please can we reconfirm who is available to help with this?
			RF	

11:55	7	• Update from Working Groups (30m)
		   • National Groups
		   • ECN
		   • Skills
			
			EO
			AR/IM
				Verbal

12:25	8	• Succession Planning • Forward thinking - Priorities for 2024	AB AM/GF	
12:55		• AOB (5m)		
13:00		Close		

Attendees	Sam Tizzard (STiz), Esther Ogbu (EO), Fergus Craig (FC), Adam Burke (AB), Alan Moore (AM), Ian Maxfield (IM), Stuart Tosney (ST), James Cutler (JC), George Firth GF), Katherine Smyth KS), Mark Stileman (MS), Pam Whitham (PW), Denise McKenzie (DM)
Apologies	Morgan Cummins (MC), Richard Flemmings (RF), Richard Duffield (RD)

1. Welcome and updates from the Chair (AB)

Adam welcomed everybody.

The next Council check-in calls in October & November will be online.

MC is still off on extended sick leave from his day job but is helping with urgent Council matters (nominations) via the Hon Sec email.

ST is working to get a new partner member, and the next step is to have a face-to-face meeting o discuss partner benefits.

MOUs

- **BCS** – The agreement is concluded, and the press release is out. The AGI published an article in their Maplines magazine.
  AGI members get a discount code to the BCS 60th anniversary conference in Cambridge on the 20th & 21st of September 2023. No one from AGI seems to be going so AB to send apologies.
  Committed to a joint BCS/AGI event at the start of 2024 – need to consider what that looks like.
- **RGS** – The agreement renewal has been reviewed and signed. The press release will go out soon.
- **GGP** – The agreement is undergoing the review process. Geospatial Commission, which is sponsoring them, also want to review the Agreement.
  The AGI have an invite to the GGP conference in Birmingham in December.

20230915-01	AB	Adam to send apologies to BCS for being absent from the conference	September 2023

Other updates

- The ECN have an upcoming webinar this month titled "Getting the most out of your first geospatial role".
- Skills survey was released last week and is getting much attention on LinkedIn.
- Back office provider has just completed its rebranding process; they are now known as XXXX – catering to social management and technology services (conference applications).
  Contract-wise, the AGI is in its 4th year of its services from August 1 this year. We are no longer on a monthly retainer with them but an overall budget they work towards to deliver AGI activities.
- The annual meeting with a Partner is scheduled for next week to discuss involvement with AGI and their partner membership.

2. Review of Actions (AB & EO)

Actions from June Business Planning Weekender

20230610-01	RD	Write the next 90-day membership engagement plan.	June 2023
20230610-02	MS/Sustainability WG	Review the Sustainability whiteboard and share the next steps.	June 2023
20230610-03	Membership WG	Pull together collateral that explains what the AGI is about and what it does to help members in marketing.	June 2023

20230610-04	Comms WG	Send out a bulk email to all members about the eBlast benefit.	June 2023
20230610-05	RF/DM	Talk to Ollie about using the GeoBusiness platform to collaborate for the AGI awards.	June 2023
~~20230610-06~~	~~All~~	~~Share content with Comms team to build Faith's content pipeline.~~	~~June 2023~~
~~20230610-07~~	~~JC~~	~~Share top tips on how to navigate social media like a Pro at the next Council meeting~~	~~June 2023~~
20230610-08	PW	Have a chat with Isabelle at Geovation to understand what discounts Geovation can offer AGI for events	June 2023
~~20230610-09~~	~~RF~~	~~Ask Cheryl to include the regional groups events to the main events page~~	~~June 2023~~
20230610-10	RD	Collate and present strong ideas for Council to review and approve to go forward for its CPD programme	June 2023
~~20230610-11~~	~~GF~~	~~Show the new website to JS & STi and demo to the Comms WG~~	~~June 2023~~
~~20230610-12~~	~~All~~	~~Do a final review on the skill survey report and provide comments by the end of June~~	~~June 2023~~
~~20230610-13~~	~~IM~~	~~Check if the space skills survey is closed~~	~~June 2023~~
~~20230610-14~~	~~EO~~	~~Confirm the ECN position on the COD scheme as well as mentoring and what they think about it~~	~~June 2023~~
~~20230610-15~~	~~EO~~	~~Inform ECN about attending the December 4 Full Council meeting to present the ECN annual report~~	~~June 2023~~
20230610-16	AB	Drop in on ECN Committee meeting	June 2023
~~20230610-17~~	~~All~~	~~Review, update and provide feedback on risks in the risk register~~	~~June 2023~~
20230610-18	Exec Group	Review and update the risk register to improve its display	June 2023
20230610-19	AB & GF	Compile and share action plans for the rest of the year	June 2023

