

## Executive Committee Meeting

Date goes here



**Present:** Bridget Holligan (BH), Lucy Moorcraft (LM), Natalie Ford (NF), James Bamford (JB), Andy Miah (AM), and Sarah Vining (SV)

**Apologies:** Karl Byrne (KB), Rachel Mason (RM)

Item	Discussions	Actions
Minutes of the last meeting	Please read though carefully as these WILL be published on the BIG website – check you feel they are an accurate reflection of what was discussed at the meeting.	<b>ALL</b>
Matters Arising	<p>Induction Pack – Re: Constitution NF wondered if some of the wording should be changed to reflect current practice. As constitutional change needs to be made at an AGM everyone should look at the constitution to see what changes might be needed so they can all be dealt with at once.</p> <p>Website – see write up under separate agenda item</p> <p>BH meeting with Katherine Mathieson(KM) – BH met with KM and also attended the BSA Culture Shock conference which enables Science Communicators to hear from other sectors. She felt this was an interesting model but that there was space for BIG to run its own version of something similar (in a more interactive BIG style). The BSA would like to introduce a ‘badging’ system for Science Communicators to be able to accredit various training schemes, courses etc but they need funding to get this off the ground.</p> <p>Skills Days – there is now a skills day set up by SV running on Social Media in Cardiff in December. This is fully booked. It may be possible to run it again if there is sufficient demand.</p> <p>Good times of year for Skills days are generally: Jan, May, Jun, Early Sept, Nov But if the topic is useful/interesting people will make time to attend.</p> <p>SV will email Toni Hamill who has been involved in the previous Little Events about whether she feels it is feasible to run the Little Event in January or whether it needs to be shifted to a different time of year. RM will be available to help out this year. The committee decided it would be good to run it in Jan if at all possible.</p>	<p><b>ALL</b></p> <p><b>SV (done)</b></p> <p><b>All – be on standby to help make it happen.</b></p>
Admin Report	<p>SV ran through the admin report (see report for more info)</p> <p>There was some discussion about how people use the</p>	

	<p>website. The most popular page is the jobs page.</p> <p>Please send feedback to SV for anything you feel needs changing on the website</p> <p>There has been a drop in numbers of messages to Big Chat. SV to look back at busier periods to see what the messages were about.</p> <p>The Winter e-newsletter is in the process of being written. Please remember to send SV any interesting pieces that could be used.</p>	<p>All</p> <p>SV</p> <p>All</p>
Treasurers Report	<p>The PLI has been renewed. We can run as many events a year as we like as long as they are for fewer than 250 people (i.e all of our events!)</p> <p>LM is moving to Munich. BH to receive paper bank statements (as has UK postal address). LM can access Bank Statements online anyway. As LM needs to book cheap flights to attend meetings it is much better if future meeting dates can be decided quickly. Please fill in doodle polls for meeting dates as soon as possible.</p> <p>LM said it had taken her a very long time to transfer all the finance access to her from the previous treasurer. She is going to write a guide for all the processes involved for any successor. LM suggested everyone should think about their roles and what information they needed to get up and running.</p> <p>It was agreed that we need to think of ways to spend some of the surplus to benefit members (see section on member benefits and website for more)</p>	<p>All</p> <p>All</p>
Report from Event manager	<p>See report for more info</p> <p>Committee approved £500 deposit for BIG event 2017 in Newcastle.</p> <p>There was further discussion about a budget for professional services at BIG event e.g option to hire a professionals to film BIG members doing a short piece to camera (probably greenscreened) that could be used for a show reel etc. These films could also be uploaded to the BIG you-tube channel (with permission). AM to look into ballpark costs for this. This was thought to be a good idea, but it would be good to have more similar ideas for services or specific paid for speakers/trainers. SV to look at suggestions made in previous event evaluation forms for possible ideas for discussion.</p> <p>BH gave a quick update on the process to shortlist and interview candidates for the Event manager job.</p> <p>NF mentioned the discussion on BIG chat about the pay rate for the job. It was agreed that the pay rate for this job and the administrator job should be reviewed regularly and these should be a scheduled part of the Big Exec meetings.</p> <p>BH wondered if the title 'Administrator' really described the</p>	<p>AM (costs)</p> <p>All (other ideas)</p> <p>SV (eval forms)</p> <p>All (decide when the review should be scheduled)</p>

	<p>breadth and level of work that SV does. After a discussion the Committee agreed that Sarah's role will now be Membership Services Manager.</p> <p>RM will progress the BIG birthday party at Herstmonceaux (tentatively arranged for Sept 2017). LM mentioned the BSA meeting is in Brighton in Sept which is relatively nearby so perhaps the party could precede or follow this for people who'd like to do both. It was also agreed that early members of BIG (who may well no longer be members be tracked down and invited once we have a date).</p>	<p><b>SV</b></p> <p><b>RM</b></p>
Website	<p>It was agreed that some money should be spent making the site mobile/tablet friendly.</p> <p>Various committee members to check current content and update as follows:</p> <p>SV – List of Science centres and similar venues  KB – Festivals section  NF – Venues who offer free entry to BIG members  AM – Postgrad courses</p> <p>All updates to be sent to SV.</p> <p>The resources section needs some work and possibly to be highlighted elsewhere as it has some useful content. Ideas for any reorganisation and/or additional content would be welcomed.</p>	<p><b>SV to get quotes</b></p> <p><b>All</b></p> <p><b>As list</b></p> <p><b>All</b></p>
Member Benefits (other than website)	<p>NF is going to update centres offering free entry list</p> <p>AM suggested a Creative Media Skills Skills Day in Manchester and will pull together some more information (expected costs, possible dates and venues). It might be useful to combine this with the date of an exec committee meeting (i.e a day before/after) but would not be a requirement.</p> <p>KB is investigating options of offering insurance as part of membership (similar to GEM) but not at meeting (discussion to be moved to next meeting).</p> <p>The committee discussed having a member of the committee who attended regional sci-comm social events and could help encourage them to grow or start in new places without them. AM to write short article for newsletter asking where they run already and whether there was demand for more of them. A list of these socials/dates could also go on the website.</p>	<p><b>NF</b></p> <p><b>AM</b></p> <p><b>KB</b></p> <p><b>AM</b></p>
AOB	<p>NF will send round doodle poll to arrange date of next meeting which will be around mid Feb. Once we have date, AM will look into possible venues.</p>	<p><b>NF</b></p>