



Central Executive Committee (CIO)

Minutes

Minutes from the meeting on 15 June 2017.

1 Welcome and apologies

Chair: Martin Weller

Present: Sheila MacNeill, Sarah Sherman, Alastair Clark, James Clay, Shirley Evans, Lorna Campbell, Fiona Harvey, Bella Abrams, Neil Morris, Maren Deepwell, Martin Hawksey.

Apologies received from: Daniel Clark, Matt Lingard, Malcolm Ryan

2 Any other business to be added to the agenda at the end of the meeting

No other business was added to the agenda.

3 Approve the Minutes of the last meeting held on 17 Feb 2017

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

4 Matters arising from the last meeting.

Trustees reviewed the report covering all matters arising from the previous meeting. Many actions were completed with a few outstanding actions picked up elsewhere on the agenda. Any ongoing actions will be reported back on at future meetings..

5 Chief Executive's Report

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

Item	Recommendations
Elections	Trustees approved the appointment of the Electoral Reform Services to hold elections for a new Vice-Chair and 2 new Trustees
Honorary Life Membership	Trustees noted their involvement in determining the outcome of this year's award after the closing date
Consolidation period - Feb to	Trustees noted the successful completion of the consolidation

April 2017	period and their thanks to the staff team
Operationalising the new Strategy 2017-2020	Trustees reviewed the addition to the plan and new developments within the new strategy
Operational plan 2017 and risk management	<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 and other risks, as follows:</p> <p>Journal contract: this continues to be the biggest risk, with direct action from Trustees and senior staff. We are making progress towards securing the new contract and the transition to the new platform is about to get underway, but the journal has not yet resumed operations. We anticipate to have submissions open and papers being published within the next 4-6 weeks.</p> <p>CMALT assessments: the number of submissions we are receiving continues to increase gradually and is close to capacity. We have incorporated the need to ensure the submission and assessment process is robust enough to scale into the new CMALT initiative project. Senior staff working together with Tom Palmer to manage this risk.</p> <p>OER18 planning: at the end of Q1 there were outstanding details such as dates and a venue as yet unconfirmed. This has since progressed and this risk has decreased again.</p> <p>Senior staffing: in view of Martin Hawksey's decrease in post-fraction to 0.2 FTE equivalent during the period of research leave from July '17 - March '18 senior staffing has increased in risk. We are mitigating this risk by having in place a detailed plan for covering parts of the role and Chair/Vice-Chair have offered additional support for MD during this time.</p>
Staffing	Trustees formally note that Martin Hawksey will be taking research leave from July '17 to March '18 and the cover arrangements that have been put in place including contracting David Jennings to manage the new Pathways to CMALT initiative
Pathways to CMALT	Trustees noted that one Trustee is asked to volunteer to work with MD on general oversight of the project. SE, SS and SM expressed an interest.

Other items from the report were also discussed including:

Ongoing discussions with Blackboard regarding Ultra webinar access.

MD noted ongoing liaison with DfE.

Highlighted ongoing work with the BLE course, in particular, increased staff involvement from the ALT staff team. The project is now considering long term sustainability. AC queried the licensing of course materials. NM confirmed whilst the course included CC material, created materials were copyrighted to the funder as per their request.

6 [Confidential item]HR Report

This item is omitted from the public version of the minutes.

7 Operational Committees (15 min each):

Communications and Publications

NM reviewed the latest meeting. Highlighted that the committee has oversight of the blog, journal and conference. Actions reflect this support and an important feedback channel for work in this area. NM updated on the Journal transition and the new partnership with Open Academia. Manuscripts are ready for when the journal site is ready. The Editorial Board has been very well attended by senior members from around the world and their input has been valued and reassuring to have their endorsement. NM noted thanks for MD for expediency in which this issue has been addressed. MW asked about the role of Open Academia. MD highlighted that they provide all the services that were provided by Co-Action with the exception that ALT is the named publisher. This will give us security regarding all the data and DOI's which removes the risk of our data being transferred to another publisher. NM also highlighted that as the Journal publisher it gives us more control over the process for gaining an impact factor.

Currently to have 4 papers that have been peer reviewed and are ready to be published. We have 20 papers in peer review which have been transferred to the new OJS installation. There are also 30 enquiries from prospective authors which will be followed up when the system is online. There is also an opportunity now to tidy up the reviewer database.

Further Education + cross sector engagement

BA highlighted that FE/Skills have engaged much more with submission for the annual conference. JC noted whilst the support has been better there is still an issue with the tone of review comments. MD will make sure this is fed back into the conference committees. BA pleased that ALT as an org. had encouraged those from FE/Skills to submit and this could be something used to communicate to the wider sector. BA noted thanks to JC for his chairship of the committee. BA keen to develop more connection with Skills and links to Apprenticeships and ALUP. NM highlighted opportunities via the fourth phase of the BLE project.

Membership Development

Met recently and highlight continues to me the membership report. Priority to support the communication to members for the opportunities to get reward and recognition. SS was interested to get feedback from Trustees for areas for the committee to explore. JC noted opportunities in the wake of the apprenticeship for membership. MD also highlighted opportunities for committee members to become editors of the #altc blog. AC highlighted positive work between ALT Members Groups with the OE SIG and FELTAG SIG joint webinar.

