

Minutes of the Membership Services Committee Meeting

Tuesday 30th October 2012, Aston Business School, Birmingham

1. Participation and apologies

Participants: Shirley Evans (SE), Kerr Gardiner (KG), Tom Franklin (TF), Gill Chester (GC), Douglas Gowan (DG), Julie Voce (JV)

Apologies: Amanda Jefferies, Fawei Geng, Liz Wyatt (ALT Staff), Matthew Newcombe.

ALT Staff: Maren Deepwell (MD), Heather Stallard (HS)

2. Announcements

i. Appointment of Shirley Evans as new chair of MSC.

ii. Geoff Rebbeck was thanked for his service to the committee as he has come to the end of his term.

iii. Caroline Ingram will extend her service – all in agreement.

iv. The committee recorded its thanks to Haydn Blackey for his work as Chair of the committee, his commitment and leadership by example.

v. Welcome to new members Matthew Newcombe and Yetunde Folajimi

3. Minutes from the last meeting – to approve

i. The minutes were reviewed and approved.

ii. Most actions were completed and it was noted that there was no progress on:

Item 7, Membership. Action: The salary survey in collaboration with Rich Ranker, which the committee will now take forward in a different manner.

4. Matters arising not covered on the agenda.

None.

5. Survey updates (MD)

The Membership Survey which is due to launch in November was circulated to all members prior to the meeting and members provided feedback via email.

Action: LW to updated survey according to the feedback received.

Action: LW to liaise with MD to launch survey in November 2012.

There was also a discussion of a new survey, 'for the members, by the members'. This would be different to the ALT survey which is run to inform ALT about its members/membership and could inform about the state of play for professional associations. It could be disseminated at the annual conference. The Committee considered that possible audience would be policy makers, funders, members and purpose would be recruitment, marketing and policy development.

Action: DG to lead cross-committee working group with the objective to develop a strategy for the future of member surveys. One volunteer to be found from each Committee. Working Group to report back to Committee at the next meeting.

Action: SE to report to CX.

6. ALT Special Interest Groups (All)

i. SIG sessions at the conference

KG reported that the ALT-SCOTLAND and other meetings were well attended at ALT-C 2012, while some had only a small audience. The committee considered whether all SIG sessions are happening at the same time could be changed in future to allow participants to attend more than one session.

JV proposed that non-regional SIGs could meet at different times to Regional SIGs in case of cross-interest.

ii. There are two SIG articles in the recent Newsletter and annual reporting is now in place for January for all SIGs.

Action: LW to liaise with all SIGs in advance of the next meeting to collate governance reports from each.

7. Membership Report (MD)

MD presented LW's report about membership services and statistics. The Committee noted that overall good progress was made in the recruitment and retention of members. The committee also discussed several issues including reasons for why certain types of organisations are cancelling / not joining with a focus on boosting organisational membership. The Committee noted the on-going improvements to the reports and thanked LW for her work. It was noted that ALT is in a consolidation period and that recruitment would become a priority once this period has concluded.

Action: SE and DG to work with LW to make amendments to the reporting format, including a 1 page headlines/overview.

8. CMALT (MD, TF)

The Committee received a written and verbal report on CMALT and the CDG update. It was discussed that overall progress in this area is promising and that in particular CDG-led webinars have increased the number of assessors that have been recruited.

Action: SE and MD to liaise in regards to existing CMALT initiatives.

9. Events Report (MD)

The Committee received the events reports from Caroline Greves including positive feedback about this year's annual conference..

10. Online Operations Report

This report was not available at the time of the meeting.

Action: LW to distribute when it becomes available.

11. International Matters

The Committee considered the forthcoming CMALT Australasia scheme in partnership with ascilite which will be launched at ascilite's annual conference in November. John Slater will attend and represent ALT.

12. Items referred to and from other ALT committees.

Action: DG to lead on forming a cross-committee working group to focus in a survey "for members, by members".

13. Items to be reported to the Central Executive Committee

- i. Membership survey working group to be established with a member from each of the Operational Committees.
- ii. MSC Terms of Reference finalised– see point 15 below.

14. Dates of next meetings in early February and early June 2013

The next meeting dates to be confirmed via email.

Action: LW to liaise with SE to agree dates and circulate these to members.

15. Terms of Reference

The updated TORs were discussed by the Committee and approved subject to minor edits being made.

16. Other Business

The Committee is currently seeking to appoint a Vice-Chair as currently no one has this role.

Action: SE and LW to liaise to encourage expressions of interest from within the committee.