



Minutes of the Membership Development Committee

Minutes from the online meeting of the MDC on Monday, 23 May, 2016.

1 Welcome and apologies

Chair: Sarah Sherman (SS)

Present: Thomas Palmer (TP - ALT); John Couperthwaite (JC), Julie Voce (JV), Matthew Newcombe (MN), John Traxler (JT), Kerr Gardiner (KG), James McDowell (JM), Simon Kear (SK)

Apologies received from: Tom Franklin, Alastair Clark, Amanda Jefferies

2 Any other business

None

3 Approve the minutes of the MDC held on 3 February 2016

Completed actions were noted. The acceptance by Trustees of recommendations regarding membership naming conventions and fee levels was noted.

The minutes were approved by the committee.

4 Membership and CMALT

TP summarised the report on membership, showing increasing individual membership in the year ending February 2016, and stabilising organisational membership. TP reported figures, and recent and current initiatives regarding CMALT and CMALT groups. The committee noted the reports.

The Chair invited the committee to discuss the idea of Regional CMALT champions previously put forward by JM. JM and SK will draft a proposal.

The Chair invited the committee to discuss the role of the ALT institutional representative. It was agreed that some central guidance and organisation should be available for representatives in order to maximise their role as ambassadors for ALT. The desirability of having an ALT page on institutional websites (linked to from the [organisational member list](#)) was also discussed. JV to discuss further with ALT; in the first instance ALT to produce a text, which organisational representatives among committee members can pilot.

SS gave an update on the CMALT Fellowship proposal previously put forward by SS and JB. There will be more consultation and a working group formed across a wider cross-section of the CMALT community. Further updates to follow. SS also discussed the category of retired Certified Members of ALT. ALT to consider and take this further from an operational perspective.

Action: JM and SK to draft a proposal on CMALT Regional Champions.

Action: TP to produce draft guidance document on 'the role of the institutional representative'.

Action: TP to produce draft text for use on institutional webpages.

Action: ALT to consider treatment of retired Certified Members and update MDC.

5 Members and Special Interest Groups

TP gave an update on the new Members Group Policy and progress in its implementation. The new online space, which will help to fulfil the aims set out in the policy, is now at a relatively developed stage. More work remains to be done in 2016 in developing this alongside group members, and in helping groups transition.

Individual reports from Special Interest Groups were noted.

Plans for a southern region ALT Members Group were noted. The committee will be updated at the next meeting on the outcome of preliminary discussions. The Chair recognised the efforts of former MDC Chair Shirley Evans, and asked for volunteers from the committee to support and liaise with Shirley in connection with these plans.

The committee received the proposal for the new West Midlands Region Learning Technology Group.

Recommendation: The Committee recommends the formal approval of the new West Midlands Region Learning Technology Group to Trustees.

Action: TP to put JV, JM and MN in touch with Shirley Evans to liaise re: supporting establishment of (a) southern region Members Group(s).

Addendum (06/06/2016)

A proposal for a new Learning Spaces Special Interest Group was put before the committee after the meeting and approved by email communication.

Recommendation: The Committee recommends the formal approval of the new Learning Spaces Special Interest Group to the Trustees.

6 Events and conference report

The committee noted the report.

7 Communications and website report

The committee noted the report.

8 Items referred to and from other ALT committees and Trustees including shared update from all committees

The committee noted the shared report from the last round of committee meetings. This committee's contribution to the next shared report will reflect the actions and recommendations minuted here.

Action: ALT to prepare and circulate.

Recommendations to be reported to Trustees:

Recommendation: The Committee recommends the formal approval of the new ALT West Midlands Region Learning Technology Group to Trustees.

Recommendation: The Committee recommends the formal approval of the new Learning Spaces Special Interest Group to the Trustees (See *Addendum* to item 5, above.)

Recommendation: The committee has one vacancy to be advertised via the open call for expressions of interest.

9 Any other business

None

10 Committee membership and vacancies

The Committee thanked Amanda Jefferies, who has come to the end of her second term, for her service on the MDC. Amanda will still be making a considerable contribution to ALT in the role of editor for *Research in Learning Technology*.

A number of committee members have reached the end of their first term of service, and have been invited to renew their membership of the committee for another term.
The committee has one vacancy to be advertised.

11 Dates of next meeting

The next meeting will be the face-to-face meeting in October. The date will be circulated.
Polls will be circulated to determine the dates of subsequent meetings in February and May 2017.

Minutes written by: TP/23/05/2016

Reviewed by: SS 23/05/2016