

# BIG Exec Minutes – 28 November 2012

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*Royal Institution, London*

*Present: Ashley Kent, David Porter, Rachel Mason, Bridget Holligan and Ben Craven. Apologies: Andy Lloyd and Sarah Vining.*

Agenda Item	Discussion Points	Actions
1) Minutes	<p>Minutes were approved from Sept, May and AGM meetings.</p> <p>A Day In The Life Of questions need to be answered and sent to SV</p>	<p><b>AK</b> send to SV for uploading to website</p> <p><b>DP</b> will answer questions and send to SV for next newsletter.</p>
2) Admin Report	<p>Membership is 451 – this is an increase of 30 people since the last Exec meeting. This increase is due to interest in the Little Event as well as marketing activity to boost the number of renewals.</p> <p>The Winter issue of the newsletter is normally sent out on 1<sup>st</sup> January, however the Executive Committee have agreed to postpone until 1<sup>st</sup> February. This is because SV has been ill all of November. The Committee don't see any problems with postponing the newsletter until February. The <b>Committee will make an effort to send articles to SV</b> for inclusion. <b>RM</b> will send information about the BIG Event Call For Session Proposals as the leading story for the newsletter.</p> <p>BIG Chat membership is 1000 after a cleaning exercise to remove the 'hard bounces'.</p> <p>Facebook likes: 323 Twitter Followers: 279 Linked-In members: 250 group members</p>	
	<p>14 Little Event registrations have been received so far (2 are unpaid). SV will need to know the Bursary winners so she can process the registrations.</p>	<p><b>RM</b> notify SV of the Little Event Bursary winners.</p>
	<p>SV is waiting for some more details about the Skills Day being planned by Katie Steckles.</p>	<p><b>BH</b> send details of the Skills Day to SV</p>
	<p><u>In relation to Governance</u> SV has been in touch with the Wales Cooperative Centre, a group who provide support to businesses and enterprises in Wales (or who are registered/will be registered in Wales – which is the case for BIG). Their support covers developing the</p>	<p><b>SV</b> to invite Paul Cantrill from the Wales Cooperative Centre to the next BIG Exec meeting. We will have the <b>next meeting in Cardiff</b> to make it easier for Paul to meet with us.</p>

	relationships through to company formation – the whole journey. Their service is a subsidised one and will be free for BIG. If we meet with them, we are under no obligation.	
3) Treasurer's report	<p>From January to the end of September there is an income of £22,000 and expenses of £25,000. This includes BIG paying all of the bills relating to the BIG Event.</p> <p>Provisionally, there is a £3,000 deficit. We anticipate that this will be made up before the end of the year by the money from new memberships to BIG. However, we may end the year in deficit.</p> <ul style="list-style-type: none"> <li>• We have reduced how much we spend in the expenditure compared to previous years</li> <li>• We aren't completely sure where the deficit has come from</li> </ul>	<p><b>DP and RM</b> will look at the accounts and search for mistakes or unreported income to reconcile the deficit.</p>
	<b>DP</b> will send <b>RM</b> the accounts so she can update her budget for the BIG Event 2012.	
	<p><b>DP</b> updated the Committee on the Insurance situation:</p> <ul style="list-style-type: none"> <li>• The cost for one year from <b>19 November 2012 to 18 November 2013</b> is £280.</li> <li>• There is £2M worth of Public Liability coverage which can be upgraded to £5M if needed in the future <ul style="list-style-type: none"> <li>○ Eg. If a venue required us to have more coverage</li> </ul> </li> <li>• £250,000 cover on Professional Indemnity – covers us in case anyone takes any advice we give and something bad befalls them based on the advice we gave them</li> <li>• There is a £250 excess on any claim made</li> <li>• £10M coverage in Employer's Liability <ul style="list-style-type: none"> <li>○ In case <b>SV</b> or <b>RM</b> (who are employed by BIG) need to make a claim against BIG</li> </ul> </li> <li>• £1M coverage for Pollution Contamination</li> <li>• £250,000 coverage in Legal Expenses</li> </ul>	
	<b>DP</b> will limit the BIG bank account (to prevent any fraudulent activity by anyone who has access to the account) as soon as he can get to the bank again. <b>DP</b> tried to do this already, however the bank employee who deals with this business wasn't at the bank at the time.	
4) Governance	<b>SV</b> will set up a meeting with Paul Cantrill for the next Exec meeting (see Admin report above).	
5) Little Event	<p>The venue is Think Tank and there will be food vouchers for the delegates instead of catering. This should make the Little Event a bit more cost effective than the previous year.</p> <p>14 delegates are booked so far (2 are unpaid though).</p> <p>Program update:</p> <ol style="list-style-type: none"> <li>1. Science Communications Careers – Andy Lloyd</li> </ol>	

