

Executive Committee Meeting 11 Sept 2014 *Wellcome, London*



Present: David Porter (DP), Bridget Holligan (BH), Ruth Perkins (RP), Greg Foot (GF), James Piercy (JP), Lucy Moorcraft (LM) *via Skype*, Sarah Vining (SV) and Rachel Mason (RM)

Apologies: Ben Craven (BC)

Agenda Item	Discussion Points	Actions
1. Minutes from previous meeting	Minutes were approved from the last meeting.	Send minutes to SV for uploading.
2. Admin Report	All numbers are up from the previous meeting. 393 Facebook likes 649 Twitter followers 377 Linked-In contacts 1,091 BIG Chat members	Exec send any news to SV for enews, including announcing the BIG Event location for next year
	Enews will be delayed until RM's visit to Norwich on 8 th October.	
	2013 v 2014 - Web analytics Clicks increased by 500 from 4,000 to 4,500 1.50 minutes spend on the website (average) Average pages viewed has increased from 2.0 to 2.44	
	Discussion about Social Media - tone of voice, what we're pointing towards, WHY we're going it? Led to discussion of who BIG is, what is BIG for and what we should put on the website / social	
	SV in process of changing brand over to new style on all visual forms of communication.	
	3. Treasurer's Report	Community Account £8657.73 14 day Account £5999.93 Suggestion to keep circa £4k in Community Account JP and BH to sign new mandate. DP to stay on new mandate as a back up. DP to include new limits. DP/LM to change name of bank account to BIG STEM Communicators Network, accepting cheques payable to BIG. SV to allow LM access to Paypal account.

4. BIG Event	<p>BIG Event 2014 Evaluation Bubbles were a tension Newbies need to be invited explicitly to the AGM and need to impress upon regulars the need to come and vote</p> <p>BIG Event 15 Discussion about fact that John Innes Centre doesn't have hands-on stuff but amazing space.</p> <p>Discussion about other conference costs - others are cheaper so should we lower our costs? There is a significant surplus this year but we need to be mindful of keeping a good buffer for future years. Freelancers would appreciate lower costs. Perhaps doing something clever by including accommodation may work this year (at slightly increased overall cost)</p> <p>Discussion of AV slickness at BIG Event 14. Maybe send out an AV brief / best practise before? Could the Convenor oversee this?</p> <p>Suggested need to increase number of convenors and perhaps change their roles slightly / outline them more clearly (Convenor guidelines). Suggestion that we need a Convenor Organisor.</p> <p>Discussion about opening session: Keynote? maker session? BIG Debate alongside? All agreed to think about keynote/plenary session</p> <p>Dates agreed as 22-24 July 2015 and RM to think about including accommodation as an option for Norwich.</p> <p>Call for proposals after open registrations.</p> <p>Approached by W5 in Belfast for 2016 (and Visit Belfast may offer support)</p> <p>RM to investigate using Herstmonceux for 20th or 21st Anniversary of BIG</p>
5. Skills Day Programme	<p>RM tying down a calendar and finding suitable volunteers.</p> <p>Little Event being arranged for early January. Registrations and announcement to be made in early November. RM looking for newer, fresher speakers.</p>
6. AOB	<p>Constitution to be reviewed at next meeting.</p> <p>Discussion ensued about BIG administering a grant project for the RSC. Benefits to BIG didn't seem to be advantageous and it was agreed to decline the opportunity.</p>

7. Next meeting	2 nd December at Wellcome Collection, London
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