



Central Executive Committee (CIO) 24th Feb. 2016

Minutes

Chair-approved Minutes from the meeting on 24th, Feb, 2016.

1 Welcome and apologies

Chair: Fiona Harvey

Present: Martin Weller, Daniel Clark, James Clay, Sheila MacNeill, Matt Lingard, Sarah Sherman, Bella Abrams, Shirley Evans, Maren Deepwell (ALT), Martin Hawksey (ALT)

Apologies received from: Malcolm Ryan, Neil Morris, Alastair Clark

2 Remembering Doug Gowan (AOB)

Trustees noted with sadness the passing of Doug Gowan, President of ALT, formally announced earlier in February ([see announcement](#)). MD had conveyed Trustees' and Members' messages to the family and attended the funeral. Trustees added to the agenda a discussion about a memorial fund to celebrate the contribution Doug had made to the Association.

3 Approve the Minutes of the last meeting held on 19 Nov 2015

DC noted that Malcolm Ryan was omitted from list of attendees. This was corrected.

Minutes of the CIO and the former charity's last meeting were approved.

4 Matters arising from the last meeting

The report summarising all matters arising from the last meeting was reviewed, with all actions either completed or dealt with elsewhere on the agenda. FH noted that excellent progress had been made completing actions agreed last time.

5 Chief Executive's Report

MD introduced her report to Trustees by reflecting on a very busy winter period with the running of the Winter Online conference. Strong progress has been made both strategically and financially. The following items and recommendations were discussed in more detail:

Item	Recommendation
Hosting agreement	Trustees formally noted the addition to the licence agreed between

	the host institution and ALT.
2017 Co-Chair appointments	Trustees agreed to delegate the final approval of the appointment of Co-Chairs for the 2017 Annual Conference to GPC.
Ambassador policy	Trustees approved the new policy for Ambassadors with a view to refreshing the Ambassador group by the autumn and noted their thanks to SS and SE for their work on this.
Trustee Code of Practice	Trustees reviewed the updated Code of Practice and noted the work of FH and SMcN. <u>Action:</u> MD to update link to Trustees role document <u>Action:</u> Trustees discussed and decided to undertake development in their role and for this to be included at the next meeting.
Blended Learning Essentials	Trustees noted the successful delivery of phase 3 and the additional work taken on as part of this project.
Operational Plan	Trustees welcomed the successful delivery of the 2015 operational plan and the work in progress to finalise the plan and related risk registers for the new financial year. Trustees asked for positive feedback about the successful work of the past year to be conveyed to the staff tea,
Risk management	Trustees reviewed and discussed the effective risk management process and review for the year.
Recruitment and staffing	Trustees formally welcomed Tom Palmer as new Membership Manager and further noted the arrangements for the temporary cover and recruitment for the Support Officer role. SS suggested reviewing staffing resources for CMALT over the coming year and MW highlighted the increased activity around events also generating more work. It was discussed to avoid staffing shortages this year. <u>Action:</u> MD to review staffing levels on a quarterly basis and report back.
Annual appraisals	Trustees approved staff away day. <u>Action:</u> MD to ensure this is organised.

6 Financial report

Year end report

DC presented the financial report. The report covered the fourth quarter of the last financial year and included report on Q4 and preliminary outturn, update on appointment of new auditors, budget for 2016/17 and charity gift aid and tax advice. DC highlighted that ALT's year end was very positive and includes a surplus. MD that just over 95% of income generated this year has been generated from core activities (membership, cmalt and events) which is far above the target of around 75-80% set out in the financial strategy by Trustees. This is a positive outcome that represents strong progress over the past 12 months.

Recommendation: Trustees formally noted the year end position.

Budget for 2016/17

DC and MD also presented the proposed budget for the new financial year including expenditure and income. Building on progress made over the past 12 months the budget proposed for the new year sets

out a continuation of the same financial strategy. We propose to achieve a balanced outturn for the coming financial year unless additional external income is generated.

Trustees discussed the recommendation from the Membership Development Committee and found that after reviewing the financial report there was no need to increase membership fees for this year. Instead members will be notified that the fees will remain the same.

Recommendation: Trustees approved the 2016/17 budget and no change to membership fees.

Action: MD to implement no changes to membership fees and notify members.

Providing updated advice to members on Gift Aid

Following our transition to CIO status we are now taking advice in order to provide better information for members regarding gift aid and reclaiming tax on items such as membership fees. There is a registration process with the relevant Government services that ALT has to undergo as a CIO and this is now underway. We aim to provide better information for members as well as ensuring our own efficient operation as soon as possible/ Trustees will receive a further update in due course.

