

Minutes of Membership Services Committee (MSC) meeting number 1

16 October 2013, Birmingham

1. Participation and apologies

Participants: Shirley Evans (SE), Tom Franklin (TF), Sarah Horrigan (SH), Fawei Geng (FG), Amanda Jefferies (AJ), Alastair Clark (AC), Simon Kear (SK), Julie Voce (JV), Matthew Newcombe (MN), James McDowell (JM)

ALT Staff: Liz Wyatt (LW), Martin Hawksey (MH)

Apologies: Yetunde Folajimi (YF), Kerr Gardner (KG)

2. Announcements

Caroline Ingram, Doug Gowan, Neil Morgan, Kristian Still and Gill Chester were thanked for their service to the committee as they have come to the end of their term.

Welcome to new members Sarah Horrigan, Alistair Clark, Simon Kear and James McDowell.

The committee noted especial thanks to Doug Gowan for his work as Vice Chair. Expressions of interest for the role of Vice-Chair should be sent to Shirley Evans or Liz Wyatt by 31 October 2013.

3. Minutes from the last meeting:

The minutes from the last meeting were approved as accurate.

Actions arose in reference to agenda items 6.1 and 6.2

All actions completed or covered on the agenda.

4. Matters arising not covered on the agenda

Shirley updated the committee on Doug Gowan's 'By the Members for the Members' survey. This will be released and sent out at the same time as the ALT strategy.

5. Social Media and ALT

Martin Hawksey gave the committee an overview of the conference platform, proposed changes to the use of Crowdvine as the main social networking site and also suggests a change to the hashtag used all year for ALT, by using one hashtag '#ALTC'

6. Membership

Liz Wyatt presented Membership Report to the committee which was noted with no actions. Recruitment of members is on target and retention continues to go well.

Committee members were thanked for their help with running sessions during ALTC.

7. Special and Regional Interest Groups

The committee approved the draft SIG/RIG reporting template. This will be circulated to chairs of the SIGs/RIGs requesting that they return their completed updates by 30 November 2013.

8. Events

Events report from Caroline Greves was noted by the committee.

Shirley Evans noted what a successful conference ALTC2013 had been and thanked the ALT staff team for making it so.

9. CMALT

Sarah Horrigan is welcomed as chair of the CDG and Membership Services Committee. SH updated the committee about the forthcoming meeting between ALT and the HEA regarding the UKPSF mapping.

10. Online operation report

Report noted by the committee

11. MSC Terms of Reference

The committee reviewed the MSC Terms of Reference in relation to the ALT strategy. The committee divided into small groups and took an area of the ToR each to address each point in relation to the ALT strategy.

12. International matters

None

13. Items referred to and from ALT committees

None

14. Items to be reported to the Central Executive Committee

None

Dates of next meetings:

4 Feb 2014, 10.00 am (online)