Outstanding Actions carried over from previous meetings

20230414-01	EO	Provide support to set up meetings with key people at Esri UK for PW to discuss AGI membership	Apr 2023
~~20230414-03~~	~~All~~	~~Share speaker suggestions for GeoCom that are relevant to the theme (names, contact details, organization, and a quick sentence on how they're relevant)~~	~~Apr 2023~~
20230317-01	RD	Engage with members for an academic representative on Membership WG	April 2023
20230317-02	GF	Scope the digital event service specification for the secretariat contract.	April 2023
20230317-03	RF	Engage with Climate Impact Lab (successor to KTN) and update Council on MoU -MoU is not done but fully engaged	April 2023
20230317-05	DM	Share AGI top 3 opportunities with Past Chairs forum for review	April 2023

20230317-07	MC	Check FY22 statements for director terms against Companies House records	Mar 2023
20230317-12	RD/RF	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
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. Potential publication on EDINA.	February 2023
20221205-23	ST	Define requirements for a CRM to inform membership WG.	February 2023

All Council members should like, reshare and retweet social media content from the AGI account so it reaches a wider audience.

20230915-02	Exec Group	Review risk register at the next Exec meeting	September 2023

AB had discussions with the ECN co-Chairs about joining the AGI Council
GF needs assistance to support the digital event service specification. MS volunteered to support.

GeoCom 2023 update (FC)
- Working Group meets weekly.
- 12 sponsors confirmed – Esri UK, Verisk, Cadline, NV5 Geospatial, BlueSky, Idox, Cadcorp, Spyrosoft, GeoPlace, and media partner (GeoConnexion)
- Ticket sales opened on Monday, 11 Sept. Sold 8 tickets
- 3 Speakers confirmed (Vodafone, Arup, Fugro)
- Free tickets consideration for Council members, National Groups, ECN, Volunteers of the working GeoCom group
- Post-event drinks – was a great networking addition last year. Not in the budget to host one at RGS so may likely follow the same format as last year (open tab at the bar)
- Compleat involvement – Cheryl attends the weekly meetings and helps with Admin and Comms. Compleat may not be involved on the day as they have another event, but Heather is keen to split the team to support in a limited capacity.
- AB - Promotional video - OS sponsored the video production last year. Is there plan for this year? FC to consider options for this year. RGS as an option may be too expensive.
  As a backup, two volunteers in the GeoCom working group have photography and video editing skills that could be useful.

3. **Finance update (AM) - Slides**
   - On budget based on the forecast.
   - Cash in bank is healthy, no red flags around day-to-day finance operations.
   - [Management account statements](#) are in Basecamp.

20230915-03	ALL	Review Management accounts and share feedback	September 2023

AB – empower National Groups to use their budget for regional activities

- Loss forecast dropped to £16,000 from previous £31,000

AB – what is the impact of the reduced loss on our threshold cash in bank?
AM – the loss is an accounting loss, not a cash loss, so we will still be within the £100,000 threshold. We still need to prioritise income growth as it is still a focus.

| 20230915-04 | AM | Share a quarterly snapshot at the end of September to see if we are at risk of going over the threshold | September 2023 |

- Need to decide bringing in a consultant for £3,000 to assess the GDPR risk – GDPR folder

JS suggested that we carry out an internal assessment

AB – Back office can help analyse risk, determine the magnitude, review the mitigation plan, and see available options.

STi – If we decide to do a paid assessment, it is recommended that this is carried out close to the Microsoft migration, so it addresses any risks/issues raised during.

| 20230915-05 | JS | Pick up the GDPR risk assessment from MC to progress | September 2023 |

Membership update (ST) - Slides

- Esri UK membership expires on Sept 28th.

| 20230915-06 | PW | Ensure that the Partner fee renewal invoices are sent to the right person | September 2023 |
| 20230915-07 | PW | Set up recurring calls with partners for every two months | September 2023 |

AB suggested that he & PW attend the upcoming Esri Wales conference.

- Approaching our 2000th member

AB - The update to announce the 2000th member will be done retrospectively, possibly with an interview.

- Account Managers are essential for the relationship management of Partner members.
  - Esri UK – PW
  - OS – FC
  - OSNI – PW volunteered to take this on

| 20230915-08 | PW | Reach out to OSNI Director (Susan) | September 2023 |

| 20230915-09 | AB & FC | Get a Partner benefit statement from OS | September 2023 |

Targets

- Create a 'sales pitch' template for approaching potential members
- Regular campaign to network members to promote Professional membership
- Utilise Compleat more to assists with recruitment strategy
- Targeted campaign – Local Authorities – Interview with Sam
- Ensure that Associates and Partners are maximising use of benefits – Account Managers to check-in. Interview with a Partner for comms release
- Target at least one new partner member – Hexagon/Leica
- Directors to actively use our own networks to promote AGI membership
- Plug membership at every event
- CRM Platform

AB – Compleat is always asking for a membership strategy plan.

