

## Executive Committee Meeting 29 January 2015 Wellcome Trust, London

**Present:** Bridget Holligan (BH), Greg Foot (GF), James Piercy (JP), Sarah Vining (SV), Rachel Mason (RM)

**Apologies:** Ruth Perkins (RP), Lucy Moorcraft (LM), Ben Craven (BC)



Agenda Item	Discussion Points	Actions
1. Minutes from previous meeting and matters arising.	Minutes were approved from the last meeting.	
	RM still to give amendments on Constitution Section 2.1 - needs rewording to reflect the current range of BIG interests.	<b>RM</b>
2. Admin	SV presented latest web statistics.	
	BH and RM attending ASDC Education conference in Manchester, taking opportunities as appropriate to promote BIG Event. RM to offer Pecha Kucha pres on BIG Event.	<b>RM, BH</b>
	Newsletter articles required for review of Little and BIG Events.	<b>Who? By when?</b>
	SV asked that Exec members tweet through BIG twitter account. Other members invited to contribute too.	<b>SV to circulate guidelines and access info. SV to approach Marieke Navin and Elin Roberts to contribute.</b>
3. Finances	A new bank mandate was circulate for signatures during the meeting.	<b>RM to circulate by post to BC, LM and present to bank.</b>
	RM gave update on 2014 accounts – these are still to be finalised.	
	RM has set up the 2015 accounts for LM and SV to take over. RM and LM should discuss to make sure LM has all information.	<b>LM to present Qtr 1 2015 report at next meeting.</b>
	SV made a mistake mixing her personal and BIG's Amazon accounts, resulting in her need to reimburse BIG.	<b>RM to record these items clearly in the accounts and ensure repayment.</b>
4. Constitution	It was agreed that Section 2.1 needs rewording to reflect the current range of BIG interests. This task is outstanding.	<b>RM to offer possible alternatives.</b>

5. Little Event	27 delegates attended from a mix of orgs. Good crowd, pace and questions. Post-event networking in pub was organized on the day by delegates – also well-attended.	
	Survey responses were positive with presentation receiving best feedback. Evaluation received some negative comments due to there being limited delegate participation and this 40 mins in to session. One delegate attending expected content on science journalism.	<b>RM to make changes to evaluation session for 2016 RM to emphasise in future promotions that BIG is about face-to-face interaction.</b>
6. Skills Days	20-21 April University Outreach Practitioners Event, Edinburgh - LM gave an overview of plans.	<b>LM to promote directly to Helen Featherstone, Alice Mills, Michaela Livingstone, Dominic Galliano, Charlotte Thornley.</b>
	20 May Presenter training – GF involving Neil Kelso and perhaps Theatre dramaturg, script-consultant.	<b>GF to organise. RM to send GF contact for Janys Chambers, dramaturg.</b>
	Invite Katie Steckles to host an event in Manchester (BSL?)	<b>Who?</b>
1. BIG Event 2015	RM presented an event budget. The committee agreed the budget with a small change to the one-day fee.	<b>RM to make one day fee £110 as in 2014.</b>
	RM explained the arrangement with UEA for accommodation provision and highlighted the risk to BIG in entering into a contract for rooms. The committee accepted the risk represented in the contract negotiated by RM.	
	RM presented session proposals offered so far. Proposals were all suitable but only 8 offered - more are needed. The committee offered 14 suggestions for sessions, plus ideas for icebreaker format.	<b>All to ensure all their sessions are proposed All to contact other members and colleagues.</b>
1. AOB		
2. Next meeting	<b>Thu 30 April</b> Dana Study Dana Centre 165 Queen's Gate London SW7 5HD	