

# Big Exec Minutes – 2 February 2012

*Maxet House, 28 Baldwin Street, Bristol*

*Present: Andy Lloyd, Sarah Vining, Rachel Mason, Brian Macken, Ashley Kent, Dave Porter, and Savita Custead. There were no apologies.*

Agenda Item	Discussion Points	Actions
1) Minutes	RM had some amends to make to the November 2011 meeting minutes.	<b>AK</b> to amend minutes and send out again
	There are a few outstanding actions from the November meeting still.	
2) Admin Report	In the last two months the big.co.uk has had 1,870 visitors with visits spiking on release of enews and session proposal reminders. As always, most visits are to the home page and most people are finding the site by typing the URL directly. Top referring sites are Brodie's notes and Facebook. At the moment we have 263 Facebook likes and have had 122 visits from mobile phones.	
	Membership is at 410 and this is likely to rise as we get closer to the BIG Event.	
	Andy looks after the Twitter account while Sarah does the Facebook account. There are 178 Twitter followers for @BIGchats. It would be nice to link the FB and Twitter accounts together, but the most convenient way to do this is through Twitter and SV doesn't use a Twitter application that will allow her to do this.	We will leave for now and reassess at a later time.
	Sarah has tied up the end of year accounts with Dave and the call for session proposals has gone out. BIG Event registration opens 6 February.	
3) Treasurer Report	There is a mismatch between the PayPal account and the receipts.	<b>DP</b> and <b>RM</b> to sort out the problem and then update Exec when done
	The new mandate should be done now, but we will know for sure when Dave (or Rachel) gets the statements. If they come to Dave, all is well. If they go to Rachel, we still need to update the mandate.	
	Once the mandate is correct, Dave can apply for the debit card. And then he can link this card to PayPal instead of Sarah's card.	<b>DP</b> apply for debit card when mandate is confirmed correct.
	In order for Dave to know what the skills reps are planning to spend on their skills days, Savita is going to put Dave in touch with them.	<b>SC</b> to send DP skills reps info. <b>SV</b> will also give DP admin access to the website to see skills day income.
4) BIG Event		
a) Session	The committee went through the 10 proposals that had been submitted so	

proposals	far. The deadline was still a day away and we anticipated many more arriving. We will do the rest via email when the deadline has passed.	
	It was felt that there weren't enough shows being proposed and that we should encourage more to submit.	
	<b>AK</b> suggest BIG to Richard Ashworth who has a glow stick show.	
	<b>RM</b> to speak with Matt Pritchard to see about using him as a case study since he did a show in 2011 and got bookings from it.	
	<b>DP</b> to speak with Matt Parker about speaking at BIG Event as he is the newest Joshua Award winner.	
	<b>AL</b> needs to email RM information about museum contract changes for a possible session so <b>RM</b> can follow this up.	
	<b>DP</b> is going to get Jonathan Sanderson to send something in about the Ri Channel. There are also possible links to Codeworks and Thinking Digital via Andy and Herb Kim.	
	<b>AK</b> and <b>DP</b> write a session proposal about working with corporate sponsors and send to RM.	
	<b>SC</b> and <b>DP</b> send RM useful contacts for BBC to get a CBBC connection at the Event.	
Keynote	The NRM York CEO, Steve Davis, has an interesting past so could be a good choice.	<b>ALL</b> think about possible Keynote speakers
b) Budget	RM has figured the budget for the Event to break even based on previous years. This includes contingency plans being built into the budget.	
c) Bursary	Bursaries will be offered again to the sum total of £500. The individuals who apply determine how many people can attend for this amount of money. Like in 2011, they will have to propose their own costs for travel and accommodation and the emphasis will be placed on those using the money the most frugally.	
	Depending on how many people register for the Event, we may be able to give out a few more bursaries.	
5) Skills Days	There are two events coming up: Maths and Presenting Skills	
Maths	This has taken very long to pin down due to Matt Parker's schedule, but the date is <b>8 May</b> . Manchester University have removed their offer of a free room and a new venue needs to be found cheaply, if not free. This is because the budget has been set based on having a free venue.	<b>AL</b> or <b>SV/RM</b> speak to Natalie Ireland to see about a free room and then report back to Exec
	The session leaders are Matt Parker, Centre for Life people and possibly an Ri person?	<b>SC</b> will send out more info when all is confirmed and will continue speaking to Katie to get details finished. <b>SV</b> to also contact Katie.
Presenting skills	Session leaders are Helen Featherstone and Adam Senior of CREW. Helen is buying in Adam's time for	

	the training – presenting skills, volunteer use in shows, voice use and engaging the audience.	
	It was suggested they aim it at a level above beginner but below master class.	
Exec rate	Toni Hamill, Debbie Syrop, Katie Steckles and Helen Featherstone are the skills reps who will get the BIG Event Exec rate as they have run a skills event this year.	
6) AOB	Little Event	<b>AL</b> to speak to Toni about her running it with or without help from RM. <b>AL</b> to speak to Ian Simmons about Fabricator’s event in conjunction with Little Event.
	Business cards would be a great thing to have to promote BIG, especially for Rachel and Sarah. This should only cost about £10.	<b>SV</b> order some generic business cards and also postcards.
	HE Stem	<b>AL</b> and <b>SC</b> meeting with Sophie Duncan and report back to Exec.
	<b>Rachel</b> to give Sarah the info about Ben Johnson’s session at BIG Event – <b>Sarah</b> will write something to announce it with the opening of BIG Event registration.	
		<b>SV</b> send expenses claim form to AK and DP.
7) Next meeting	Tuesday, May 8 <sup>th</sup> 10:30am at Savita’s office: Maxet House, 28 Baldwin Street, Bristol.	