

# **Minutes for the MEMBERSHIP SERVICES COMMITTEE (MSC)**

## ***Thursday, 26th January 2012***

### **1. Participation and apologies**

Participants: Haydn Blackey (HB), Gill Chester (GC), Fawei Geng (FG), Doug Gowan (DG), Tom Franklin (TF), Caroline Ingram (CI), Amanda Jefferies (AJ), Neil Morgan (NM), Geoff Rebbeck (GR)

Apologies: Shirley Evans, Kerr Gardiner, Maura Mbunyuza-de Heer Menlah, Julie Voce

ALT staff: Maren Deepwell (MD), Caroline Greves (CG), Liz Wyatt (LW)

### **2. Announcements (if any)**

Caroline Greves, ALT's new Events Manager, was welcomed to her first meeting of the group.

### **3. Minutes from the last meeting – to approve**

The minutes were reviewed and approved. Actions arose in reference to agenda items 6, 7, 9.2, 9.6, 10, 11, 12 and 13.

### **4. Matters arising not covered on the agenda**

### **5. Survey updates (HB, MD)**

HB provided a verbal update on the membership survey and the survey based on the Learning Technologist Salary survey which is led by Rich Ranker (RR), DG and John Slater. MD confirmed that work on the membership survey is in hand for May '12 HB confirmed that Rich is progressing with the Learning Technologist Salary survey

Action: HB to follow up with RR.

### **6. Membership reform phase 2 (HB, MD)**

HB provided a verbal update on changes to ALT's membership fee structure for 2012 and MD on membership literature re-design. TF provided feedback from the CDG on the proposed changes to CMALT fees. The committee discussed the changes and made the recommendation for CMALT portfolio review fees which fall due every three years to be amortised in the annual fee not charged separately every 3 years. All other proposed changes were considered by the committee without further recommendations being made.

Action: HB to make the recommendation for the CMALT portfolio review fee to be amortised to Trustees to be considered before the changes are implemented.

### **7. ALT Special Interest Groups**

#### **7.1. Draft policy of Regional Interest Groups (HB, MD)**

The committee approved the draft policy for implementation and advised minor changes to be made to the appendix to include a specific question about the geographical boundaries of the group.

Action: MD to ensure that the policy is published on the ALT website once these changes have been made.

7.2. Update on existing SIGs (if any)

There were no updates from SIGs at this meeting.

7.3. Proposals for new SIGs (if any)

The revised proposal for the eportfolio SIG has not been forthcoming. It is likely it will be resubmitted to the Committee in due course.

**8. Membership report – (MD)**

The Committee reviewed the report and discussed several issues in detail including the improvements that have been and should be made to the way in which data is compiled and reported on, retention rates for 2011 and the option to offer members ways to set up recurring payments. The committee noted that final figures for the 2011/12 financial year would be circulated after the end of the financial year.

**9. CMALT/CDG report – (TF, SE)**

TF presented the CDG/CMALT report to the Committee and provided a verbal update on the progress made in relation to the 3 year review process which the CDG has now handed back to MD for finalising and implementation. The draft the CDG produced in relation to an Ethical Framework has now been referred to the Research Committee. It was proposed that Certified Members who have not renewed their membership should be contacted to collect feedback and also to encourage them to renew.

Action: MD to ensure that lapsed Certified Members are contacted.

**10. Events report – (CG)**

CG presented the report focusing on arrangements for ALT-C 2012 and other events coming up between now and September. These were noted by the Committee members. GR noted that the planning for the FE large-scale curriculum redesign event was going well.

**11. Online operations report**

The final version of the report is awaiting feedback from the Chair of Publications Committee and will be circulated to the Committee following that.

**12. Items referred to and from other ALT committees**

Ethics framework draft from the CDG is being referred to the Research Committee.

**13. Items to be reported to the Central Executive Committee**

Recommendation on the Certified Membership fee changes.

**14. Dates of next meeting**

Wednesday, 30 May, 11am – 1pm (BST) online via Elluminate

Date for October meeting tbc.