20230915-10	ST	Share some key points covering the AGI's membership strategy plan with Compleat	September 2023

4. **Digital Estate update (STiz & JS)** – Slides

Need to decide on the type of support options fo the current website setup.

20230915-11	All	Decide suitable website support option from list provided by Sept 22	September 2023

5. **Comms update (AB for RF + Basecamp notes)**
   Call for September newsletter content

20230915-12	AB	Connect with Faith and Cheryl to write the newsletter intro	September 2023

Creation of council profiles and "why we do it" mini-blogs, to attract new Council members in 2024.

20230915-13	All	Everyone to write a short paragraph about why they are on Council	September 2023

RF is setting up a meeting to prepare for the AGI awards in May 2024 – who is interested in joining this working group?
STiz, MS, AB and ST volunteered.

20230915-14	STiz/MS/AB/ST	Speak to RF about Awards and confirm volunteer interest in Working Group	September 2023

Skills Report is live. It has been shared with members and should be shared with the public soon.

RF is meeting with IM & AR to prepare for a Skills breakfast roundtable at GeoCom 2023.

6. Update from Working Groups

AGI Wales/Cymru (PW)

- Conference is holding in October, the theme is "Climate change".
- 5 Gold sponsor slots available
- 35 tickets sold so far

- AB – Is anyone from AGI Cymru interested in joining the Council next year
- PW – looking for a new chair as part of succession planning

AGI Northern Ireland (KS)

- Two new members joined the committee Board
- Looking for a new Chair for AGI NI – Rico has accepted to do a handover
- Planning an activity/event around GIS day
- OS NI event got excellent attendance
- Effort is being made to get more women representation and grow private sector representation on the committee

AGI Scotland (AM)

- Discussing initiatives for the future that the Scottish government is thinking about which will impact geospatial
- Next event is in Feb 2024, planning is ongoing. Likely to be in Glasgow. Group is seeking to grow event attendance and sponsorship
- Consideration for another AGI-S rep to sit on the AGI Council outside of AM, due to existing role as Treasurer.

Early Career Network (EO)

- Webinar on "Getting the best out of your first geospatial role" is holding in two weeks
- Designs for survey report on Employee value is being finalized by Faith and Josie
- Planning lunchtime session with the RGS at GeoCom to bring together early career professionals with Chartered professionals – need volunteers who are Chartered and attending GeoCom to have informal discussions – AB & MS volunteered to support
- Two committee leavers (Secretary & Event Coordinator) over the summer, so would be recruiting over the autumn

20230915-15	EO	Remind the ECN that the OS contributed some money for their activities	September 2023

7. Forward thinking - Priorities for 2024 (AB & GF)

AM – need a shorter-term plan on what AGI will look like next year to help promote membership and new Council nominations

20230915-16	Exec Group	Put something together on what AGI looks like in 2024 – using resource from the Business Planning Weekender	September 2023

Succession Planning (AB)

AB is stepping down as AGI Chair in 2024
GF is stepping down as Vice Chair in 2024 but will stay on Council (not in an Exec role)
MC is coming to the end of his second term at the end of 2023
KS is coming to the end of her second term at the end of 2023. She is stepping down from Council
JC is stepping down from Council at the end of 2023
RD is coming to the end of his first term

20230915-17	AB	Discuss with RD whether he intends to stay on Council next year	September 2023

IM is coming to the end of first term but is happy to stay on

Council needs 5 replacements (this includes 3 in the Exec Group – Chair Vice Chair, Hon Sec)
Internal call for current Council members interested in stepping up to vacant roles
Other option is to advertise the Exec roles openly during nominations (least preferred option)

20230915-18	All	Anyone on Council who is interested in assuming the Chair, Vice Chair or Hon Sec roles should get in touch with AB by Sept 22	September 2023

8. AOB

ST moved homes recently and needs to update his address. Send an email to MC to support or provide guidance.

IM - access to Basecamp for AGI Education/Skills Working Group. It is stressful to use SharePoint

20230915-19	IM	Follow up to get Education/Skills WG added to Basecamp	September 2023

IM - GIS Manager role available within NHS Geospatial team

Next Council meeting dates:
Oct 13 – check-in
Nov 9 – check-in
Dec 4 – in-person council meeting at RGS

AGM date - need to work back for nominations and invite new Council members). Council decision to hold it on Dec 4 after the in-person Council meeting

20230915-20	AB	Check with RGS if we can have the building slightly later to host the AGM	September 2023

Summary of Actions

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