

## ALT Membership Development Committee

### Minutes from the meeting held on 4 February 2014

#### **1: Welcome, attendance and apologies**

The Chair welcomed all members to the meeting of the Committee and

In attendance: Shirley Evans (Chair), Alistair Clark, Yetunde Folajimi, Tom Franklin, Amanda Jefferies, Simon Kear, Matthew Newcombe, John Traxler, Julie Voce, James McDowell

ALT staff: Martin Hawksey, John Slater, Liz Wyatt

Apologies from: Fawei Geng, Sarah Horrigan

#### **2: Any other business**

No other business was raised.

#### **3: Approve minutes from 16 October 2013**

The minutes were reviewed by the Committee and approved as accurate.

#### **4: ALT's new strategy**

The Committee noted discussed and approved report 02.

The committee responded with positive feedback particularly about the brevity of the strategy, recognition of working effectively, and developing professional development.

#### **5: MDC Terms of Reference**

The committee were updated on the changes made to the operational committees with there now being 3: Membership Development Committee, Communication and Publications Committee and the Further Education Committee. The research committee ceases to exist. The Terms of Reference for all three will appear on the ALT website once approved by the central executive.

##### **5.1 Research**

Research activities have now been taken up with all existing committees Terms of Reference.

Policy requests will now be handled by CE and CX. The committee noted and discussed report 03. Agreed TORs and requested more clarification in due course around the area of research.

In addition to TORs from all committees, see <https://www.alt.ac.uk/about-alt/what-we-do/alt-and-research> and <https://www.alt.ac.uk/about-alt/what-we-do/alt-and-research/research-strategy> which are being updated to line up with the new structure.

##### **5.2 Sub-groups/working groups**

The committee is invited to join small working groups based on their areas of interest in the following areas:

CMALT – currently covered by the CDG

Research – John Traxler, James McDowell

SIG/RIGS – Julie Voce, Kerr Gardner  
Recruitment and retention – Simon Keir

Action: Expressions of interest should be emailed to Liz Wyatt by Friday 7<sup>th</sup> Feb at 5pm  
Following the meeting James McDowell expressed interest in the Research work group and Simon Keir in the Retention and Recruitment workgroup.

## **6: Membership Report**

The committee noted and discussed the report. Shirley thanked the ALT team for providing the report and noted the recruitment figures for the year. TF raised his concerns about falling numbers of individual members but it was noted that many were switching to be CMALT candidates.

### **6.1: Ideas for membership development**

The committee contributed suggestions for developing membership including:

SK - Posters for departments in organisations, CMALT reps in each organisation (using UCL scheme as a prototype).

JV – CMALT M25 Group. At reduced fee level as per UCL.

More ideas will be picked up in the working groups.

### **6.2: Change to individual membership fees**

TF expressed concern in the percentage increase of the fees and the justification for the increase being so high. The committee noted that the increase was relatively little in real terms for individuals and had not been changed since 2009. The committee broadly supported the proposed changes which will be reported to Trustees.

### **6.3: Changes to Organisation Membership fees**

The committee confirmed support of the proposed changes (with one abstention) which will also be reported to Trustees. There was some discussion about whether members understood the tax position of fees and it was agreed to let members know again at renewal time and to include it in advertising.

Action: SE to report to Trustees that the proposed changes have the support of the committee generally. SE to also clarify the tax relief position and report on the discussion regarding the impact of fee increases.

## **7: SIGS / RIGS update**

**7.1 SIG and RIG updates.** 7 reports were received prior to the meeting. Positive feedback was given for the new reporting structure from the committee.

Action – to confirm with the White Rose group that they have established appropriate governance.

Action – To chase for final reports (OER SIG, LERSIG, MOOSIG)

Action – LW to circulate the SIG policy which covers the support SIGs receive from ALT including finances.

### **7.2. New Wales SIG.**

Members are invite to join . More details will follow.

## **8: Events report**

The committee noted the report.

MH - updated on the ALT winter conference. Scottish ALT members will be primarily targeted to attend.

TF suggests each SIG/RIG should organise a webinar for ALT members each year. Each SIG/RIG could find an interesting speaker to talk in their relevant area of interest. This was supported by the committee.

### **9: CMALT updates and report**

Committee noted the report.

LW reported on the number of candidates and new assessors.

MH reported on the Civi Case workflow. The implementation of this is imminent, finalising internal documentation and further on-going work scheduled for the rest of the year to ensure enhancements are made. Once this is working it will be possible to implement the portfolio update workflow.

JS reported on the CMALT and HEA UKPSF framework mapping process. The process continues to move forward. A framework draft has been drawn up and will now be followed up with HEA. This should result in a HEA candidate being able to map specific areas directly onto CMALT, and Vice-Versa.

### **10: Online operations report**

MH provided input and the committee noted the report. It was also noted that, due to a recording glitch, the data for November and December were not accurate.

### **11: International matters**

None

### **12: Nominations for Vice Chair of MDC**

Nominations for vice chair will be postponed until terms of reference are approved by Trustees. Nominations will be asked for at the next meeting.

### **13: Items referred to and from other ALT Committees**

See individual actions.

### **14: Items to be reported to the central executive committee**

None

### **15: Any other business identified at the start of the meeting**

None

### **16: Dates of next meeting in 2014:**

5 June, 15 October (face to face)

### **17: Close of meeting**