7 Operational Committees

7.1 Committee for Membership Development

SS led the discussion starting with a paper regarding membership naming for approval. SS highlighted the progress made on the recruitment of members this year, with nearly 1000 new members joining ALT. SS also reported on the discussion the Committee had regarding development of the CMALT scheme and its growth. SS noted that the Committee, in collaboration with members from other Committees where relevant, will undertake further work to draw up more concrete proposals for CMALT Fellowship (or equivalent) and Honorary CMALT member categories this year.

Recommendation: Trustees followed the view of the Committee in light of the positive financial report and agreed for membership fees not to be raised this financial year in view of a wider consultation ahead of the next strategy.

Recommendation: Trustees approved the new ALT Northern Ireland Members Group.

Recommendation: Trustees approved the following recommendation: The 'Ordinary Member' category should change to 'Member'. Further to that Trustees are asked to note that further consultation and discussion on the other proposals included in the membership discussion paper will be undertaken.

7.2 Committee for Communications and Publications

NM had sent a report to Trustees and MD reported on his behalf from a busy meeting which followed the recent meeting of the Research in Learning Technology Editorial Board. The joint committee update was found to be very useful. NM has had a good response from the Editorial Board, a number of the members re-engaging with the Board. The Committee has been engaging with other events (Playful Learning Conference and OER16) for a Themed Collection published by RLT. Trustees also noted need to have a separate peer review of conference papers and highlighted that #ALTC Blog is an emerging priority for the coming year and recommendations in this area will be reported to Trustees

Recommendation: Trustees approved appointment of four additional editors for the Journal, Amanda Jefferies (University of Oxford), Gail Wilson (Southern Cross University), Lesley Diack (Robert Gordon University), Fiona Smart (Edinburgh Napier University).

7.3 Committee for Further Education + cross sector engagement

JC noted increase engagement with the committee perhaps in part due to FELTAG and the area based reviews. Committee are keen to gather evidence of benefits of learning technology which can be used to inform area reviews include blended and shared services. The committee has been engaging with the SFA inviting them to a webinar. Giving a voice to the sector continues to be a challenge.

JC would like to discuss with other Committee chairs about how to provide better information between committees. SS suggested a regular meeting of committee chairs would be a useful way to share information between committees. MD happy to support and the staff can provide assistance where needed.

Action: Committee Chairs to agree how to proceed.

8 Communication and website report

MH presented the report which included highlights from the Online Winter Conference which ran fully online for the first time this year. With a big increase in attendance and engagement the online only format worked well and provided a good showcase for members' work. We had a lively discussion about how this format could be used to delivery other online events in particular in collaboration with Member and Special Interest Groups. Trustees also welcomed that the digest is now being published weekly in response to demand from the membership.

Trustees especially commended the work of MH for his work on the winter conference.

9 Events report

MD presented the events report which is collated by Anna Davidge. The Online Winter Conference was discussed, highlights include the geographical reach. Trustees reflected on the need to keep the online event more experimental and an opportunity to try new things. Trustees discussed ideas of enhancing the offering this year, and MW highlighted that experimental aspect should be part of the event branding as an opportunity for presenters explore what and how they present.

Trustees noted thanks to all staff and in particular Anna Davidge for progress made in this area.

10 Findings from the Annual Survey

MH introduced the summary of findings from the Annual Survey. This second report of Findings from the ALT Annual Survey, launched in December 2014, will shortly be published. While it provides important insights for members in general, findings from the survey are further used to shape activities for the coming year including for example topics for events. The full report is circulated alongside this summary.

Action: Trustees to provide quotes for future news item

Recommendation: Trustees noted the findings from the ALT Annual Survey 2015 and encouraged Operational Committees to note the survey findings and where possible use to inform their work for the coming year.

Recommendation: Trustees approved the publication of the 'Reporting from the ALT Annual Survey

11 Guest: Update from the Tinder Foundation

Presentation by Margaret Bennett from Tinder Foundation. Following the presentation additional information will be circulated to Trustees who are invited to comment.

Action: MD to follow up with Margaret Bennett

12 AOB

Trustees discussed and agreed to launch a fund to support 10 individuals from the learning and skills sector to achieve CMALT accreditation, in memory of Doug Gowan, President of ALT, who passed away in February 2016. Funding (which will cover the registration fee £150) will be allocated with oversight by Trustees of ALT on a first come first served basis and successful candidates will be invited to add their portfolios to ALT's growing showcase of CMALT portfolios to help with the wider effort to support and promote CPD in Learning Technology across the sector. We encourage interest from early career applicants.

Action: SE and DC agreed to oversee allocation of funds.

Action: MD to co-ordinate launch of fund

Minutes written by: MH/MD, 29 Feb 2016

Reviewed by: FH, 9/3/2016