

ALT Membership Development Committee

Minutes from the meeting held on 5 June 2014

1: Welcome, attendance and apologies

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

Present: Shirley Evans (Chair), Amanda Jefferies, James McDowell, Matthew Newcombe, John Traxler, Julie Voce

In attendance: John Slater (ALT), Liz Wyatt (ALT)

Apologies from: Fawei Geng, Sarah Horrigan, Alistair Clark, Yetunde Folajimi, Tom Franklin, Simon Keir

2: Any other business

No other business was raised.

3: Announcements

Shirley Evans has reached the end of her term as chair. Tom Franklin and Kerr Gardiner have reached the end of their first 3 years on the committee, and can now extend for a further 3 years.

The whole committee joined in thanking Shirley for her commitment and enthusiasm as Chair of the Committee.

4: Minutes from 4 February 2014

The minutes were approved by the Committee as accurate.

5: Membership report

Liz Wyatt delivered the report which included details of positive membership retention figures and plans for recruitment for the second half of 2014. She updated the committee on the redesigned membership materials which would be available for all to use. The Committee discussed and noted the report.

6: MDC working groups update

6.1 Recruitment and Retention.

Shirley Evans presented ideas for supporting ALT with recruiting and retaining members following a meeting with Shirley, Simon Kear and Liz Wyatt. The committee supported the suggested proposals. There was some discussion of the role of institutional representatives.

Action: Liz to send a supply of membership materials to all members of the committee and SIG/RIG chairs.

Action: Simon Kear to meet with a rep from the FE Committee to discuss recruitment and retention on a cross-committee basis

6.2 Research

John Traxler reported on his proposals for ways to support and incorporate research activities through the MDC. It was suggested that a research SIG might be set up with a view especially to provide support and

MDC

guidance to individuals with an interest in those who were relatively new to research, in line with other discussions.

Action: Committee to express interest in this and suggest other names to Liz Wyatt by email.

Action: Cross committee discussion on research to take place.

6.3 SIGS & RIGS

Julie Voce reported on the findings of the SIG and RIG working group. This included recommendations for increased standardisation of branding for each SIG.

Action: JV and KG to discuss with LW which recommendations to take forward.

7 CMALT report

Liz Wyatt reported on developments in CMALT. It was noted that all documents for the assessment process have now been updated, including a new version of the CMALT prospectus. Processes would now get underway again. New assessors will be contacted to arrange training webinars for them.

8 Events

The committee noted the report from Caroline Greves, which included progress made with the planning of altc2014.

9 Online operations report

The committee noted the report

10. International matters

No matters raised

11: Items referred to and from other ALT committees

No items

12: Items to be reported to the central executive committee

Shirley Evans reported on the recent trustees meeting and provided a summary of discussed items relating to membership. This included changes to membership fees which were approved, the annual conference is making good progress overall. The new TORs for operational committees were also approved.

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

None

16: Dates of next meeting in 2014:

22 October (face to face) (note that this replaces the previously notified 15th October)

17: Close of meeting