	<p>2. Interacting with the Public – Kenny Webster</p> <p>3. Learning and Evaluating – Jenn DeWitt</p> <p>4. Presenting Practical Session – Science Made Simple</p> <p><b>Bursaries</b> 14 people have applied for a Bursary; however, there are only five available. The Committee and Toni Hamill (Skills Rep) reviewed the applications and decided on five people to award Bursaries to. RM will notify all Bursary applicants and inform them of their status as it relates to the Bursary.</p> <p>Each Bursary winner will receive £100; this will help them cover BIG membership and travel to and from the Little Event.</p> <p>£500 has been donated by Graphic Science for the purpose of Little Event Bursaries. Thank you to Graphic Science for this generous gift.</p> <p>Once the Bursary applicants have been notified, <b>RM can send out</b> another push for registration for the Little Event. The Little Event has the space to hold up to 60 delegates; however 40 would be a more ideal number.</p>
6) Skills Days update	<p>Katie Steckles is going to run a Skills Event in February. Date TBC. She has found a speaker who does comedy/presenting, but is still investigating other costs like venue hire, food etc. BH has reminded her to negotiate on costs to get the best possible deal for BIG. <b>BH will follow up with her before Christmas.</b></p> <p>Helen Featherstone, Shaaron Leverment and Savita Custead are working together to create a Skills Event in the South West. Details To Be Confirmed, but they are looking at using research scientists in science communication and will look to have the Skills Day in May (spring/summer time).</p> <p><b>RM will plan</b> to have a session (or smaller time slot) at the BIG Event that will be all about Skills Rep recruitment and will possibly include:</p> <ul style="list-style-type: none"> <li>• Brainstorming for Skills Day sessions</li> <li>• How to plan an event/Skills Day</li> <li>• Budget management in relation to Skills Days</li> </ul> <p><b>BH will possibly run</b> this session at the BIG Event.</p>
7) BIG Event 2013 Update	<p>The 2013 Event will go back to 2 ½ days and will begin after lunch on the first day.</p> <p>The venue – Glasgow Science Centre – is booked and the contract is signed.</p> <ul style="list-style-type: none"> <li>• There are three rooms we can use, plus some odd spaces like <ul style="list-style-type: none"> <li>○ Lab space</li> <li>○ Rooms with spill-proof floors</li> <li>○ A mirrored room</li> </ul> </li> <li>• When <b>RM</b> sends out the Call for Proposals she will also encourage people to think of creative sessions which will use the available spaces and show them off to their best.</li> <li>• <b>BC</b> reminded the Committee not to forget about the spaces inside the Centre that will become available for use outside of normal public hours.</li> </ul> <p><b>RM</b> will be doing a bit of curation with the BIG Event program this year to ensure that we have a diverse and fulfilling program for 2013. The <b>Executive Committee are to</b></p>

	<p><b>encourage</b> anyone thinking about sending in a proposal for the Event to speak with RM. She will be able to help people formulate their ideas for a session as well as help people find other session collaborators to join with.</p>
	<p><u>Session Proposals</u></p> <p>It would make it so much easier for the Coordinator if the proposals were done online in some kind of web form. At the moment, a Word document is created and then emailed to the Coordinator, who then has to edit the proposals. This is time consuming and resource intensive.</p> <p>Martin Glancy will cost £75 for one day's work to create the web form.</p> <ul style="list-style-type: none"> <li>• It will behave sort of like a blog and will allow Session Proposers to come back to their Proposal and make changes. This would not be available if we used Survey Monkey.</li> <li>• This will also allow RM to eventually use it as the provisional program once times are added – this will save RM time and effort.</li> <li>• <b>RM</b> will ask if the Accepted/Provisional Session Proposals can be made public for other Members to see.</li> </ul> <p><b>RM</b> is hoping to open the Call for Proposals before Christmas and then leave them open until mid January.</p> <p><b>RM</b> will include an option to have sessions that are 20 minutes in length as well as hour-long sessions.</p> <ul style="list-style-type: none"> <li>• Not all sessions proposed fit into an hour, so a shorter session could help with this. It may also encourage more people to suggest sessions.</li> </ul>
8) Next meeting is:	<p>Thursday, 7<sup>th</sup> February 2013 at 12.30pm Cardiff, exact location TBC – <b>RM to secure location.</b></p>