

# Big Exec Minutes – 12 September 2012

*Bond Pearce office - 3 Temple Quay, Temple Back East, Bristol, BS1 6DZ*

*Present: Andy Lloyd, Ashley Kent, David Porter, Sarah Vining, Rachel Mason, Bridget Holligan and Ben Craven. There were no apologies.*

| Agenda Item           | Discussion Points  | Actions   |
|-----------------------|--|---|
| 1) Minutes            | <p>Re-send the 9 May minutes to committee for approval.</p> <p>Correct typos in 2012 AGM minutes and send to committee for approval.</p>   | <p><b>AK</b> send out again</p> <p><b>AK</b> to amend minutes and send out again</p>  |
| 2) Admin Report       | <p>Membership is 435</p> <p>Approximately ½ of the 7,000 unique visitors to the BIG website are visiting for the first time.</p> <p>Top five pages viewed are:</p> <ol style="list-style-type: none"> <li>1. Homepage</li> <li>2. Big Event Program</li> <li>3. Jobs</li> <li>4. Big Event registration</li> <li>5. Join BIG Chat</li> </ol>   |   |
|                       | <p>Enews letter is due October 1<sup>st</sup> – need articles</p>  | <p><b>RM</b> send something about Jodrell Bank event</p> <p><i>A Day In the Life</i> will be Andy this time and Dave Porter next time</p> |
|                       | <p>Survey Monkey costs £26/month, but we have opted to pay £170/year to make it more cost effective.</p>   |   |
| 3) Treasurer's report | <p>DP informed the Exec that there are some changes to our banking procedures, but that they don't affect us as we don't actually use any of those services from our bank.</p> <p><b>DP</b> will send out the report after reviewing the quarters</p> <p><b>DP</b> will also look to see if there is a way we can record the PayPal fee as an expenditure as it isn't recorded like this at the moment.</p> <p>We paid National Rail Museum in two lots of £7,800 because PayPal wouldn't allow the full transaction.</p> <p>We haven't yet created any limits on the bank account yet</p> <ul style="list-style-type: none"> <li>• Need to set a limit first and then it requires two signatures for cheques above this amount</li> <li>• <b>DP</b> will look to see if the bank will notify us about multiple large transactions (in an effort to prevent possible fraudulent use of the BIG account)</li> </ul> |   |

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|   | RM still has the chequebook   | <b>RM</b> to give DP the chequebook at next meeting   |
| 4) Review of BIG Event 2012   | 165 delegates – approximately 40% of these delegates were speakers at the event   | <b>RM</b> will report back on how many speakers were attending BIG for the first time – however, those people are usually asked for specific sessions and there are few of them |
|   | Only an estimated eight delegates were freelancers – this is a very low number compared to previous BIG Events as well as the average membership totals.  |   |
|   | Four bursaries were awarded.  |   |
|   | It was felt that the Best Demo registration worked well with the timings. There were approximately 20 applicants in total.  |   |
|   | The 2012 Event was better value for money, however it was more expensive to BIG as there was an extra lunch and extra teas and coffees as well as the extra evening social event. This was because the Event was a full three days in 2012 whereas in previous years it has been a 2 ½ day event. |   |
| a. Survey results   | <b>SV</b> will do a membership profile and compare it with the previous one done and then circulate this to Exec.   |   |
|   | Q1: How did you hear about BIG Event?   |   |
|   | <ul style="list-style-type: none"> <li>It seems that the promotion we are doing is working well – look into using a different question next time as this information doesn't really tell us anything we don't already know about how people hear about the BIG Event</li> </ul>                   |   |
|   | <b>Maybe we should look into asking for names on the survey so we can get back to people if they have suggestions/comments – would be optional.</b>   |   |
|   | <b>Can we get people to submit their session proposals online to make the admin/editing process easier?</b>   |   |
|   | Clashes in the program are inevitable – but <b>RM</b> will continue to try avoiding obvious clashes. However, predicting what sessions will clash with each other can be difficult to do.   |   |
|   | <b>Suggest that the first set of parallel sessions are all interactive and discussion-based – hopefully this will get people warmed up and talking to one another.</b>  |   |
|   | <b>AL</b> will work on a session about BIG and the REF for the 2013 Event as this seems like it will be a large and important topic for the membership.   |   |
|   | <b>BC</b> will organise an informal pub meet-up on the night before the Event and <b>SV</b> will publicise it on the website and through other BIG channels.  |   |
|   | Put an ice-breaker back into the program so people can meet new people in the coffee breaks. <b>All Exec</b> to think about ice-breaker ideas. <b>AL</b> look into making a 'how to' video for bringing 'tat' to trade at the Event.  |   |
|   | <b>Put the ice-breaker and the Keynote speaker at the beginning of the conference.</b>  |   |
| Move Event back to 2 ½ days to save on money and <b>RM</b> look into how to make things a bit cheaper for people. |   |   |
| <b>All Exec</b> to think about how to make the atmosphere and elements of the Event more fluid and creative.      |   |   |

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|                 | <p><b>All Exec</b> think about how to use skills reps/session conveners more at the Event and possibly use them to contact the session leaders ahead of the Event to make sure they are getting on OK and/or if they need any help.</p> <p><b>Create session tags like <i>master class</i> and <i>we need your help</i> – hopefully this will help the membership understand what the session is trying to achieve and help them better choose which sessions they attend.</b></p> <p><b>RM</b> check the BIG Event Report and revise the numbers and then send to <b>SV</b> for uploading to website.</p> |
| 5) Governance   | <p>If we get to one thousand members, then we should be looking at becoming a Limited by Company Guarantee</p> <p><b>DP</b> will purchase public liability by the next meeting.</p> <p><b>AL</b> talk to Clore governance people for a recommendation of someone who can give independent advice on how we should proceed and then circulate the findings.</p> <p><b>DP</b> write up findings of governance discussions and send to Exec.<br/><b>Include governance discussion at next Exec meeting</b></p>  |
| 6) Little Event | <p>Early January is a good time – date will be Monday 7<sup>th</sup> January at Thinktank, Birmingham</p> <p><b>RM</b> is responsible for delivery of Little Event and <b>Toni Hamill</b> (the skills rep) will help <b>RM</b> deliver the event.</p>  |
| 7) Skills Reps  | <p><b>SV</b> send <b>BH</b> pro-forma document to send to potential skills reps and then <b>BH</b> can follow up with some training</p> <ul style="list-style-type: none"> <li>• Possible to include a <i>how to organise an event</i> at the Little Event</li> <li>• Look to have three skills events before 2013 BIG Event</li> </ul>  |
| 8) AOB          | <p><b>BC</b> will help <b>RM</b> with the next BIG Event as he is local to the next Event in Glasgow and she is not.</p>   |
| 9) Next meeting | <p><b>Wednesday 28 November 2012</b><br/><b>Royal Institution in London, 12.30pm</b></p>   |