8 Journal Transition and recent meeting of the Editorial Board

Trustees formally noted the update on the journal, including ALT's new partnership with Open Academia and progress made to re-sume journal operations as soon as possible. NM also reported on this under the previous agenda item following input from Committee Members and the Editorial Board. Trustees expressed their thanks to NM and MD for their work on this as well as the Editorial Team.

9 Financial Report & Annual Report and Accounts

This report provided an update on ALT's financial position at the end of the first quarter of this financial year, by 30 April 2017. In addition to this report the Annual Report and Accounts, including the report from the Auditors are being presented.

DC and MD reported on Q1:

Overall Q1 has turned out somewhat different from expected, however this is largely due to changes in timing between Q1 and Q2. Overall we are on track achieving our financial aims, although the OER17 conference has generated slightly less income than hoped for. Project income has

performed as expected. Membership and CMALT income continues well. Expenditure is in line with expectations except for the journal publishing costs, which have not been paid in the first quarter.

Recommendation: Trustees formally noted the outturn for Q1, 2017/18.

Trustees also reviewed the Annual Report and Accounts at this meeting. The audit went extremely well this year and did not identify any issues.

DC's report to the Annual Accounts:

This has been an exciting year for ALT, with the launch of our new strategy, our first year as a Charitable Incorporated Organisation (CIO) and developments in our core activities. That strategy, as set out in this document, demonstrates our three key aims and supporting objectives. Achieving these requires financial stability, and the execution of our financial strategy. That financial strategy is simple – the core activities of ALT need to be funded by its recurring sources of income which are membership fees, CMALT certification fees and income from conferences. Additional projects are financed by specific funding relating to those projects.

This strategy has been achieved during the current year, with income increasing by just under 5% and expenditure being kept closely controlled, resulting in a balanced outturn, represented by a small deficit of £4,018. In the context of ALT's overall finances, and reserves held, this deficit does not cause any concern to the Trustees. We will be able to use this financial stability, and our CIO status, to organise ourselves in an appropriate way to achieve our strategy.

It is worth reiterating that ALT is a small organization with a modest budget. It is enabled to have a very large impact in the field of educational technology by the significant time and energy contributed by its members, operational committees and Trustees, all supported by the hard work of the staff team.

My thanks to them and in particular Maren and Jane, whose highly organized approach to the finances of ALT make my role a very straightforward one.

Recommendation: Trustees reviewed the Annual Report and approved the Annual Report and Accounts for 2016/7 and the signing of the letter of representation.

10 Innovation, Community & Technology Report

Report from Martin Hawksey

Martin Hawksey presented his report and provided an update on work across the organisation in the first few months of this year since the launch of the new strategy. Martin's focus in terms of technology has been on essential maintenance and consolidation to provide the best platform for the new developments set out in the strategy. However, there has been innovation in the online delivery of events, which the OER17 conference in particular has benefitted from. In addition, progress on social media and communications in general has supported greater community engagement since the launch of the new strategy and this is reflected in this as well as other reports on events and membership.

In particular this report included actions and recommendations for the Committee to:

- Further disseminate the findings from the ALT Annual Survey;
- Note the verification of ALT's official Twitter account;
- Report to other Committees and Trustees on the increased impact achieved with an innovative approach of the OER17 conference;
- Explore CC-licensed content published for the new ALT Strategy.

Looking ahead, the run up to the Annual Conference will see the first new projects set out in the new

strategy commence, including the recently announced launch of the inaugural Research Awards which will sit alongside the Learning Technologist of the Year Awards.

Trustees discussed different approaches to involving Members in writing about and disseminating the findings from the Annual Survey.

Martin also provided a verbal update on progress made for the journal infrastructure since the report was written.

11 Events Report incl Annual Conference

First report from Jane Marsh

This report predominantly covered feedback from the recent OER 17 Conference, and the upcoming Annual Conference 2017 and two main recommendations for committees:

- Note the outstanding positive feedback for OER17, which will be reported to Trustees and is strengthened by the continued sharing of resources and conversation online;
- Help promote registration for the Annual Conference via your networks and consider any sessions which your committee may wish to run during the conference.

MD noted success of OER17 and feedback from delegates has been very positive. MW felt the event was very positive and was pleased to see reaction through blogs and Trustees commented overall that the conference was evolving well whilst maintaining a solid core. Reflecting on the Annual Conference Trustees discussed that this year we anticipate a very busy conference and recently announced Bonnie Stewart as keynote speaker. Exhibition spaces have been very well subscribed with only one slot remaining.

12 [Confidential item] 25th Annual Conference

This item is omitted from the public version of the minutes.

13 Thanks to all outgoing Trustees ending their term at the AGM in September:

Matt Lingard, Alastair Clarke, Malcolm Ryan and Fiona Harvey.

14 Next meetings

The dates for upcoming meetings are: 7 Sept, 16 Nov 2017.

Trustees noted thanks to SS for hosting the meeting at the RVC.

Minutes: MH/MD 21/7/17

Chair: MW 21/7/17