



## Central Executive Committee (CIO)

### Minutes

Minutes from the meeting on 23 February 2017.

#### 1 Welcome and apologies

Chair: Martin Weller

Present: Sarah Sherman, Matt Lingard, Malcolm Ryan, Daniel Clark, Shirley Evans, James Clay, Sheila MacNeill (remote), Martin Hawksey, Maren Deepwell

Apologies received from: Alastair Clarke, Lorna Campbell, Fiona Harvey, Neil Morris, Bella Abrams

#### 2 AoB

No other business was added to the agenda.

#### 3 Approve the Minutes of the last meeting held on 17 Nov 2016

Trustee reviewed the Minutes from the previous meeting and approved them as an accurate record.

#### 4 Matters arising

Trustees reviewed the report covering all matters arising from the previous meeting. Many actions were completed with a few outstanding actions picked up in the CEO report. Progress with the journal transition being reported on by NM under the Committee for Communications and Publications item on the agenda.

#### 5 Chief Executive's Report

MD presented her report, which covered main items with recommendations as follows:

Item	Recommendations
Consolidation period	MD briefed Trustees on a proposed consolidation period to help clear space to implement the strategy. Trustees approved the consolidation period from Feb - April 2017.
Operations review [confidential]	
Operational plan 2016	Trustees noted progress in Q4 and completion of the 2016 plan

	overall.
Operational plan 2017	Trustees approved the 2017 plan.
Risk management	<p>Two items highlighted. Journal transition is now critical and there is a specific report covering this. As an emergency measure to mitigate risks submissions to the journal have been suspended. More risks are being actively managed. In part because we are at the start of the year. In the wider context there are increasing risks but these are being mitigated against as far as possible.</p> <p>Trustees formally noted the updated risk register and the actions taken to mitigate the risks identified in particular in relation to the journal's publication.</p>
Recruitment and staffing	<p>MD provided an overview to Trustees of current staffing structure and recent adjustments. ML enquired if increases were imposed or asked for by staff. MD highlighted that this was very much a desire for staff to work at a higher post fraction. MD noted that recruitment of OER17 officer has been very successful and generated wider interest for it and future posts from high calibre candidates. Trustees approved the updated staffing structure and formally note the actions taken to cover the Events &amp; General Manager role.</p>
Consultation on the second Research Excellence Framework	<p>Jane Seale and John Traxler have expressed an interest in providing input. MW agreed to provide high level input and MD will circulate request for one more volunteer.</p> <p><u>Action:</u> MD to circulate request for volunteer.</p>
Applications to the Doug Gowan Memorial Fund	<p>Doug Gowan Memorial Fund noted as a great showcase for the Association to the sector.</p> <p>Trustees approved the extension of the fund for an additional 10 CMALT registrations.</p>
HEA Workforce Development Advisory Group	Trustees decided to circulate a further request to all before confirming who will represent ALT on this group alongside SE
Joint letter on good copyright for education	Trustees decided to formally support this letter.
Appointment of OER18 Co-Chairs	Trustees delegated the approval of OER18 Co-Chairs to GPC.
Carlo Perrotta	Trustees formally thanked Carlo Perrotta for his work as Editor of Research in Learning Technology.

Other items informally discussed;

Ada College input:

Action: MD to circulate more information regarding Request for input for Ada College. MD, SM and SE noted interest in providing input.

SM highlighted that input from ALT to US LTC was a very positive development particularly regarding the influence of this committee.

JC suggested storing job descriptions that can be used as exemplars. MW wary of having what might be perceived as an ALT approved description. SM was keen that these were crowd sourced.

Action: MD explore if data from ALT Digest could be used.

## 6 Financial Report: Year end and budget 2017

DC highlighted that the preliminary outturn is in line with the forecast approved by Trustees in November and that finances are performing as planned. Trustees welcomed that ALT will end the financial year with a small deficit (£4k) which is lower than the budget set out. Conservative approach to budgeting appears to be successful and will be continued. MD noted plan was audit to be completed quickly and plan to have auditor present and next meeting June. .

Recommendation: Trustees formally noted the outturn and audit plans for 2016/17;

The financial strategy for the past three years has focused on a transition to covering all core costs with income from membership and events and becoming independent of project income. This has been achieved for the last two financial years and ALT's position has become more stable. This is a big achievement particularly as previously ALT was reliant on project income to cover staffing costs.

Tightly managed expenditure has contributed to balancing the books and in the coming strategy period our financial aims are to:

- Continue to cover core costs by operating within the income generated from membership/cmalt and events;
- Further increase how resources spent on operations contribute to strategic aims, e.g. through reviewing office/distributed operations;
- Ensure project participation continues to be limited to those activities that are strongly aligned with strategic/operational aims;
- Achieve a surplus to make a modest increase to restricted reserves over 3 years (2017-2020);
- Manage designated reserves, e.g. OER conference fund and OLP bequest in line with strategic aims;
- Review and update any policies, e.g. SIG/Member Groups policies, that have a financial component and update them as necessary.

Recommendation: Trustees approved the budget and financial aims for the 2017/18 financial year.

## 7 Events Report incl Annual Conference

Trustees welcomed the report which focused on the evaluation of the 2016 Online Winter Conference and included progress updates on the OER17 conference in April and this year's Annual Conference in Liverpool in September.

Feedback from the online conference was very positive with increased participation and registrations in comparison with the previous year. MD highlighted Online Conference continues to be a success for the Association in a number of ways including generating interest in membership (individual and org.). JC congratulated the ALT team on hosting this event. MR suggested that the fact the event is designed as a sandbox should be highlighted and used to promote the event.

Trustees also noted progress for the other upcoming events including the programme for the OER17 conference and progress made in preparing for ALT's first Annual Conference in Liverpool.

## 8 Innovation, Community & Technology Report

MH presented the report to Trustees, starting with innovation in the submissions for the Winter Conference. MH led on a new development using ALT's existing CRM. Trustees welcomed this example of internal development of ALT's systems. The report also covered introduction of branded HTML emails and automation of a number of membership workflows. MH highlighted the increased engagement of the staff team in using the systems and taking ownership of developing new workflows. MH commented on the positive impact this has on the productivity of the staff team across all areas. Trustees further commended the working culture leading to less administration being done by individual tools and for all staff to take a more active interest in the technology we use and the way in which it is used.

## 9 Operational Committees:

### Communications and Publications

Trustees noted the MInutes from the Committee's recent meeting. Following the Committee's' recommendation Trustees approved the new website policy for implementation and further highlighted work with the blog.

Trustees then discussed a report from NM and MD on the journal transition, having noted earlier that submissions to the journal had to be suspended following severe problems during the transition from Co-Action to Taylor & Francis earlier in the year. Trustees expressed their thanks to all Editors and staff who have had to cope with numerous problems and increased workload. Trustees also discussed the approach taken by NM and MD to mitigate the risks involved and try to limit the problems encountered by readers, authors, reviewed and editors. Urgent communication with the new publisher is ongoing and serious concerns have been noted in the face of the problems encountered,

Action: The new web policy to be implemented with minor amendments

Action: MD and NM to continue managing the journal and publisher liaison.

### Further Education + cross sector engagement

BA chaired this meeting as part of the handover of the Chair role. JC highlighted encouraging signs with the Association engaging with the wider sector, including Geoff Rebeck's work in the FELTAG SIG webinar series and the Doug Gowan fund.

SE suggested approaching CMALT candidates to submit conference proposals based on their portfolios. The Committee is keen to explore a separate announcement for conference submissions that is tailored for FE and Skills sector.

### Membership Development

SS presented the report from the meeting, which focused on year end membership figures for recruitment and retention (in high 90%). For the first time in three years organisational membership has grown. Membership fees were discussed at the committee. Noted that monitoring Jisc banding particularly for FE colleges.

#### Recommendations:

Trustees noted strong progress in membership recruitment and retention.

Trustees approved the freezing of organisational membership fees for the current year.

Trustees approved the freezing of individual membership fees for the current year.

The committee recommends that Trustees approve the formal constitution of the new ALT Southern Region Members Group. Trustees approved this new group.

## 10 New Strategy 2017-2020 and Survey Report

Trustees reflected together on the consultation period leading to the launch of the new Strategy and the collaborative approach to building a shared vision led by Members. Individual Trustees commented positively on the final strategy which will be launched in a range of formats including visuals and presentation slides. Setting out a bold vision for the next three years Trustees are looking forward to sharing the strategy with the wider Membership and promoting it at upcoming events and through their networks.

Recommendation: The new Strategy for 2017-2020 was approved by Trustees for launch next week.

The Survey Report and the data from this annual survey, presented by MH, was approved by Trustees for publication. MH drew out the highlights of the report from the executive summary and Trustees reflected together on the positive outcome from the consultation period and the collaborative effort to create the new strategy.

Recommendation: The Survey Report and data was approved by Trustees for publication.

Minutes written by: MH/MD 28 Feb 2017  
Reviewed by: MW / 1 March 2017